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A Message to Students
From President Linwood H. Rose

Dear Students:

Your collegiate experience should be a time of personal enrichment, life-forming decisions and, most importantly, exciting academic challenges. I am pleased that you have chosen James Madison University as the environment in which you will experience these things.

Deciding on your course of study is one of the most critical decisions you will make here. While you ultimately need to meet established degree requirements, also think about the limitless future that this educational experience will provide you. Challenge yourself to look beyond your years here and dare to imagine how a powerful education, both inside and outside of the classroom, can prepare you for all of life's opportunities.

Please accept my best wishes for a wonderful and rewarding JMU experience. Make the most of your time here - you'll value it for a lifetime.

Sincerely,

Linwood H. Rose
President
The Student Handbook
Your Resource for JMU Policy

JAMES MADISON UNIVERSITY 2001 - 2002

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. Please refer to the on-line version at http://www.jmu.edu/handbook/

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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 non-voting student member elected by students.

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 divisional vice presidents for academic affairs, administration and finance, institutional effectiveness, student affairs, development and alumni relations, and university relations and external programs; the director of intercollegiate athletics; and the executive assistant to the president.

University Governance

The University President

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 deans, the 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 the right and an obligation to provide an open forum to present and debate public issues.

2. The university has the 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 individual members or groups of members on a regular or a prolonged basis as free headquarters for political campaigns; and to prohibit the use of its name, 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.

9. The student has the responsibility to act in a manner that is conducive to learning by the student and by other students by: being prepared, prompt, attentive and courteous in all academic settings (including classrooms, laboratories, libraries, advising centers, departmental and faculty offices, etc.) and complying with requests made by a faculty or staff member in an academic setting.

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 sanctions for violations of university policies. The definition of adequate cause for separation from the university should be clearly formulated and made public.

3. 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.

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

5. University disciplinary action may result if a student's off-campus behavior is not in accordance with the mission of the university. Examples of such off-campus behavior would include but not be limited to crimes of violence, sexual assault and/or alcohol or drug violations.

III. UNIVERSITY JUDICIAL POLICIES

University Judicial System

James Madison University is a community of diverse 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 necessary to best achieve its educational mission.

Mission Statement

The Judicial Affairs mission is to promote community responsibility and support a safe environment in which student learning can take place.

Judicial Policies

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 gov-
ern their behavior so as to safeguard the education process, protect individual and institutional rights and property and ensure the safety of all members of the university community.

**J38-100 Alcohol and/or Illicit Drugs**

**J38-101 Alcohol**

Persons who violate state laws, county laws, or city ordinances are subject to prosecution and university disciplinary action. Students are reminded of the following regulations:

- **J38-101.1** Individuals must be 21 years of age to buy, possess or drink alcoholic beverages.
- **J38-101.2** 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.
- **J38-101.3** Falsely representing one’s age for the purpose of purchasing or possessing alcohol is against state law.
- **J38-101.4** Drunkenness and/or possession of open containers of alcohol in public areas are prohibited.
- **J38-101.5** 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.
- **J38-101.6** Kegs, party balls or other large containers with alcohol are prohibited unless previously approved by Special Events and Catering Services. All kegs and other alcohol containers must also comply with Virginia’s ABC rules and regulations.

**J38-102 Drugs**

- **J38-102.1** No student shall use, possess or distribute an illegal drug as defined by the Drug Control Act of the Commonwealth of Virginia.
- **J38-102.2** University policy conforms with state law with regard to drug paraphernalia.

**J38-103 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. If found responsible for a violation of University substance abuse policy while currently enrolled as a James Madison University student, the student will be subject to JMU sanctions which could include sanctions ranging from disciplinary probation to suspension from the university.

Students found responsible for three substance abuse violations may be suspended from the University.

**J38-103.1 Criminal Sanctions - Alcohol**

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

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

2. It is unlawful for any person to sell alcoholic beverages to persons under the age of 21. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is 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.

J38-103.2 Criminal Sanctions - Controlled Substances and Illicit Drugs

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

1. Possession of a controlled substance classified in schedules I or II of the Drug Control Act, upon conviction, exposes the violator to a felony conviction for which the punishment is a term of imprisonment ranging 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 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 one year, 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 either confinement in jail for up to one year, a fine up to $2,500 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 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 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 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.

J38-104 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.

J38-105 Campus Resources
• Counseling and Student Development Center, Varner House, 568-6552
• Assistant Director for Sexual Assault & Substance Abuse Prevention, Health Center, 568-6177
• Peer Educators, Health Center, 568-6177
• Office of Judicial Affairs, Frederikson Hall, C-Section, 568-6218

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

J38-106 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 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 at Alumnae Hall, Room 208.

J38-107 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.

J38-108 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 Inter-Fraternity Council alcohol policy.

J1-100 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.

J1-101 Where To Ride

J1-101.1 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.

J1-101.2 Do not ride between two lanes of traffic moving in the same direction unless one lane is a separate or mandatory turn lane.

J1-101.3 Ride single file on highways. Bicyclists may ride two or more abreast on paths or parts of highways designated exclusively for bicycle use.

J1-101.4 Bicycles (and pedestrians) are prohibited from interstates and certain other controlled-access highways. The restricted sections of the highways are marked with conspicuous signs.

J1-101.5 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.

J1-101.6 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.

J1-102 Changing Directions

J1-102.1 Obey all traffic signs, signals, lights and markings just as you would if operating a motor vehicle.

J1-102.2 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.

J1-102.3 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.

J1-103 Passing

J1-103.1 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.

J1-103.2 Motorists must approach and pass a bicyclist at a safe distance and reasonable speed.

J1-104 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.

J1-105 Safety Considerations

J1-105.1 Do not carry other riders on the handlebars or ride two to a bike (unless it is a two-person bicycle).

J1-105.2 Do not carry articles which prevent you from keeping at least one hand on the handlebars.

J1-105.3 Do not attach yourself or your bicycle to any other vehicle on the roadway.
JL-105.4 Earphones are prohibited while riding a bicycle.

JL-105.5 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.

JL-106 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.

JL-107 Hints for Safe and Responsible Bike Riding on Campus

JL-107.1 Ride on the sidewalks where possible; give way to pedestrians.

JL-107.2 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.

JL-107.3 Stay off athletic playing fields and out of Bridgeforth Stadium.

JL-107.4 Do not ride bikes in residential, academic or administrative facilities (indoor bike tracks are exempted).

If the operation of a bicycle is particularly reckless, involves gross negligence or disregard of others' welfare, excessive speed or refusal to comply with reasonable official requests, the rider may be subject to adjudication for the "Noncompliance with an Official Request" or "Dangerous Practices" policies found in the handbook.

JL-108 Registration

Both the City of Harrisonburg and JMU require all bicycles to be registered. All campus residents must register their bicycles with the Office of Public Safety and affix the issued numerical decal to the bike. Off-campus residents operating bicycles on campus may register their bicycles with either the city of Harrisonburg or JMU.

JL-109 Storage

JL-109.1 No bicycle may be kept anywhere inside academic or administrative buildings. If all the residents of a living unit concur, bicycles may be stored in students' rooms and suites. Storage may occur only within the confines of the prescribed areas. Bikes should never be left in halls, corridors, stairwells or on landings or handicapped ramps.

JL-109.2 Bicycles improperly placed in campus residences, Greek housing, other campus facilities or handicapped ramps will be confiscated by the university. Wall mountings to store bicycles are not permitted and damages caused by the storage or transportation of a bicycle are the responsibility of the bicycle's owner.

JL-109.3 Motorcycles, mopeds and other motorized vehicles are not allowed in stairwells or corridors of residential or other facilities. Towing charges may be assessed for removal.

JL-109.4 When possible, lock your bicycle to bike racks; do not secure them to trees, railings, lampposts, fences or handicapped ramps. Bicycles are not to be stored in campus bike racks or otherwise left on campus or within university facilities by persons not currently enrolled for classes. This includes the summer months. Such bikes are considered abandoned property and are subject to confiscation, storage and subsequent sale as state property.

JL-110 Further Suggestions for Bike Safety

JL-110.1 Use of a helmet is strongly recommended.

JL-110.2 Pedestrians should not step in front of cyclists, who may not be able to stop in time.

JL-110.3 Remember when riding up behind pedestrians or other cyclists, they most likely will not hear your approach. Alert pedestrians when overtaking or passing with an audible warning.

JL-110.4 Be predictable; ride in a straight line.

JL-110.5 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.

J1-110.6 Ride defensively - expect a car or truck to pull out from a side street. Gain eye contact; use an audible warning.

J1-110.7 Stay out of the gutter; take your place on the traveled portion of the roadway.

J1-110.8 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.

J2-100 Camping or Shelter Construction

J2-101.1 Constructing shelters, camping or sleeping out on university-owned or -operated properties is prohibited at all times.

J3-100 Campus Election Rules

J3-101.1 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.

J4-100 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.

J4-101 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.

J4-102 All activity policies including “Facility Use,” “Guest Speakers” and the “Right of Expression” apply to The Commons.

J4-103 In case of inclement weather, use of university equipment will be denied.

J4-104 Sound amplification is permitted only between noon and 1 p.m. or 5 and 6 p.m. as confirmed through the reservation process.

J5-100 Computer Misuse

James Madison University provides computing and telecommunications resources and facilities as a part of a student's association with the university. As a user of this technology, a student is expected to use these resources responsibly and to abide by the applicable laws and policies respecting computer usage at JMU. University policies particular to computing are in section 1200 of the James Madison University Manual of Policies and Procedures. However, policies from other sections are applicable as well and may be relevant to computing use. All policies can be found on the JMU Homepage at http://www.jmu.edu/JMUpolicy/.

Any misuse of University network or computing resources or services is expressly prohibited. Examples of misuse include, but are not limited to, the following activities:

J5-101 Committing computer fraud, forgery, harassment, personal abuse, trespassing, theft, embezzlement or invasion of privacy.

J5-102 Tampering with files or information that belong to someone else.

J5-103 Using the computer to examine, modify or copy programs or data other than one’s own without proper authorization. This includes plagiarism and/or violations of copyright.

J5-104 Degrading or attempting to degrade computer hardware or software performance or to alter or circumvent established security measures.

J5-105 Depriving or attempting to deprive other users of access to computing/network resources or services.

Under no circumstances does the university condone or permit: the unauthorized copying of computer software or other copyrighted material; the use of another person’s computer I.D., telecommunications account or access privileges; the unauthorized access or use of another per-
son's files (whether inside or outside the computer system); the intentional abuse or interference with the operation of any university computer, network or telecommunications system; the intentional interference with the work of other users or wasting of computer resources. Using computing resources in other forms of misconduct such as harassment, invasion of privacy, libel, falsifying identity, etc. are violations of University policy and/or law and will be dealt with accordingly.

J6-100 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:

J6-101 The use or possession of fireworks, firecrackers, gunpowder or any dangerous chemicals or explosive materials.

J6-102 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.

J6-103 Blocking or in any way preventing use of fire exit doors, handicapped ramps, residence hall room doors and building hallways.

J6-104 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.

To maintain fairness and uniformity in the assignment of sanctions for certain first time offenses the following guideline has been established: disciplinary probation and educational program.

J7-100 Destruction or Attempted Destruction of Property

J7-101 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.

J7-102 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 policy.

J8-100 Disorderly Conduct

No student shall cause or incite any disturbance, excessive noise or contention in or near any building or any other property owned or operated by the university. To maintain fairness and uniformity in the assignment of sanctions for certain first time offenses the following guideline has been established: disciplinary probation and educational program.

J9-100 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 two members from its organization to attend one “Nuts and Bolts” training session each year prior to reserving space. The same organizational members are 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 24 hours in advance, with the exception of Phillips, Wilson Auditorium, Grafton-Stovall and the Commons which require two weeks notice. 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.

J10-100 Failure to Comply with a Disciplinary Decision

J10-101 No student shall fail to comply with any disciplinary conditions imposed by the Judicial Council or the Office of
Judicial Affairs. To maintain fairness and uniformity in the assignment of sanctions for certain first time offenses the following guideline has been established: $50.00 fine and disciplinary probation.

**J11-100 False Alarms and Fire Drills**

J11-101 No student shall pull a fire alarm except in case of an actual fire.

J11-102 No student shall disregard a fire alarm signal or refuse to evacuate a building.

J11-103 No student shall enter or exit from a fire escape except during a fire drill or in the case of an actual fire.

To maintain fairness and uniformity in the assignment of sanctions for certain first time offenses the following guideline has been established: False Alarms-disciplinary probation and suspension from University Housing; Fire Drills-$50.00 fine, educational program and disciplinary probation.

**J12-100 Falsification of Official Information**

J12-101 No student shall alter, replicate or have in his or her possession an altered university identification card (JMU Access Card), nor shall he or she alter, replicate or enter false information on an official university document.

J12-102 No student shall provide false information or fail to provide current information to the university for the purpose of defrauding the university.

**J13-100 Fire Suppression/Detection Equipment**

J13-101 No student shall, without authorization, operate, tamper with or otherwise misuse any fire suppression equipment, except for the purpose of extinguishing a fire.

J13-102 No student shall tamper with or otherwise misuse any fire detection or early warning devices, emergency lighting or evacuation systems.

To maintain fairness and uniformity in the assignment of sanctions for certain first time offenses the following guideline has been established: a fee to refill extinguisher, disciplinary probation and educational program.

**J14-100 Gambling**

J14-101 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.

**J15-100 Guest Speakers**

J15-101 As a public service policy, JMU makes its facilities available for lectures, institutes, workshops, conferences, guest speakers and other programs.

J15-102 All events involving off-campus speakers must be registered and approved through the University Center Events and Conferences office at least two weeks prior to the event.

**J16-100 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 J16-101 Submission to the conduct is made a condition of employment or admission of an applicant;

J16-102 Submission to or rejection of the conduct is the basis for personnel action (recommendation for promotion or tenure) or grades;

J16-103 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.

J16-104 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.

J16-105 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:

J16-105.1 Discuss the matter with the faculty or staff member involved, explaining why a particular comment or action was offensive.

J16-105.2 Discuss the matter with the
immediate supervisor of the faculty or staff member, giving an account of the comment or action in question.

J16-106 If you believe that you have been harassed by a student, you should take one or more of the following actions:

J16-106.1 Discuss the matter with the accused, explaining why a particular comment or action was offensive.

J16-106.2 Bring a charge of harassment to the Office of Judicial Affairs in Frederikson Hall, C-Section.

J16-107 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:

J16-107.1 Discuss the matter with the accused, explaining why a particular comment or action was offensive.

J16-107.2 Discuss the matter with the immediate supervisor of the accused, giving an account of the comment or action in question.

J16-107.3 Contact the student employment office at 568-6165.

J16-108 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.

J16-109 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.

J16-110 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 officer in Burruss Hall, Room 128.

J17-100 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.

J17-101 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.

J18-100 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:

J18-101 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 or Honor Council proceeding.

J18-102 Distributing, announcing or publishing confidential judicial information, letters or decisions.

J18-103 Giving false information to the Judicial or Honor Council or to a judicial hearing officer or honor council coordinator.

J19-100 Littering

J19-101 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.

J19-102 No receptacle used for trash shall be overturned.

J20-100 Newman Lake

The lake is not available for recreational purposes.
J20-101 Boating, skating and swimming are prohibited.

J20-102 Fishing is permitted. Anglers must possess a valid Virginia fishing license.

J21-100 Noncompliance with an Official Request

J21-101 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.

J21-102 No student shall fail to answer promptly lawful requests from faculty members or administrative officers of the university.

J21-103 No student shall intentionally provide false information, verbally or in writing, to faculty or staff members acting in the performance of their official duties.

J21-104 The student has the responsibility to act in a manner that is conducive to learning by the student and by other students by: being prepared, prompt, attentive and courteous in all academic settings (including classrooms, laboratories, libraries, advising centers, departmental and faculty offices, etc.) and complying with requests made by a faculty or staff member in an academic setting.

To maintain fairness and uniformity in the assignment of sanctions for certain first time offenses the following guideline has been established: disciplinary probation and educational program.

J22-100 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.

J22-101 Inquiries concerning the application of Section 504 and the implementing regulations may be referred to the disabilities coordinator, Roop Hall, Room 343, or you may call 568-6705.

J22-102 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.

J23-100 Nondiscrimination on the Basis of Sex

James Madison University does not discriminate on the basis of sex in educational programs or activities. The university is required by Title IX of the Education Amendments (PL92-318) 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. This requirement extends to employment by the university and to admission thereto. There is, too, a broader federal statute with which the university complies: Title VII which includes race, sex, national origin, age, etc.

J23-101 Sexual harassment is a form of sex discrimination and also is covered under both statutes.

J23-102 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, MSC 7802, James Madison University, Harrisonburg, VA 22807, 540-568-6991; or to the director of the Office of Education. Questions concerning Title VII also may be referred to the Office of Affirmative Action or to the Equal Employment Opportunity Commission (EEOC.) Addresses and telephone numbers are available from the Office of Affirmative Action.

J23-103 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.

J23-104 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
Grievance Procedure. A student may bring a charge of discrimination to the Office of Judicial Affairs.

J23-105 After exhausting the informal remedies, the student may institute a formal written complaint. The procedure for handling such complaints for either statute may be obtained from the university's Office of Affirmative Action. The specifics of filing a complaint may be viewed in the JMU Policy #1324, Grievance Procedures for Allegations of Harassment (Including Sexual Harassment) or Discrimination.

J24-100 Obscene Conduct

J24-101 No student shall engage in lewd, indecent or obscene conduct or expression on university property or in university-owned or operated buildings.

J25-100 Parking

J25-101 All motor vehicles to be parked 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. J25-102 Specific parking regulations accompany each issued permit or are available on request or online at www.jmu.edu/pubsafety/parking.htm

J26-100 Personal Abuse

J26-101 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. To maintain fairness and uniformity in the assignment of sanctions for certain first time offenses the following guideline has been established: disciplinary probation and educational program.

J27-100 Pets

J27-101 Students shall not bring any pet belonging to them or under their control into any university-owned or operated building, or chain a pet outside any academic building where it may disrupt classroom activities through barking or other noise. Owners must keep dogs on a leash at all times. All actions of any dog will be the responsibility of the owner. Violations of this policy will be handled as follows:

J27-101.1 In or near classrooms, academic buildings, administrative buildings or physical education facilities, the person responsible for bringing the pet into the building will be asked to remove the pet immediately. If the individual refuses or the owner cannot be found, university police will be called and appropriate action taken.

J27-101.2 Students found with a pet in university housing will automatically be given notice that they are being charged for each pet and that they have 24 hours to remove the pet. Students failing to remove their pet within the 24-hour period will be charged an additional daily fine per pet. Continued failure to comply with this regulation may result in termination of the housing contract.

J27-101.3 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.

J28-100 Projectiles

J28-101 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.

J29-100 Public Health Policy

J29-101 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.

J29-102 In the case of mental health issues, 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.

J29-103 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 the 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. Failure to comply with the recommended treatment plan may subject the student to involuntary administrative withdrawal 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.

J29-104 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:

J29-104.1 The reliability of the information concerning the student’s behavior;
J29-104.2 Whether or not the student’s behavior poses a danger of causing imminent, serious physical harm to the student or others, causing significant property damage or directly and substantially impeding the lawful activities of others;
J29-104.3 Whether or not the student has completed an evaluation in accordance with these standards and procedures.

J29-105 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, or for other necessary purposes, as authorized in writing by the vice president for student affairs or designee. The decision of the vice president or designee shall be final and conclusive and not subject to appeal.

J30-100 Records
James Madison University maintains the following education records as defined by the Family Educational Rights and Privacy Act.

<table>
<thead>
<tr>
<th>Record</th>
<th>Location</th>
<th>Custodian</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent academic record</td>
<td>Office of the Registrar</td>
<td>Registrar</td>
<td>Wilson</td>
</tr>
<tr>
<td>(transcript)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Disciplinary</td>
<td>Office of Judicial Affairs</td>
<td>Director</td>
<td>Frederikson</td>
</tr>
<tr>
<td>Financial aid records</td>
<td>Office of Financial Aid and Scholarships</td>
<td>Director</td>
<td>Warren</td>
</tr>
<tr>
<td>Student financial accounts</td>
<td>Office of Student Accounts</td>
<td>Manager</td>
<td>Warren</td>
</tr>
<tr>
<td>Placement records</td>
<td>Office of Career Services</td>
<td>Director</td>
<td>Wilson</td>
</tr>
<tr>
<td>Graduate School</td>
<td>Office of the Graduate School</td>
<td>Dean</td>
<td>Cardinal</td>
</tr>
<tr>
<td>Police records</td>
<td>Department of Public Safety</td>
<td>Director</td>
<td>Shenandoah</td>
</tr>
</tbody>
</table>

J30-101 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.

J30-102 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.

**J31-100 Responsibility for Guests**

J31-101 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.

J31-102 Student hosts will be held accountable for any damage or violation of regulations by their guests.

**J32-100 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.

J32-101 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.)

J32-102 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.

J32-103 Blocking or impeding vehicular or pedestrian traffic is prohibited.

J32-104 Blocking access to or from campus buildings or offices is prohibited.

J32-105 No activity that promotes violence against person or property is permitted.

J32-106 Observers may not interfere with participants of the demonstration or assembly in any way.

J32-107 Activities of participants or observers that disrupt or disturb classes, meetings or any other normal functions of the university are prohibited.

J32-108 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.

J32-109 Banning or picketing that interferes with the normal operations of the buildings will not be permitted.

J32-110 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.

**J33-100 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. Violations observed during routine inspections and/or building evacuations may be referred to the Office of Judicial Affairs. 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.
J33-101 Emergency Entry

J33-101.1 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.

J33-101.2 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.

J33-102 Authorized Entry

In the case of a known violation of a university policy, a staff member 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 and observed violations may be referred to the Office of Judicial Affairs. 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.

J33-103 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.

J33-104 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.

J34-100 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 harassment, which is also prohibited under university regulations and is specifi-
cally addressed elsewhere in this hand-
book.
To maintain fairness and uniformity in
the assignment of sanctions for certain first
time offenses the following guideline has
been established: Students found to be
responsible for rape or forcible sodomy
may receive a sanction of disciplinary pro-
bation and suspension from the University
for one year.

**J35-100 Smoking**

**J35-101** Smoking in university buildings
is prohibited.

**J35-102** Exceptions include the following
areas:

- **J35-102.1** Faculty and staff members' pri-
  vate offices.
- **J35-102.2** Library-designated smoking
  room in basement.
- **J35-102.3** Each hall council will establish
  policy for the residence hall at the begin-
  ning of each year.

**J36-100 Soliciting, Petitioning, Selling,
Surveying and Publicizing**

**J36-101** 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 devel-
opment. Sales and solicitation may only
take place in the areas designated by the
University Center.

**J36-101.1** Students or student organiza-
tions must obtain written approval from
the coordinator of student organization
development before petitioning or survey-
ing 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 organi-
zation development.

**J36-101.2** No student, nonuniversity-
related organizations or individuals may
sell or solicit on the campus for any pur-
pose whatsoever without first obtaining the
sponsorship of a recognized student organi-
zation. The sponsoring organization must
then obtain the written approval of the
coordinator of student organization devel-
opment, make all arrangements for space,
acknowledge sponsorship in writing and
delineate the financial arrangements
between the sponsor and the nonuniver-
sity organization or individual.

**J36-101.3** Sales or solicitation involving
food items require additional approval by
the dining services department. Sales or
solicitation of merchandise require addi-
tional approval by the director of the uni-
versity bookstore.

**J36-101.4** All students or organizations
who solicit off campus on behalf of a
school or organization associated with JMU
must have the written approval of the vice
president for university advancement and
the University Center.

**J36-102** 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 uni-
versity officials.

**J36-103** Sales and solicitation by stu-
dents, 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:

**J36-103.1** 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.

**J36-103.2** 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.

**J36-103.3** Solicitors may leave calling
cards, catalogs or order blanks with stu-
dents but may not transact business or
seek promises for future transactions.

**J36-103.4** A member of the residence hall
staff must agree to be present to observe
the program.

**J36-103.5** 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.

J36-103.6 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.

J36-103.7 No door-to-door solicitation or distribution is permitted.

J36-103.8 All programs falling under the definition of this policy must be registered in advance with the Office of Residence Life.

J36-104 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.

J37-100 Sound Amplification Equipment

J37-101 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.

J37-102 Permission and specification for use of sound amplification equipment on campus must be obtained from the director of the University Center.

J39-100 Theft

J39-101 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.

J39-102 No student shall illegally use or appropriate any property not belonging to him or her.

To maintain fairness and uniformity in the assignment of sanctions for certain first time offenses the following guideline has been established: (items valued equal to or greater than $25.00) disciplinary probation and one semester suspension.

J40-100 Trespass

J40-101 Any individual refusing to leave an area as directed by an authorized faculty or staff member is responsible for trespass.

J40-102 Any unauthorized individual entering or attempting to enter university property which has been closed, locked and/or posted shall be responsible for trespass.

J41-100 Unauthorized Entry

J41-101 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.

J42-100 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:

J42-101 Use, possession or sale of a parking decal which was not specifically issued to and paid for by the student holding the decal.

J42-102 Use, possession or sale of a JMU Access Card to obtain entry or services to which the individual is not entitled.

J42-103 Use, possession or sale of any university keys not specifically issued to the student.

J42-104 Use of official university documents or identifying information by a stu-
J43-100 Violence to Persons
J43-101 No student shall engage or attempt to engage in any form of violence directed toward another person or group of people.
J43-102 Responding to violence with violence is a violation of this policy. To maintain fairness and uniformity in the assignment of sanctions for certain first time offenses the following guideline has been established: disciplinary probation and one semester suspension.

J44-100 Weapons
J44-101 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.
J44-102 Realistic facsimiles of weapons are also specifically not allowed.
J44-103 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.
J44-104 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 reasonable standards of conduct for students who voluntarily and willingly choose to become members of the university community. In conjunction with its right to determine 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. The judicial body shall have the authority to limit the number of witnesses in order to avoid unreasonable delays where the testimony would be repetitious or unnecessary.

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

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

An accusing student of an alleged sexual assault has the following rights

1. The right to choose to have a support person and/or attorney present to advise and provide support. (The support person must be selected from the university community.)

2. The right to be informed of the results of the judicial proceeding.

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 specific 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.

University Judicial Structure

Office of Judicial Affairs

The office is responsible for the administration of the University Judicial System.

Student Judicial Coordinator

1. The student judicial coordinator(s) shall be selected by the outgoing executive council of the Student Government Association and the Office of Judicial Affairs.

2. Duties of the student judicial coordinator(s) 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 50 members. Of the members, 25 shall be
faculty and staff members, none of whom shall hold an administrative position higher than head of a department. The other 25 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 board will be composed of three student members and three faculty or staff members of the judicial council. Each board will be chaired by a nonvoting faculty or staff member of the judicial council.

6. Each appeal will be heard by a board 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.

**Minor Violations Board**

1. The role of the Minor Violations Board is to act as the original hearing body for cases in which a student is charged with a violation of a university 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 board will be composed of three student members of the University 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 board 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 Office of Judicial 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

3. Judicial decisions made by the university hearing officer may be appealed to the associate vice president for student life.

**Judicial Jurisdiction**

Jurisdiction for all judicial cases shall be assigned by the Office of Judicial Affairs.

**Major Violations**

The following policies are usually considered major violations (resulting in suspension or expulsion):

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**

The following policies are usually considered to be minor violations:

1. Bicycles
2. Camping or shelter construction
3. Littering
4. Newman Lake policy
5. Pets
6. Responsibility for guests
7. Smoking
8. Sound amplification equipment

**Flexible Violations**

Flexible violations are those which may be considered to be either major or minor
depending on the circumstances involved in each case.
1. Alcohol
2. Computer misuse
3. Dangerous practices (including use or possession of fireworks)
4. Destruction of property
5. Disorderly conduct
6. Drugs
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 determine:
   • 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 sanction which will be assigned; if found responsible.
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 may 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 board, 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

If the Office 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 class days of the date of the interim suspension to fully adjudicate the case.

Parental Notification

The Parental Notification Plan will be used to inform parents about behavior associated with alcohol and drug abuse in order to provide support for the individual student and to facilitate appropriate intervention for that student. Parents will be notified under the following conditions:

a. regarding medical conditions at the point the incident occurs
b. any major offense - after found “responsible” through the Office of Judicial Affairs
c. any major off-campus offense for which the student has been charged
d. any second offense or off-campus arrest

NOTE:
Minor offenses include but are not limited to: Open Container Violation; Illegal Possession of Alcoholic Beverage, Drinking in Public; Public Intoxication (DIP) and Possession of Drugs.
Major offenses include but are not limited to: Driving Under the Influence (DUI); Keg Registration Violation; Distribution of Drugs; Under the Influence of Drugs.

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 Warren Hall, Room 302, 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, service learning may be imposed.

**Range of Sanctions 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

**Changes and Amendments**
All policies and procedures defined in these sections are subject to change by the president of the University or Judicial Control Board at any time. Students shall be informed of any changes in this document. The membership of the Judicial Control Board consists 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 Code Introduction**
In a university community, there can be no doubt that honor and the pursuit of knowledge are inexorably intertwined. An honor system must be believed in, supported by and administered by those who belong to it. Upon enrollment at James Madison University, each student is automatically subject to the provisions of the Honor System. Each student has a duty to become familiar with the Honor Code and the provisions of the Honor System. Ignorance of what constitutes an Honor Code violation cannot be used as a defense in an honor hearing.

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

Each examination, paper and other written or electronically submitted assignment is submitted pursuant to the Honor Code, and shall contain the following pledge (or similar pledge approved by the faculty or staff member) of the student(s) submitting the work: “This work complies with the James Madison University Honor Code.” The pledge shall be signed by the stu-
dent(s) unless it is submitted electronically, in which case the faculty or staff member may require a different method of proof of a student’s pledge.

The Honor Code

Students shall observe complete honesty in all academic matters. Violations of the Honor Code include, but are not limited to, taking or attempting to take any of the following actions:

1. Using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit. Unauthorized materials may include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers or other supplementary items.

2. Giving false or misleading information regarding an academic matter.

3. Copying information from another student during an examination.

4. Rendering unauthorized assistance to another student by knowingly permitting him or her to see or copy all or a portion of an examination or any work to be submitted for academic credit.

5. Obtaining prior knowledge of examination materials (including by using copies of previously given examinations obtained from files maintained by various groups and organizations) in an unauthorized manner.

6. Selling or giving to another student unauthorized copies of any portion of an examination.

7. Using a commercially prepared paper or research project or submitting for academic credit any work completed by someone else.

8. Falsifying or attempting to falsify class attendance records for oneself, or for someone else, or having another falsify attendance 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 academically 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.

The JMU Honor System maintains a comprehensive Internet home page at http://www.jmu.edu/honor which provides comprehensive information on Honor System policies and procedures. Honor Council offices are located at 113 Wilson Hall. The phone number for the Honor Council is 568-6383.

VI. STUDENT AFFAIRS

The mission of the Division of Student Affairs is to prepare students to be educated and enlightened citizens. All offices strive to advance the integration of the curricular and cocurricular areas of student life and to enhance students' affective 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.

Office of the Associate Vice President for Educational Support
The Office of the Associate Vice President for Educational Support assists students who are considering withdrawing from the university. The student and staff member will discuss personal, financial and academic implications of withdrawal. The staff member will provide the student with the proper withdrawal request forms and assist in their completion. The Associate Vice President for Educational Support is located in Taylor Hall, room 399. For information regarding withdrawal, please call (540) 568-2837 or visit www.jmu.edu/edusupport/.

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. The current Ombudsperson is Donna Harper, who can be reached at (540) 568-2837 or harperdl@jmu.edu.

Center for Multicultural/International Student Services
The Center for Multicultural/International Student Services assists the university in continuing its goal of promoting diversity at all levels on campus. Through CMISS, various services and support are offered, such as student leadership development, cultural program development, and professional/paraprofessional resource informa-

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. New skills frequently addressed in counseling include developing more satisfying rela-
tionships, 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 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 first year students 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 difficulties he or she is having with a particular course. Students can receive tutoring from a 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, enhance interpersonal skills, develop a behavioral change program, improve 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 influ-
ence 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 initial 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.

**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 federal 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.

**Outside Aid**

A recipient of financial aid at JMU should notify the Office of Financial Aid and Scholarships in writing of any other form of outside 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. In some situations, federal and state regulations will require the Office of Financial Aid and Scholarships to modify an existing financial aid package based on a student's receipt of outside aid. The potential exists for students to be required to repay financial aid funds already received.

**Satisfactory Academic 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 (GPA), hours earned and maximum time requirement. Students who fail to meet these requirements will be denied aid. If aid is denied and the student has extraordinary
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 or can be viewed at www.jmu.edu/finaid/SAP.htm.

**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 (FAFSA) and submit it to the federal processing agency by March 1 for the coming year. The Department of Education mails Renewal FAFSAs in December to qualifying students who filed the form the prior year. For those who do not receive a Renewal FAFSA, an original FAFSA can be obtained at the Office of Financial Aid and Scholarships beginning in January of each year. Students can also complete a FAFSA on-line at www.fafsa.ed.gov.

In some situations, students and parents may be asked to submit additional documentation to the Office of Financial Aid and Scholarships. The documents may be necessary to validate a FAFSA and provide an accurate award. Therefore, it is suggested that students and parents keep copies of all documents used to complete the FAFSA. Examples of such documents are student and parent tax returns.

**University Withdrawal**

If you withdraw from the university, Student Financial Services may adjust your charges based upon your withdrawal date and the JMU Refund Policy. For the university refund policy, please refer to the Student Financials website at http://www.jmu.edu/stufin. Regardless to any adjustment to your charges, if you withdraw from the university, your financial aid may be adjusted based on the percentage of the semester you completed before withdrawing. In some cases, Federal Return of Title IV Funds regulations may require that aid be returned to the federal government for students who completely withdraw from JMU before 60% of a term has been completed. Financial aid is awarded for the entire term, which is generally a 15 week period. If a student does not complete the entire 15 weeks, then the Return of Title IV Fund rules will determine how much financial aid has been earned. The student can keep that amount for the term, but the unearned part must be immediately returned to the federal government. In some situations, this will leave the student with a balance owed to the university. Funds are returned to the federal government in following order: Unsubsidized, Stafford, Subsidized Stafford, PLUS, Perkins, Pell, and SEOG.

Additionally, certain state grant programs cannot exceed tuition, or the cost of tuition and books. So, if a student's tuition is reduced based on the JMU Refund Policy, it's very possible that state grant funds will be reduced by the same amount. In most cases, this will not impact a student's bill, as the reduction to state grants is generally equal to the remaining tuition balance.

**Summer School Awards**

Financial Aid 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. Students should contact the Office of Financial Aid and Scholarships for summer school application procedures. Instructions on applying for summer financial aid are generally sent to students in a spring newsletter from the Office of Financial Aid and Scholarships. This newsletter is typically delivered in February.

**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 Warren 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 (UHC) partners with students to encourage personal responsibility for their well being by providing quality primary care and education in a confidential, professional, and collaborative manner. The UHC is an ambulatory care facility staffed by physicians, nurse practitioners, nurses, health educators, and support staff trained in young adult health care needs. The UHC is designed to accommodate students with short-term illnesses and minor medical concerns. Critical or emergency situations will be referred to Rockingham Memorial Hospital, located adjacent to the UHC.

The services of the UHC are available to JMU undergraduates enrolled in seven or more credit hours; graduate students enrolled in six or more credit hours. All students must have a completed health record on file with evidence of required immunizations. Services include Fast Track Self Care, women’s health clinic, allergy clinic, immunization clinic, lab services, contraception services including counseling and education, and health education services and programs. These services are easily obtained by simply walking in without any prior appointment. A triage nurse will treat or refer students who need immediate assistance and will assist others in getting appointments. Services do not include the cost of prescriptions, lab work, x-rays, hospital care or the services of specialists not on the UHC 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.

The UHC’s Office of Health Promotion takes an active role in promoting wellness and the benefits of a healthy lifestyle for students, faculty, and staff. Health educators and the REACH peers offer a variety of services related to college health issues including University wide programs and speakers, presentations to classes, and consultations for class research and personal health concerns.

The UHC’s Office of Sexual Assault and Substance Abuse Prevention provides services, resources, programs, and information on issues associated with sexual assault, alcohol, gender and relationships, self-esteem, communication skills, prevention and risk reduction.

During the academic year, medical services are provided Monday through Friday 8:00 a.m.until 8:00 p.m. and Saturday and Sunday 10:00 a.m. until 6:00 p.m. During summer session, services are available Monday through Friday from 8:00 a.m. until 5:00 p.m. Additional information is available from the UHC web page, www.jmu.edu/healthctr or by calling (540) 568-6177.

**University Recreation**

University Recreation promotes and advances healthy lifestyles through participation opportunities, educational experiences, and supportive services. Our qualified staff is committed to excellence and attentive to the developmental needs of our participants. All recreational programs are administratively housed in the University Recreation Center located adjacent to the Convocation Center.

In order to participate in our comprehensive and innovative programs, all you need is a valid JMU Access Card (JAC card). Full time graduate students (enrolled in nine or more credit hours per semester) receive full individual and family privileges. Graduate students enrolled in six or more credit hours receive full individual privileges. Graduate students enrolled in less than six hours may receive full individual privileges for an additional fee.

**How to get involved?**

Getting involved is easy! Semester program schedules may be obtained from our Program Information Rack. You can sign up for any activity you would like to participate in at the UREC Program Registration Desk (568-8734) - intramurals, group fitness activities, racquetball, orientations, certifications and more!
Facility Includes:
* Aerobic studio
* Cardiovascular training room
* Climbing Wall
* Cycle Studio
* Eight racquetball courts
* Equipment check-out center
* Three lane indoor track
* Locker rooms
* Main gymnasion
* Multi-activity center
* Multi-purpose studio
* Massage studio
* Picnic/patio area
* 25 meter x 25 yard indoor pool
* Jacuzzi/Sauna
* Outdoor sand volleyball court
* Two instructional classrooms
* Administrative offices
* Smoothie Bar
* Vending area

Hours of Operation (During Full-Academic Session)
Monday-Thursday 6:30 a.m. - 11:30 p.m.
Friday 6:30 a.m. - 10:00 p.m.
Saturday 9:00 a.m. - 10:00 p.m.
Sunday Noon - 11:30 p.m.

For additional information, please call x8700 or check out our website at http://www.jmu.edu/recreation.

Office of Residence Life

The Office of Residence Life seeks to serve a diversity of student needs by providing a comprehensive living and learning environment. To meet these goals, the university strives to provide a comfortable, clean and safety conscious 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, personal advising 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 and residence hall 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: first year and upperclass. Upperclass students select their residence hall room for the upcoming academic year in April during spring sign up. New first years receive information on lifestyle preferences in May and are assigned to first year halls on a random basis.

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/or 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 seek approval from the director of residence life.

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 Residence Hall Association, 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 residence hall policies 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 interferes with the rights of others or lead to other violations of university policies are reasons for disciplinary action.
2. Alcoholic beverages may not be consumed or carried in open containers in hallways, lounges, courtyards, kitchens or other public areas. Kegs, "party balls," and distillation processes as well as other large sources of alcohol such as, but not limited to, punches and grain alcohol are not permitted within or in the vicinity of university sponsored housing.
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 rooms or suites must be registered with the hall director or resident adviser prior to the party, whether or not alcoholic beverages are
available. The party sponsor assumes all responsibility for damages or violations of university policies by 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, and have the condition of their rooms approved as part of their checkout from all university-operated housing. This does not apply to students who are leaving their hall for vacation periods but does include those students who are leaving for their field placement experience or withdrawing from the university. It is the student’s responsibility to find a residence hall staff member and make checkout arrangements or utilize the express checkout procedures if provided.
3. Students who move into or out of university housing without completing the proper procedures will be assessed a fine.
4. Students will be held responsible for the expenses incurred as a result of returning a room to its original condition.

**Common Area Furniture**

Furnishings must be confined to original lounges and study areas. For use by all residents, common area furniture is not intended for private use in individual rooms. Furniture misappropriation may result in a $25 fine per day per piece of furniture after the 24-hour grace period.

**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 Access**

Access to all residence halls is obtained through the designated door using the student JAC card or key. Students are assigned access only to the residence hall in which they live. Staffs within the Office of Residence Life are responsible for student access schedules that allow access into their assigned halls. These schedules are based upon housing assignments and are applicable when the university is in session. Students who wish to visit a resident in another hall must phone the resident from the yellow courtesy phone outside the hall, then be escorted by the resident at all times. Any questions or concerns about card access into the residence halls should be directed to the facilities area within ORL located in Huffman, Section C, Room 103.

**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 winter break except Ashby Hall. Ashby is open during Thanksgiving vacation and spring vacation. Only residents of Ashby may remain in the hall during the university break periods. No student may stay in a hall (except Ashby) 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. In all 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. Presence in a hall when it is officially closed is considered trespassing.

**Key Duplication**

Residence hall room keys may not be duplicated. Students who lose keys should immediately contact a member of the residence hall staff to get a replacement. Students are responsible for costs associated with replacement.

**Overnight Guests**

A residence hall room adequately accommodates the persons to whom it is contracted and a few of their guests. Overcrowding rooms 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 the solicitation statement outlined in "Soliciting, Petitioning, Selling, Surveying and Publicizing." Those who want to distribute materials in the residence halls should refer to ORL Guidebook.

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. Intensive Quiet Hours are in effect 24 hours a day during final exam periods. They begin the evening of the last class day of each semester and are in effect through the last final exam. Hall staffs may designate a short period of time each day (ex. 9:00 p.m. to 10:00 p.m.) when 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. Musical equipment may be confiscated if repeated disturbances occur.

8. Courtesy hours are defined as: times when priority is given to residents ability to either sleep or study without noise disruptions.

**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**

All residence halls are secured (locked) 24 hours/day every day. A student without a key may be admitted to the residence hall by contacting the university police.

1. No student may lend a room key or JAC card 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. Propped doors will sound an alarm.
4. Students may not admit unauthorized or uninvited persons into the hall at any time.
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 9:00 a.m. through 1:30 a.m. on Sundays through Thursdays and 9:00 a.m. 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 referred to the Office of Judicial Affairs. 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.

**STUDENT SUCCESS**

Student Success is the name of JMU's collaborative, campus-wide effort to coordinate programs and support services based on cohesive educational goals. Focusing on academic achievement, career development, planning, decision-making, and leadership development, Student Success programs are designed to help students assume responsibility for learning so they can complete seamless transitions into, through and out of the university. The Student Success Learning Center (Wilson Hall) houses the Center for Academic Advising and Career Development, Center for Leadership, Service, and Transitions, Office of Disability Services, Reading and Writing Resource Center, Honor Council, Assessment Lab, Communication Studies Resource Center, Science and Mathematics Learning Center and Supplemental Instruction. The Student Success Service Center (Warren Hall) houses Financial Aid
and Scholarships, Card Services, Registration Services, Student Financial Services, Warren Box Office, and University Information, along with several student center functions: Bookstore, Post Office, Center for Multicultural/International Student Services, Dining Services, and lounges. The Student Success Welcome Center (Sonner Hall) houses the Office of Admissions, University Information at Sonner, and the On-Campus Interviewing Program.

Center for Leadership, Service and Transition

The Center provides first year, leadership and service experiences where students learn to be educated, enlightened and engaged citizens. Students may participate in leadership workshops and activities, as well as in community service events and projects such as Alternative Breaks and America Reads. The Center also provides first year students opportunities to be oriented to the university, make connections with peers and faculty, and become involved in exciting programs that integrate academic and social aspects of the first year experience.

All of the Center’s educational opportunities allow you to make real world connections with what you are learning in class, enhance your marketability to future employers and become engaged in community life. Success means achieving your goals at JMU and preparing yourself to be effective in your workplace and community after you graduate. You will have many opportunities throughout your lifetime to make a difference where you work and where you live. The Center for Leadership, Service and Transitions will teach you how to do that now.

Disability Services

James Madison University is an equal opportunity institution that admits students without regard to disabling conditions. JMU is committed to preparing students to be enlightened and educated citizens who will lead productive and meaningful lives.

The Office of Disability Services (ODS) ensures that the university complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Section 504 & the ADA guarantee the rights of all students with documented disabilities equal access to an education, which is limited only by personal ability and not by physical or psychological disability. The office provides support services and coordinates accommodations to meet the needs of students who have disabilities.

Services are available to all currently enrolled JMU students who have a documented disability. Individuals eligible for services include, but are not limited to, those with mobility, orthopedic, hearing, vision, or speech impairments, as well as those with learning disabilities.

In order to provide effective and reasonable accommodations, students will be asked to provide documentation of their disability. Documentation should indicate the student’s current level of functioning. It should also state the diagnosis of a disability, indicate the substantial limitations resulting from the disability and provide a justification for reasonable accommodations. This information will help Disability Services to provide the appropriate accommodations and support services each individual may need.

For more information on how to secure accommodations for students with disabilities or for information about policies, procedures, and resources regarding services for students with disabilities; contact ODS at: Voice/TDD: (540) 568-6705, disability-svcs@jmu.edu, or visit www.jmu.edu/disabilityser.

Academic Advising and Career Development

Academic Advising and Career Development coordinates academic advising for all freshmen, undecided students, and student athletes; assistance to students in choosing a major and deciding upon a career direction; and a variety of job search programs and services.

I. Academic Advising

The function of the advisor is one that is vital to the mission of the university. The advisor 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 courses. Effective advisement assists students in shaping their education to meet their specific intellectual, personal and career goals. Recognition of the individuality of students and of their need to seek advice beyond the process of course registration is a quality of advisement that is necessary to ensure student success in college and in life after college. Advisors do not decide the student’s goals or program, but counsel on ways to develop appropriate goals, prevent academic problems and encourage maximum growth and development in the educational process.

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 a faculty or professional advisor who will discuss with them the university’s various programs of study, academic policies and procedures, advanced placement/exemption testing, and registration procedures. The students will plan their course of study with their academic advisor as an important initial step in the pre-registration process for fall semester.

Academic advising is an ongoing relationship between students and faculty members or professional advisors. During spring semester, freshmen who have declared a major are assigned to advisors in the department or school of their major. Students remaining undeclared are assigned to a professional advisor in the academic advising and career development center until they select a major and receive support in the process of declaring a major.

A professional athletic advisor advises freshmen student athletes until they have declared a major. Once a student athlete has declared a major, they are advised about their academic program by a faculty member in the department or school of their major and by an athletic advisor to insure compliance with National Collegiate Athletic Association guidelines for academic progress.

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 advisor and one for the student advisee.

**Responsibilities**

**The Advisor**

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 and career goals.

**The Advisee**

1. Clarifies personal needs, values, goals, abilities and interests.
2. Becomes knowledgeable about university policies, procedures, and academic requirements of the university. The responsibility of fulfilling all requirements for graduation lies with the student; therefore, familiarity with the requirements contained in the undergraduate catalog is essential.
3. Takes the initiative to ask for help from the advisor when needed.
4. Takes responsibility for making decisions.

**II. Career Advising and Decision-Making**

Academic Advising and Career Development assists students at various stages of the decision-making process for choosing a major and career. To participate in any of the programs listed here or to make an appointment with one of the staff, students should contact the office located on the third floor of Wilson Hall.

**Career and Life Planning Course**

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

The major and 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.

JMU Majors Fair

Each spring semester, the office in conjunction with the academic departments, co-sponsors a major's fair. Faculty from each academic department is available to provide program information and answer student questions.

Academic and Career Resource Center

The resource center makes available to students pertinent resources for choosing a major, career planning, internship/summer jobs, employer directories, job search tools, and career trend information. Resources include books, printed materials, handouts, databases, career software, and web-based information via the resource center computer lab. Information is organized on a self-help basis so that students and faculty may browse at their leisure. Staff members are accessible to answer questions and help students utilize resource materials.

III. Employment and Job Search Services

On-Campus Interviewing

Each year business, industry, government, armed forces and educational systems send representatives to the JMU 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 job opportunities. The on-campus interview program information and interview sign-ups are managed through the Career Connections website. To participate students must attend an Introduction to On-Campus Interviewing workshop and obtain a web password from the on-campus interviewing coordinator in Sonner Hall. To help students prepare for these interviews, mock interview sessions with employer participants are held at the beginning of each semester.

Resume Development

A web-based resume development program is available which allows students to prepare their resumes on-line. Students must obtain a web password from the on-campus interviewing coordinator in Sonner Hall. Resume writing workshops and resume critique sessions with a staff member are available throughout the year.

Career Fairs

The office sponsors a number of career fair events each year to provide students with the opportunity to interact with employers and obtain employment-related information. Past programs have included University Wide Career Day in September, Graduate Professional School Fair in October, Minority Career Day in October, and Teacher Recruitment Day in March-April.

Job Vacancies

A number of national job vacancy publications are available in the resource center which provide information about job opportunities in a variety of career fields. Web-based job vacancy listings are also available.

Students are welcome to use any part of the services and facilities of the Office of Academic Advising and Career Development. The office is open Monday through Friday from 8 a.m. until 5 p.m.

University and College Centers

The University and College Centers department 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 and College Centers.

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.

University and College Centers 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

This facility includes the JMU Bookstore, a post office, Madison Grill dining facility, Warren Hall Box Office, Center for Multicultural Student Services, University Information, Student Success Services: Registration and Card Services, Financial Aid, Student Accounting and Cashiers, meeting rooms and lounges. University Information Central located in Sonner Hall has an information site in Warren Hall. Named in honor of a former JMU dean, Warren Hall was officially opened in 1971 to serve as a base from which many student activities originate.

Taylor Hall

This campus center houses University and College Centers Administration, Events and Conferences, Taylor Down Under, Student Organization Services, and a variety of meeting rooms and lounges. University Information Central located in Sonner Hall has an information site in Taylor Down Under. Completed in July of 1993, Taylor Hall is named after Dr. James Taylor, a former rector of the JMU Board of Visitors.

Phillips Hall

This facility includes PC Dukes, a dining facility on the ground level and a multipurpose ballroom on the second floor. Located adjacent to Taylor and Warren halls, Phillips Hall is named in honor of former Vice President of Business Affairs, Col. Adolph Phillips.

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.

College Center

Services and facilities in the College Center include meeting rooms, lounge spaces, a convenience store and the popular Festival Food Court. Plans for the upcoming second phase of the College Center include a number of ballrooms, additional meeting rooms, and other services to support students. The first phase of the College Center opened in 1998 and is designed to provide services to support the East Campus and the entire campus community.

Student Organization Services

Student Organization Services (SOS), a part of University and College Centers, includes University Program Board, Fraternity/Sorority Life and Clubs and Organizations.

University Program Board

Campus entertainment is scheduled through the University Program Board, a student organization advised through the University and College Centers. 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, university departments and schools. Committees for which students may volunteer include film, club, musical events, global awareness and contemporary issues, tickets, technical services, publicity, public relations, financial management, internal student development and communications.

Fraternity/Sorority Life

Greek Life

The University and College Centers work with fraternities and sororities to foster cooperation and communication among chapter members, the university and the
community. The staff advises the Inter-
Fraternity Council and Panhellenic Council
and also works with the individual chap-
ters in promoting leadership, involvement
and service. The University and College
Centers are committed to the development
and growth of the Greek system by imple-
menting programs and workshops to facilit-
tate the many aspects of Fraternity/Sorority
Life.

 Clubs and Organizations

Clubs and Organizations, located in
Taylor Hall, Room 205A, provides services
to the more than 260 recognized student
organizations at JMU and provides infor-
mation about recognized student organiza-
tions to the JMU community. Programs
such as C.E.O. Workshop Series, fund rais-
ing workshops, Officer Transition
Workshops and Brown Bag Lunches pro-
vide members, officers and advisers of stu-
dent organizations with opportunities to
educate themselves and improve their
organizations. Students are invited to stop
by and learn more about involvement
opportunities at JMU. Student organiza-
tions offer students a leadership laboratory
in which to apply their knowledge and
skills.

 Taylor Down Under

Taylor Down Under (TDU), a part of
University and College Centers, is located
on the first floor of Taylor Hall. Housed
within TDU is the Office for Taylor Down
Under Services, Off Campus Life (OCL),
University Information - Taylor, the Corner
Pocket Game Room, the TDU Stage, and
the TDU Coffeebar. The staff includes an
Assistant Director of the University and
College Centers, a TDU Coordinator, an
OCL Coordinator, a TDU Fiscal Manager,
and many student staff members.
TDU strives to offer JMU and the
Harrisonburg community knowledge of
off-campus housing and community informa-
tion through various services and activi-
ties. In addition, TDU provides entertain-
ment in a relaxed atmosphere. Students
can check their e-mail, play pool, get infor-
mation on JMU services as well as services
in the surrounding areas or have lunch
with a friend while watching TDU's big
screen television. Visit Taylor Down Under
or call 568-7870 for more information.

 Off-Campus Life

The Office of Off Campus Life (OCL) is
located in Taylor Down Under, Room 112.
OCL consists of the OCL Coordinator’s
office and an office/information area main-
tained by student employees who serve as
Community Coordinators and OCL Office
Assistants. The mission of the OCL is to
educate and assist students with their
move off campus and in becoming respon-
sible members of a larger community.
OCL, as a service office, presents educa-
tional programs in the Residence Halls,
publishes informational literature and a
yearly housing guide, facilitates conflict
resolution and maintains up to date listings
as well as a web site. Off-Campus Life is an
advocate for the off-campus student and a
place where she/he can turn for support
and answers. www.jmu.edu/offcampliv,
TDU - Room 112, (540) 568-6071.

 University Information

University Information, a part of
University and College Centers, is a net-
work of information sites located on cam-
pus to provide assistance with academics,
on and off campus events, directions, area
tourist sites and travel information, as well
as general questions about daily life at
JMU, such as, who-to-go-to-for-what and
what kiosks allow you to check your e-
mail, surf the web, and register for classes!
Locations and phone numbers are below.
Call us! We are here to help.

 Welcome Center - Lobby of Sonner
Hall -

xINFO - jmu-info@jmu.edu
UI @ Warren - Warren Hall,
3rd floor - x6138
UI @ Taylor - Taylor Hall,
1st floor - x7853
UI @ College Center - College Center,
2nd floor - x2592
UI @ URec - Lobby of University
Recreation - x8700

 Bulletin Board Use and Posting Public
Notices—James Madison University
Policy 3104

The provisions of this policy govern the
placing and removal of public notices on
bulletin boards and display cases on the
James Madison University campus. The pri-
mary purpose of the posting policy is to ensure the wise use of available space, balancing the need for effective and orderly promotion, maintenance of facilities, and avoidance of littering. No information will be posted that is inconsistent with the educational mission of the University.

**Bulletin Boards**

**General Purpose Bulletin Boards**

General purpose bulletin boards are for use by student organizations, faculty groups and administrative units and are located in residence halls, University and College Centers, the breezeway of Wilson Hall and other convenient locations on campus. University members may use the general purpose bulletin boards for posting announcements of upcoming events, services offered, organizational functions, and for publicizing items for sale. All items must be approved by University Information prior to posting.

**Assigned Bulletin Boards**

Selected bulletin boards are assigned for the exclusive use of academic departments, offices, or organizations. These bulletin boards are labeled and assigned to specific departments and organizations and are their responsibility.

**Bulletin Board General Policy**

Prior to posting materials on a general-purpose bulletin board, the materials must be stamped with a removal date to ensure the systematic removal of outdated material and to provide space for new material. Approval can be obtained at University Information sites in Warren Hall, Taylor Hall, Sonner Hall, or the College Center, seven days a week, during operational hours. Materials may be posted for up to two weeks.

It is university policy to provide adequate bulletin board space in convenient locations to inform members of the university community. Posting is limited to two flyers/posters on all general-purpose bulletin boards. No more than 100 posters per activity will be approved in order to provide adequate space for all notices. Posters may not exceed 17 x 22 inches.

It is not the intent of this policy to censor or otherwise control the content of notices or other materials to be posted on bulletin boards. However, it is recommended that such materials be in good taste. The Assistant Director of University Information will review materials that may be questionable prior to posting.

“For Sale” notices and personal announcements to be posted on the general purpose bulletin boards must be no larger than 8 1/2 x 11 inches to maintain uniformity and to provide space for the maximum number of notices. A contact person and phone number or e-mail address must be printed on every poster. There is a two-week time limit on posting of personal notices.

Facilities Management: 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 by work order or through the facilities management work control center fifteen days prior to the event.

Using duct tape, staples, pins, nails, etc. in non-standard posting locations may result in damage billing.

Posters and displays associated with a scheduled event in the University Center facilities may be placed in non-standard areas for up to 24 hours with approval from University Information or the Building Coordinator. The posters must meet all regulations in this policy and must be removed immediately following the conclusion of the event.

Only table tents approved by University Information or produced by University Center staff will be permitted on tables throughout Taylor and Warren Halls.

Organizations whose recognition has been withdrawn by the University will not be allowed posting privileges, access to display cases, or any other form of facility usage.

Residence Halls: Posters and flyers may be posted in approved locations in residence halls by contacting the hall director or resident assistants between 8:00 p.m. and midnight prior to posting. Signs or decorations may be placed in windows of student residences only with the permission of the hall director.
Specific Prohibitions

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

- Posters, notices, announcements or other materials will not be attached to walls, windows, porches, sidewalks, light fixtures, stairways, the outside of buildings, trees, trash receptacles, shrubs, utility poles or anywhere other than approved general purpose bulletin boards on the campus.
- Posters or announcements with dimensions exceeding 17 x 22 inches will not be approved for posting on bulletin boards.
- Flyers or notices may not be placed in, on, or attached to automobiles on campus.
- Signs and advertising will promote only the student organization or recipient charity. The Assistant Director of University Information must approve reference to non-university vendors.
- Campaign posters are not permitted on campus except in connection with approved campus, municipal, state or national events. In these cases, the poster design must emphasize primarily the event or activity rather than the candidate or cause.
- Advertising the sale of alcoholic beverages or illegal drugs, or any phrase or symbol that would lead the reader to believe that alcohol or illegal drugs will be served or consumed, is prohibited.

Posting by Non-University Organizations

These regulations apply to non-university organizations desiring to post flyers, posters, banners, distribute materials or literature, or solicit membership on campus independently or if sponsored by a recognized student organization or university office or department.

- All non-university organizations must conform to the laws of the Commonwealth of Virginia.
- The university reserves the right to assign non-university organizations to specific locations for the posting of information.
- At no time shall JMU grant or deny authorization of distribution or posting of information based on its content, unless such distribution or posting is commercially motivated. However, the distribution or posting of said material shall be subject to reasonable time, place, and manner restrictions.
- Only a limited amount of space is available to non-university organizations. Space will be allocated on a first-come, first-served basis and priority will be given to activities conducted by students, faculty, or staff (alone or in conjunction with non-university organizations) over those conducted solely by non-university organizations.
- These posting regulations may not apply to non-university activities in special campus-sponsored events which occur from time-to-time on campus, as determined by the University. However, these events have their own regulations that apply to non-university organizations.
- All non-university posters, flyers, or brochures must be approved by University Information prior to posting.
- University facilities may not be used for solicitation of faculty, staff, or students by private enterprise profit organizations, except for solicitations for instructional materials as permitted by the University Handbook. This includes number) of the organization sponsoring the notice or event.
- be considerate of others who have posted by not covering previously posted material.

User Responsibility

It is the responsibility of the student organization, faculty group or other university organization to:

- take material to be posted to a University Information site in Warren Hall, Taylor Hall, Sonner Hall or the College Center to have it stamped with a removal date.
- post the stamped material on general purpose bulletin boards in assigned areas.
- remove the material from the bulletin board within 24 hours after the removal date.
- include on the flyer the name and contact information (e-mail address, phone number) of the organization sponsoring the notice or event.
solicitation by individual contact, free advertising on campus through flyers, posters, or similar materials, and profit-oriented activities not officially sanctioned by the university.

**Sidewalk Chalking**

Sidewalk chalking is not permitted on the JMU campus in any location for any reason.

**Display Cases**

Display cases are located in the University Center on the second floor of Taylor Hall and in Taylor Down Under and may be reserved by contacting the appropriate office:

**Taylor Hall, 2nd floor**

Four display cases are available for use by recognized or pending clubs and organizations. They can be reserved for a period of two weeks to advertise organization activities or provide general information. No solicitation or obscene materials will be permitted. To reserve a case, stop by the Events and Conferences Office in Taylor 233. Any club or organization damaging the display case will be held responsible for its repair or replacement.

**Taylor Down Under**

Taylor Down Under has seven display cases that can be reserved by JMU departments and student organizations for a total of four, un consecutive times each academic year. Four of the seven cases have been reserved for JMU department use only and may be reserved for a period of one month. Three of the cases have been allotted for student organization use only and may be reserved for a period of two weeks beginning on Monday and ending on Sunday.

The University Center, University Information, Office of Clubs and Organizations, and Taylor Down Under will not be responsible for items left in the cases beyond the reservation period or for theft or damage to items displayed in the cases. Some cases are 36" wide x 36" high x 12" deep, have sliding doors, two removable shelves, and a black tackable surface. Some are 60" wide x 36" high x 2" deep, have swing doors, and a black tackable surface. In the event the shelves need to be removed for the display, they must be left in the bottom of the case.

**Banners**

There are three permissible banner locations: two on the Loft balcony facing west and one on the second floor of Taylor Hall by the post office boxes.

The Loft balcony spaces can support banners up to 9' long by 3' high and can be reserved for two-week periods beginning on Sunday and ending on Saturday. Priority is given to the University Programming Board for one of the Loft spaces. The Taylor Hall space can support banners up to 8' long by 4' high and can be reserved for one-week periods beginning on Sunday and ending on Saturday.

All spaces can be reserved by visiting the Events and Conferences Office in Taylor 233. The user is responsible for the placement and removal of the banner in a timely fashion.

Banners must be removed at the end of the reservation period (Sunday night) or before to allow for the following week's posting.

Student organizations or departments may reserve spaces up to four times per year with no more than one banner space being used by an organization at a time.

The University and College Centers and University Information will not be responsible for banners left beyond the reservation period or for theft or damage to banners displayed.

**Brochure Racks**

Brochure racks are available at University Information sites across campus for use by JMU departments and student organizations and non-university businesses and organizations. All brochures must be approved by University Information Site Supervisors or the Assistant Director of University Information for placement in the racks.

**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 260 student organizations. The organizations include membership in academics, fraternities, honor soci-
eties, publications, religions, service, sororities, sports and special interest. For a description of student organizations refer to "Things To Do At JMU" or our web site www.jmu.edu/ucenter/sos. Inquiries are welcome at Student Organization Services, Taylor Hall, Room 205A.

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 need to 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. Constitutions are reviewed by the Committee on Club Recognition for consideration and comments. After Committee approval, the proposed clubs are presented to the Student Affairs Staff and the club 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 no later than two weeks after fall semester begins. Failure to complete this form could result in an 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 205A or on the web site.

2. Send updated bylaws to SOS at MSC 3501. Submit constitutional changes to the Committee on Club Recognition 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 organization is required to attend to review policies and procedures for utilizing university facilities and/or vehicles.

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, if allocated. Fulfill expectations outlined by the selection committee. Check organization box and E-mail at least once a week.

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 one semester. If requirements have not been met after one semester, 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 non-university agencies is involved, all JMU student organizations planning to conduct 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 expressed written authorization obtained in Student Organization Services, Taylor Hall, Room
2. The executive officers of the student organization must discuss the program or service for which they seek contractual agreements involving non-university agencies with the organization's adviser. Also, they must obtain the adviser's signature on the contract for such services and submit the contract for services to the SOS 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 is 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 official(s) (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 non-university 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
Office of the Registrar

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

Student Record Services, Warren Hall, Room A504, 568-6281

The Student Record Services area is responsible for grade collection and distribution, transcript issuance, graduation certification, diploma issuance, transfer credit evaluation, and Veterans Education Programs.

Registration Services, Warren Hall, Room 300, 568-3736

Registration Services supports web 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 non-returning/reentry procedures and serves as a distribution point for forms and degree progress reports.

Nonreturning Students and Reentry to the University

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. Students who intend to reenter the university after one or more semesters' absence must submit an Intent to Enroll form before the deadline stated on the form. Leave/Non-returning and Intent to Enroll forms are available at http://www.jmu.edu/registrar or at the Registration Services desk in Warren Hall.

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 learning support center 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
Science and Mathematics Learning Center

The center offers assistance to students who wish to enhance their abilities with scientific and mathematical skills. Part of the JMU Success Center, the Science and Mathematics Learning Center is sponsored by the College of Science and Mathematics and is located on the first floor of Wilson Hall, x-3379.

The Reading and Writing Resource Center

To support the university’s efforts to help students succeed academically and professionally, the Reading and Writing Resource Center offers individualized help to any student who wants to improve reading and composition skills. Instruction is coordinated with class work to meet each student’s specific need. Students may use the Resource Center to increase reading speed and comprehension, improve study skills, gain proficiency in writing or strengthen knowledge of grammar. International students and recent immigrants will find specialized assistance to meet needs related to coursework or general English skills. Help is also available for those writing applications and letters and studying for standardized tests, such as the PRAXIS. The facility, which is staffed by professionals, is a part of the Student Success Program that is located in the Wilson Hall Learning Center.

Supplemental Instruction Program

Supplemental Instruction (SI) is an academic assistance program that strives to improve student achievement and university retention rates. SI features students helping students successfully complete selected historically challenging courses. In regularly scheduled out-of-class sessions, students and peer leaders work together to master course content and develop organizational, study, and learning skills. SI is free, voluntary, and open to the entire student population of each selected course. The program aims to aid all students in a class, regardless of their knowledge or ability level. Our office is in Wilson Hall or call (540) 568-2507.

JMU Libraries

JMU Libraries, consisting of Carrier Library, the Music Library and CISAT Library Services, support research, study and instruction in the use of information resources at JMU. A principal goal is to provide students with lifelong learning skills that will enable them to find, use and evaluate information in all formats. The Libraries provide personalized and electronic reference service, Interlibrary Loan/Article Express and desktop article delivery via its Illiad service, a library website as a gateway to a growing number of online databases and electronic journals, a liaison program with a librarian assigned to each academic department, Subject Guides in print and online formats to resources in every discipline, and “Go for the Gold” online library instruction modules. The Libraries’ gateway can be found at http://library.jmu.edu/. The loan period at Carrier Library generally is three weeks for undergraduates and eighteen weeks for graduate students. Overdue fines are $0.25 per day per book.

Carrier Library is open 115 hours per week during the academic year. Reference librarians are available at the Reference Desk on the first floor to answer questions and to assist with research. At the Reserve Desk on the second floor, professors place material on reserve for either 2-hour or 2-day circulation. Photocopiers are located on the first and second floors, and JAC cards can be used for copying. Rooms for group study are located on the third floor. A special facility for students with disabilities is located on the first floor of Carrier Library; to use this “Assistive Technology Lab” students should inquire at the Circulation Desk.

The Media Resources Center, located in the basement of Carrier Library, provides collections in many nonprint media formats (audio, video, DVD, software, etc.). Most of these collections are in closed stacks and must be checked out and returned to the center’s own Media Circulation Desk. Hours of service, loan periods and fines vary from those of Carrier Library and are posted, or see http://library.jmu.edu/media/ for more information.

The Music Library serves the students
The CISAT Library supports students and faculty on the east campus primarily through electronic resources, reference service, and document delivery. Featuring 24 networked computers, CISAT Library Services are located in the Health and Human Services Building, room 2021. For more information, see http://library.jmu.edu/cisat/.

To preserve the Libraries' materials and furnishings, food and drink are prohibited. The only exception is drinks that are carried in a rigid plastic thermal mug with a rigid snap-on cover. All other drinks and food which are being consumed on the premises must be discarded. Smoking is not permitted in Carrier Library. State law provides a tool that must regrettably be used on occasion to protect our collections for legitimate use. 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 not only subject to a judicial charge and liable for replacement costs, but they are also liable to be charged with a Class 1 misdemeanor or a Class 6 felony as defined in the code.

Continuing Education

The mission of the Office of Continuing Education is to utilize available educational technology to extend the resources of the University to continuing students in order to provide professional programs and outreach services that will enhance the personal development of individuals and improve quality in the workforce. James Madison University recognizes that many people cannot attend college on a full-time basis and that adult students have educational needs that do not conform to traditional academic programs. Courses for in-service training, initial licensure or license renewal for school personnel, and programs leading to certificates and graduate degrees are being offered off-campus where there is sufficient student demand to support these programs. The University provides individual graduate courses pursuant to the Master of Arts, Master of Arts in Teaching, Master of Business Administration, Master of Education, Master of Science in computer science and speech-language pathology, and Master of Science in Education at both on-campus and on-site locations. A variety of other graduate and undergraduate courses are delivered off-campus for professional development.

A student enrolled for credit courses who is not 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 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 degree. If students subsequently seek admission to work for a degree, courses taken in “special student” 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 instructional products are available for supplementing and updating knowledge, skills, and abilities. Some noncredit products award continuing education units (CEU’s) as a uniform measure of professional 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 educational products to external audiences to extend the resources of the university to the public and to develop partnerships between levels of education, business, industry, government agencies, and community-based organizations. A variety of campus, conferences, institutes, centers, and other outreach programs are offered by the continuing education office to accomplish the mission and achieve University objectives.

Information pertaining to professional development courses, outreach services, and other instructional products is avail-
able at the web site
http://www.jmu.edu/continuingeducation
or by telephoning 540-568-6169.

Adult Degree Program

The Adult Degree Program is an interdis-
ciplinary program for returning adult stu-
dents that involves all JMU academic
departments and colleges. The
Individualized Studies major was designed
specifically to make available to the adult
learner an opportunity to pursue an under-
graduate degree that meets individualized
needs, goals, and time schedules.

Applicants to the Adult Degree Program
must have a lapse of three full years in
their formal education and a minimum of
30 semester hours of acceptable college
credit for entry into the program. An indi-
vidualized curriculum proposal will be pre-
pared during a required orientation course
(BIS 200B). The student's academic advisor
and the program director must approve the
program proposal. Credit may be earned
by various nontraditional mechanisms for
earning credit, including: the College Level
Examination Program (CLEP), departmental
examinations, correspondence courses,
Internet-based courses, independent study,
prior learning assessment (experiential
learning), College Credit Recommendation
Service (a program of the American
Council on Education), military service
training, and transfer credit.

Returning adult students interested in
more information on the Adult Degree
Program should refer to the web site at
http://www.jmu.edu/adultdegree or tele-
phone 540-568-6824.

Research and Program Innovation

The mission of Research and Program
Innovation at James Madison University is
to facilitate public relations for the division
of Academic Affairs; enhance grant, pro-
gram and faculty development for the
University; and extend the resources of the
University of the state and region to facili-
tate economic development and university
relations.

A key activity for Research and Program
Innovation is interdisciplinary grant and
sponsored program development for the
University. The unit seeks unique solicited
and unsolicited funding opportunities to
enhance teaching, research, and service
opportunities for faculty, staff, and stu-
dents and is responsible for the operations
of the Office of Sponsored Programs and
relationships with key federal and state
agencies. Research and Program
Innovation also facilitates Congressional
relations for the University. The office also
coordinates Intellectual Property
Administration for the Office of the Vice
President of Academic Affairs.

Research and Program Innovation builds
internal and external linkages to achieve its
mission. The office hosts strategic pro-
grams, such as the Economic Development
and Partnership Programs, the Basic
School Project, the William R. Nelson
Institute for Public Affairs, the Shenandoah
Valley Partnership, the Shenandoah Valley
Technology Council, the Valley of Virginia
Partnership for Education, and the
Community Issues Forum. The unit also
supports the office for the Vice President
for Academic Affairs through enhancing
key relationships with the State Council of
Higher Education for Virginia, the Virginia
department of Education, Virginia’s Center
for Innovative Technology, the Virginia
Research and technology Advisory
Commission, and the Virginia Technology
Alliance.

Sponsored Programs

The Office of Sponsored Programs is
responsible for providing support and
information to promote activities, which
assist faculty/staff in gaining external fund-
ing to further university research and proj-
et support. The office works closely with
university finance, federal, state and pri-
vate agencies in order to comply with uni-
versity, state and agency guidelines.

Academic Policies

The primary sources for current policies
are the graduate and undergraduate cata-
logs. Refer to your catalog or to
http://www.jmu.edu/catalog for informa-
tion on the following academic policies.

• Academic Standing and Continued
  Enrollment
• Dismissal Policy
• Probation Policy
• Suspension Policy
• Attendance
• Classes Missed Due to Inclement
  Weather or Emergency, Make-Up Days
The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll. The following is considered “Directory Information” at James Madison University and may be made available to the general public unless the student notifies the Office of the Registrar in person or in writing within five days after the first day of class registration:

- Student’s name, telephone numbers, addresses, date and place of birth, major and minor fields of study, college of
major and year (freshman, sophomore, etc.), dates of attendance, degree sought and time, degrees conferred, awards and honors conferred, participation in officially recognized activities and sports, weight and height of members of athletic teams, the most recent previous educational agency or institution attended by the student, fraternity and/or sorority and educational societies.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by James Madison University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

For more detailed information concerning JMU’s records policy see James Madison University, Policies and Procedures, Policy 3102, The Family Educational Rights and Privacy Act.

VIII. ADMINISTRATION AND FINANCE

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

BUDGET

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

BUSINESS SERVICES

Dining Services

JMU Dining Services serves the entire campus community in more than 14 locations.

Whether it’s an all-you-care-to eat dinner, hot dog and soda at concessions, or a late night sandwich, JMU Dining Services brings it to you right here on campus. Each of our locations offers a wide variety of fresh, quality products along with a convenient payment option.

For additional information about Dining Services, dial JMU-FOOD to reach the Dining services Administration Office. Or drop by the office at Gibbons Hall, Entrance 7. Be sure to ask for the Let’s Eat Campus Dining Guide, which is updated each semester and contains prices, business hours and other information about the various dining locations.

Dining Services Administration

Though it is fundamentally the seat of the Director of Dining Services and support staff, the Administration Division also provides certain services directly to students. The office is located at Gibbons hall Entrance 7.

Advertising

Student groups can get free advertising on Dining Services’ weekly table tents - on a space available basis - for on campus activities. The deadline for submissions is Tuesdays at 4pm. Tel. JMU-FOOD.

Food Service/Fund Raising Counseling

Dining Services is responsible for reviewing in advance any student event that involves serving food to the public, which includes other students who are not members of the sponsoring organization. Public safety (food sanitation) and sanctity of the campus in regards to unauthorized vendors are important concerns. While protecting the campus, the counseling process can also be educational for the groups serving the food, and it sometimes results in business partnerships between Dining Services and the groups involved. An event where food will be served to the public must be submitted to the Administration Division for review at least two weeks before the event. Tel. JMU-FOOD.

Nutrition Counseling

JMU employs a registered dietician who will, without charge, counsel individual students with dining contracts concerning dietary and related health matters. In cases of exceptional need, the dietician will arrange service of specially prepared meals for students who medically require such
service. The nutritionist will also arrange special meal take out services for students temporarily confined to their rooms for illness or medical reasons. Also, the nutritionist is available to meet with or speak to JMU clubs or organizations on dietetic related topics. Contact Health Services.

**Gibbons Hall**

Gibbons Halls is JMU’s largest Dining Facility. It includes the largest resident dining facility including four other, separate dining options: “Chick-fil-A,” Door 4 Subs, Let’s Go! and Market One.

**Gibbons Dining Hall**

Nicknamed “D-Hall” (for dining hall) by two generations of students, the cafeteria operations in Gibbons Hall have been a favorite meeting place, common bond and tradition among students going back to 1964 when JMU was still Madison College. Newly renovated Gibbons Dining Hall features the convenience of a resident dining hall but the atmosphere of a restaurant. Students’ chose from pastas with simmering sauces, pizza, vegetarian stations, traditional home-cooked entrees and vegetables, and grilled items from breakfast to dinner. Chefs prepare fresh food for customers right before their eyes. Gibbons Dining Hall is all you can eat so visit each station! It is the only dining facility open for every meal every day. Dial 568-MENU to get the highlights of each day’s menu. Eat in only - no food may be taken out. Meal punches, cash, Dining Dollars, Dining Dollars Gold and FLEX accepted. Tel. 568-6252.

**Let’s Go!**

Just inside Gibbons Entrance 2, this take-out option offers a lunchtime Mexican bar, other hot entrees at dinner and a deli bar and salad fixings all day. Take out only. Meal punches, cash, Dining Dollars, Dining Dollars Gold and FLEX accepted. Tel. 568-6385.

**“Chick-fil-A”**

“We Didn’t Invent The Chicken, Just The Chicken Sandwich,” And what great chicken sandwiches they are! And nuggets. And waffle fries. And fresh squeezed lemonade, too. Find JMU’s branch of this ever popular chain restaurant at Gibbons Hall entrance 6. Tel. 568-7526. Dining Dollars and Dining Dollars gold accepted from 1pm to closing. Cash and Flex accepted at all times.

**Door 4 Subs**

Located just inside Gibbons Entrance 4, Door 4 Subs is a popular retail restaurant serving made-to-order submarine sandwiches of all types. Orders may be called ahead by dialing 568-DOOR. Eat in or take out. Cash, Dining Dollars, Dining Dollars Gold and FLEX accepted.

**Market One**

This food court option features Tortilla Fresca(r) Mexican express, Sbarros(r) pizza and pasta, Madison Avenue Espresso Bar, Montagues(r) Deli, bakery and prepackaged grab-and-go items. Find them all in Market One at Gibbons Entrance 1. Eat in or take out. Cash, Dining Dollars, Dining Dollars Gold and FLEX accepted. Tel. 568-2944.

**Chandler Hall**

The Chandler Hall offers students’ meal options such as Mrs. Greens, Lakeside Express, JMU Catering Service, and the express cart, Madison on the Move.

**JMU Catering Services**

JMU Catering Services is ready to assist you with every detail to ensure the success of your event. Headquartered in Chandler Room G16, Catering provides services in every corner of the campus, and it will serve groups ranging in size from a mere handful of persons to over 1,000. Elegant dinners parties, huge banquets, gourmet hors d’oeuvres, cocktail parties, picnics, party platters, snack foods for meeting breaks and more - they do it all anytime, anywhere on campus. Pick up a list of menus that we offer exclusively for student groups. Want to plan an event, but you aren’t sure how? The Catering staff is glad to advise students planning their events. Just call and make an appointment. Yet another service, students with meal plans can receive a meal transfer credit towards the purchase of catered meals. Cash, Dining Dollars, Dining Dollars Gold and FLEX accepted. Tel. 568-6637.
Lakeside Express
Open from dinnertime into the late night seven nights per week, Lakeside Express is your campus late-night connection for our famous hot deli sandwiches, pizza, baked goods, bottled beverages and more. Lakeside Express is located on the ground floor of Chandler Hall beside Newman Lake. Eat in or take out. Cash, Dining Dollars, Dining Dollars Gold and FLEX accepted. Tel. 568-7079.

Mrs. Green’s
Mrs. Green’s is open for lunch weekdays. Located in the Shenandoah Room on Chandler Hall’s ground floor, Mrs. Green’s offers a giant salad bar, fresh baked breads, homemade soups, desserts, the ever popular Chef’s Corner and a great view of the Eagle Beach area. Eat in or take out. Meal punches, cash, Dining Dollars, Dining Dollars Gold and FLEX accepted. Tel. 568-7079.

Concessions
JMU Dining Services provides food concessions at all major sports and concert events on campus. Headquarters is in Chandler Hall. Take out only. Cash accepted all locations; Dining Dollars, Dining Dollars Gold and FLEX accepted at certain concessions windows in Bridgeforth Stadium and the Convocation Center. Tel. 568-3960.

CISAT College Center
The Festival Food Court
At The Festival, students can enjoy a variety of menu formats including rotisserie, international wokery, Bene pizza and fresh pasta, made-to-order deli sandwiches, grill, salad bar and soup bar. Located on the upper floor of the CISAT College Center, The Festival’s Dining Room features a breathtaking view of JMU and the Allegheny Mountains. Eat in or take out. Cash, Dining Dollars, Dining Dollar Gold and FLEX accepted. Also, students with meal plans may punch their JAC card to receive a cash equivalency toward purchases. Tel. 568-2565.

Java City
Just downstairs from the food Court enjoy Java City gourmet coffee. Study and hang out with friends while having a cup of hazelnut coffee or a cappuccino. Java City is open Monday-Friday 9 a.m.-8 p.m. and Sunday 4 p.m.-8 p.m. Cash, Flex, Dining Dollars and Dining Dollars Gold are accepted.

C-Store East
Also located on the lower level of the CISAT College Center is C-Store East. Not only there to serve your grocery health and beauty needs, this location offers a late-night deli and Freshens(r) frozen yogurt and smoothie bar. Open Sunday 5 p.m. to midnight, Monday - Thursday 3 p.m. to midnight. Cash, FLEX, Checks, and Credit Cards are accepted. Dining Dollars are only accepted for Freshens(r) products and deli sandwiches.

UREC
The Freshens(r) Smoothie bar at UREC features delicious fruit and yogurt smoothies, bottled water, and an assortment of snacks. Cash, Dining Dollars, Dining Dollars Gold, and FLEX are accepted.

Madison Grill
Fine dining at JMU. Open at lunch and dinner, Madison Grill is a table service restaurant with an upscale menu and décor and a great view of back campus. When you feel like treating yourself special, make a visit to Madison Grill and enjoy an elegant meal served to your candlelit table by spiffy waiters and waitresses. Dining Dollars, Dining Dollars Gold, Flex and cash accepted at lunch and dinner. Meal plan punches accepted for cash equivalency at dinner only. Telephoning reservations for dinner is recommended. Tele. 7555.

Vending Services
Through its Vending Services department, Dining Services is responsible for all the coin operated food and beverage machines across campus. Vending Services is located in the Food Stores warehouse at 1593 South Main Street. Suggestions, comments and problems, including lost coins, should be directed to Tel. 568-6363. Cash accepted. Many machines also accept Dining Dollars, Dining Dollars Gold and FLEX.

Caregrams and Cakes
Dining Services can provide specialty cakes and gifts for students celebrating a
birthday or special occasion. Featured gifts of the month are also available, and they are advertised to parents. For information, dial JMU-FOOD.

**Mister Chips**

The west campus convenience store, Mister Chips offers a wide variety of campus lifestyle products and services. Product lines include snacks and beverages, health and grooming aids, newspapers, magazines, groceries, school supplies, balloons, greeting cards, gifts and fresh flowers. In addition, Mister Chips offers several time-saving services such as same-day film processing, fax service, and self-service photocopy. 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.

**PC Dukes**

Located on the ground floor of Phillips Hall, PC Dukes is a popular and convenient food court style restaurant. PC Dukes features fresh Bener(r) pizza served whole or by the slice, charcoal-broiled chicken breasts and burgers, a variety of grab-and-go salads as well as pasta, wraps, burritos, fresh baked cookies and frozen yogurt. Dukes also features many rotating specials and combo meals throughout the year. Eat in or take out. Cash, Dining Dollars, Dining Dollar Gold and FLEX accepted. Also, students with meal plans may punch their JAC card to receive a cash equivalency toward purchases. Tel. 568-6237.

**Taylor Down Under**

Surrounded by the Center For Off-Campus Living, the Corner Pocket Game Room and lounge areas, are popular hangouts for socializing or studying between classes. Taylor Down Under is THE place on campus to enjoy a cup of gourmet coffee, espresso, cappuccino, latte, herbal tea, bottled juices and water, frozen beverages or a tasty treat from the bakery, or a quick snack. First floor of Taylor Hall. Eat in or take out. Cash, Dining Dollars, Dining Dollar Gold and FLEX accepted. Tel. 568-3960.

**Meal Plans (Dining Contracts)**

JMU Dining services offers a choice of three meal plans for students living in university housing and also a variety of plans for students living off campus. It also offers declining balance accounts, which work similar to a bank debit card. And Dining Services accepts FLEX dollars, although FLEX is not a true meal plan.

**On Campus Meal Plans**

With few exceptions, all students signing a JMU Housing, Dining and Telecommunications Services Contract to rent living quarters on campus automatically receive a meal plan. The few exceptions are students who live in university housing units individually equipped with kitchenettes. Those few may also buy a meal plan, but they must do it separate from their housing contract, similar to off campus students (see below).

For the great majority of on campus students who automatically get meals with their rooms, a choice must be made among the three meal plan options available - 19-Plus, 14-Plus and Weekly 11 Plus. The selection is easily accomplished by simply checking off the desired meal plan on the JMU Housing, Dining and Telecommunications Services Contract. However, though the choice is easy to effect, students should choose carefully since meal plans are refundable only in a few, narrow circumstances. (See “Changing Meal Plans” below.) Students who do not make a selection will be assigned a 14-Plus plan.

JMU never separates room from board, except in exceedingly rare circumstances involving severe medical problems. Cooking and cooking equipment, such as hot plates or microwave ovens, are not permitted in residence hall rooms. This firm policy stems from several considerations, including health and safety, building sanitation and pest control, electrical overloads, fire hazard, odor control and respect for other hall residents.

**Off-Campus Meal Plans**

Many students who live off campus find it economical, convenient and/or good security to own a meal plan. JMU Dining Services welcomes them and offers a variety of off campus, “commuter” plans: 19-Plus, 14 Plan, Weekly 10, Weekly 5 and Weekly 3 Plus. Off campus students may purchase meal plans by going to the Card
Services office on the third floor of Warren Hall. They may also purchase them over the phone or by mail. In fact, Dining Services typically mails out thousands of brochures to students or their parents offering mail order meal plans. Students may obtain informational materials about meal plans from either Card Services (Tel. 568-6446) or from the Dining Services Administration Office Gibbons Hall Entrance 7 (Tel. JMU-FOOD), although meal plans may be actually purchased only at Card Services. Whether students buy in person or by phone or mail, it is highly recommended they buy them before the start of the semester. The waiting lines to buy meal plans can be very long during the first week of each semester. Students should choose their meal plans carefully, since meal plans are refundable only in a few, narrow circumstances. (See “Changing Meal Plans” below.) Cash, checks and certain major credit cards may be used to buy meal plans.

**Dining Dollars Gold, Dining Dollars and FLEX**

Dining Dollars Gold is a declining balance meal plan that operates similar to a debit card at a bank. Students deposit a sum of money, as much as they wish, into a Dining Dollars Gold account. They can then go to all Dining Services facilities, including many vending machines, and charge purchases to their account by using their university ID card (JAC). Funds can be added to the account at any time. Dining Dollars Gold can only be used in Dining Services facilities. Having a Dining Dollars Gold account has several advantages for any student. First, Dining Dollars Gold funds are more secure than cash. If a student loses her/his JAC, s/he may call Card Services (or University Police during off-hours) to have the card disconnected. Also, it is a way to preserve money for eating, and not let it slip away on other notions. Dining Dollars Gold stretches the student’s dollar: There is a five percent discount on all purchases made with Dining Dollars Gold, and there is no sales tax, all of which equates to a 9.5% discount on purchases. And Dining Dollars Gold are refundable. Students can request refunds of left over Dining Dollars Gold during the two weeks preceding spring commencement or upon withdrawing or otherwise permanently leaving the university. However, returning students, rather than getting a refund in the spring, may elect to leave over Dining Dollars Gold in their accounts. Where they will be waiting for them when they return in the fall (or summer).

Dining Dollars are exactly like Dining Dollars Gold except 1) they are not purchased directly by students but come as part of a meal plan, and 2) they are not refundable and must be spent or forfeited within a specified timeframe, usually one semester.

Another declining balance program at JMU is FLEX. FLEX is administered by Card Services, not the Dining Services Department. It is not a true meal plan, because it can be used for many other purposes, such as shopping in the bookstore, buying concert tickets or even paying parking tickets. It can be used to buy virtually anything on campus - including meals, snacks a vending machine items from Dining Services. Like Dining Dollars Gold, a five percent discount is given on all purchases in Dining Services facilities, but, unlike Dining Dollars Gold, sales tax is NOT waived.

Student access their Dining Dollars Gold, Dining Dollars and FLEX by using their university ID (JAC) cards. Meal plans are also accessed by using the JAC card. It is possible, in fact not uncommon, for students to have funds in all three kinds of declining balance accounts plus a meal plan - all accessed with a single JAC. The student simply presents the JAC to the cashier and tells her/him which account to debit when obtaining a meal or making a purchase.

**How Meal Plans Work**

Meal plans provide a certain number of meals per week. Depending on the plan chosen, the number of meals per week may be as many as 19 or as few as three. Dining Services provides 19 meal periods per week, which includes breakfast, lunch and dinner Monday through Friday and brunch and dinner on Saturday and Sunday. The Gibbons Dining Hall cafeteria (D-Hall) is open for all 19 meal periods when JMU is in session. The Festival, Let’s Go!, Market One and PC Dukes are open...
during the majority of meal periods, depending on levels of business activity. Other units keep more specialized schedules, such as lunch or dinner hours only.

D-Hall, Let's Go!, and Mrs. Green's accept meal plans on a prix fixe basis. Students enter those facilities by showing their university ID (JAC) to the cashier at the entrance. The JAC has a computer encoded magnetic strip on the back. The cashier inserts the JAC in an electronic scanning device which looks up the students meal plan on a central computer and debits one meal from the number s/he is allowed during that week. This process is called "punching your JAC" or "taking a meal punch." Once a student's JAC has been punched at these facilities, the student may proceed inside and select whatever s/he wants to eat.

The Festival, Market One, Madison Grill and PC Dukes also accept meal plans, but they have a à la carte menus and extend a cash equivalency credit for each meal punch. In these units, the student selects whatever s/he wants to eat, then goes to the cashier to pay for it. Meal plan students can show their JACs to the cashier to receive a cash credit towards the cost of their purchases. The cashier electronically "punches" the JAC to debit one meal from the student's weekly allotment. If the price of the student's selections exceed the amount of the cash equivalency, the student must pay the difference with cash or, if s/he has them, Dining Dollars, Dining Dollars Gold or FLEX. No change is returned for transactions costing less than the cash equivalency amount.

Students get one meal punch per meal period, except Mondays through Thursdays when they can have two punches per meal period after breakfast. That is, they can elect to have two lunch punches and no dinner, or two dinner punches and no lunch. Once students have used their meal punches during any meal period, the computer reading their JACs will not allow them to take additional meal punches until the next meal period arrives. Likewise, when students with meal plans providing only three or five, etc., meals per week have used up all their meals, the computer will not admit them to more meals until the new meal plan week arrives at 12:01 a.m. Sunday. (Of course, students who run out of meal punches can still eat by paying cash or using funds from a declining balance account.)

Some meal plans, the ones with "Plus" in their names, come with a certain number of Dining Dollars in addition to the specified number of meal punches (see Dining Dollars Gold, Dining Dollars and FLEX above). Dining Dollars add flexibility to a meal plan. They can be used in vending machines, to buy snacks in dining facilities, to buy meals for guests or to pay the extra when a meal equivalency purchase runs over the allowed equivalency amount. Having Dining Dollars is more convenient and more secure than carrying cash for these purposes. Dining Dollars (and Dining Dollars Gold and FLEX) are not limited in their use by meal periods, as is the case with meal plans. They can be used as frequently as desired, without limit. Dining Dollars are not refundable. They must be spent or forfeited during the life span of the mother meal plan.

The rights and privileges associated with a meal plan are NOT transferable. In fact, a person attempting to use the meal plan of another person will face penalties. The owner of the meal plan will also face penalties if s/he abates use of her/his meal plan by another person. (See Dining Services Rules below.) The owner of a meal plan may obtain meal punches only for her/himself. However, because they are essentially substitutes for cash, owners of declining balance accounts, including Dining Dollars, may freely spend account funds on other persons. However, the meal plan owner must be personally present when expenditures on behalf of other persons are taking place. This is to protect the meal plan owner from unauthorized use of her/his declining balance account.

The JAC is the key to a student's individual meal plan. It is the student's responsibility to guard her/his JAC as s/he would the keys to a car or residence. A lost or mal-functioning JAC must be reported and replaced at the Card Services office in Warren Hall. Students must present their JACs when using their meal plans. Neither meal punches nor declining balance transactions can take place without a JAC. Furthermore, the JAC must be serviceable. Cards that have been erased or damaged so they cannot function properly are like a
broken key - they won’t work. No refunds or adjustments will be made for missed meals or other missed opportunities due to an absent or mal-functioning JAC.

**Dining Services Employment Opportunities**

With more than 800 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, 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 scholastics. 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.

Students interested in job opportunities with Dining Services should apply in the Dining Services Administration offices located in Gibbons Hall, Entrance 7.

**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, pocket-books, 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.

Of course, well-mannered behavior that is respectful of other diners, Dining Services staff and JMU property is expected by everyone at all times.

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:

**$50 charge**

1. Loaning a JMU Access Card to another person.
2. Attempting to use or possessing the JMU Access Card of another person.
3. Using false pretenses in an attempt to illicitly gain goods or services from dining services.
4. Using an improper entrance or exit.
5. Attempting to remove food, drink or materials belonging to dining services.
from the dining premises (concealment of such goods in clothing or other personal belongings is considered an attempt to remove).

6. Refusal to comply with a reasonable request by a dining services official (a request to search personal belongings is considered a reasonable request).

7. Disorderly conduct.

8. Damaging dining services facilities, equipment or property (plus cost of damages, $1 minimum assessment).

9. Bringing alcoholic beverages into a dining services facility (plus confiscation of beverage).

$100 charge

1. Failure to present a JMU Access Card upon request by a dining services official.

2. Throwing food, paper or other “soft materials.” (throwing 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 Director of Dining Services.

Card Services

Card Services issues the James Madison University ID card—(JAC—for short), it is your passport to all campus activities and services while attending JMU. If you take care of your card it will take care of you.

Card Services administers all Dining Service meal plans and declining balance accounts (FLEX, Dining Dollars Gold, and Dining Dollars) through a transaction processing system which has readers located throughout campus. FLEX accounts are used by most students to buy books, concert tickets, pay UDAP, postal needs, parking fees, snack and personal needs, and many other services on campus. By using these accounts you can protect your money and have no need to carry cash, credit cards or checks while on campus. If your card is lost or stolen just call the Card Services office, 568-6446, Monday—Friday from 8 a.m. until 5 p.m. or after hours contact Campus Police in Shenandoah Hall.

Card Services is also responsible for providing access to residence halls, athletic events, UREC, movies and many other events on campus via your JACard. We also provide a brochure that outlines all the services your JACard can provide for you and mailings twice a year for signing up for commuter meal plans and an opportunity to add money to your FLEX or Dining Dollar Gold account. Coming soon will be a web site to add deposits to FLEX directly, the ability to check your transactions on our system as well as being able to deactivate a lost card yourself.

We are located in Warren Hall, 3rd floor. Please visit our web site www.jmu.edu/cardctr for up to date information or meal plan sign up.

University Copy Center

The University Copy Centers are owned and operated by the university as a service to the campus community. There are two locations conveniently operating extended hours and providing a full range of photocopying services. Academic coursepack service, copyright permission service, full color copying, digital copying and digital file storage, network printing, binding, laminating and express photocopying service is available.

Hours of operation vary according to location. All centers are closed for university holidays.

* Medical Arts Suite 31 (568-3263)
* ISAT/CS, Room 129 (568-8731)

Facilities Management

Facilities Management is responsible for planning, acquiring, building, maintaining, managing and directing the capital assets of the university. Maintenance includes heating, cooling, integrated waste management, grounds cleaning and beautification. Routine maintenance and cleaning services for campus residential facilities are provided by Facilities Management through the Office of Residence Life. Facilities Management is also responsible for integrated pest management, utilities, and
transportation services for the university. Emergency services can be obtained by calling 568-6101 weekdays from 7:30 a.m. to 5 p.m. or 568-6911 on nights, weekends, and holidays. Effective April 1, Work Control will provide 2nd shift coverage. Hours 3 p.m. - 11:30 p.m. Monday through Friday.

**Human Resources**

The Office of Human Resources is responsible for providing counsel, development and information related to employment. HR services include training, employee development, benefits, salary administration, recruiting, personnel data management, safety and Worker’s Compensation.

**Mail Services**

JMU Mail Services is a fully functional Post Office, serving the entire JMU community. We also offer a wide variety of mailing supplies, UPS shipping service, fax service, on demand delivery and much more. There is a USPS stamp vending machine outside our window in Warren Hall and one at the Festival Building. There are USPS drop boxes as well as JMU Mail Services drop boxes located throughout the University for your convenience.

Students’ mail is delivered between 10:00 a.m. and 4:00 p.m. with deliveries from UPS, DHL, FedEx, etc. throughout the day. Any mail received after 4:00 p.m. will be postmarked the following business day. All outgoing UPS packages are picked up Monday through Friday at 3:00 p.m.

**Hours of Operation:**

**Academic Year**
Warren Hall Monday - Friday, 9:00 a.m. - 5:00 p.m. and Saturday, 10:00 a.m. - 1:00 p.m.

**Summer**
Warren Hall Monday - Friday, 10:00 a.m. - 4:00 p.m.

Closed for university holidays.

**University Parking Services**

All vehicles parked on property owned, operated or leased by James Madison University are required to display a valid JMU parking permit. For complete information regarding the university’s parking regulations please refer to the Parking and Traffic Regulations handbook. A copy of the Parking and Traffic Regulations handbook may be obtained free of charge upon request at the University Parking Services office. Updated information can be obtained throughout the academic year by accessing our web site http://WWW.JMU.EDU/PARKING. For additional questions and concerns contact University Parking Services at 568-3300 between the hours of 7:00 a.m. and 4:30 p.m. Monday through Friday.

**Finance**

Finance incorporates Student Financial Services, Accounting Services, Payroll, Accounts Payable and Purchasing. Additional information about the Finance Division can be found on the Web Site at http://www.jmu.edu/finance.

**Cashiers Office**

The Cashiers Office is located in Warren Hall, Room 302. Operating hours are 8:00 a.m. - 5:00 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 the account is paid in full. Tuition and fees and their payment due dates are listed in the Schedule of Classes. Specific payment procedures are addressed in the Schedule of Classes published for each semester and are also included with the semester bill and are available on our website - http://www.jmu.edu/stufin.

**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 Warren Hall, with cash, cashiers 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 returned check is redeemed; late fees...
fees as outlined in the undergraduate and graduate catalogs may apply. Personal checks are not acceptable for the redemption of a returned check. Check 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 Associate Vice President for Student Affairs. Students who withdraw due to illness certified by a physician or for unavoidable emergency or extenuating circumstances approved by the Associate Vice President for Student Affairs will be refunded a pro rata share of all fees. The dates for determining pro rata refunds will be those stated in the university calendar for the opening of the dining and residence halls. Students whose connection with the university terminates because of disciplinary action or enforced withdrawal will receive a pro rata 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 unemancipated minor shall establish by clear and convincing evidence that for a period of at least one year prior to the date of the alleged entitlement, the person through whom he or she claims eligibility was domiciled in Virginia and had abandoned any previous domicile, if such existed. To become eligible for in-state tuition, an independent student shall establish by clear and convincing evidence that for a period of at least one year immediately prior to the date of the alleged entitlement, he or she was domiciled in Virginia and had abandoned any previous domicile, if such existed. The statute defines an independent student as one whose parents have surrendered the right to his or her care, custody and earnings, have ceased to support him or her and have not claimed him or her as a dependent on federal and state income tax returns for at least 12 months prior to the date of the alleged entitlement. 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 attend-
ing 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 Admissions Office, Graduate School or the 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 the Admissions Office, dean of the Graduate School or director of the Office 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 associate 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.

INFORMATION TECHNOLOGY

Technical Services

This unit directs the operation of network services, operating systems support, computer operations, database management, and personal computer maintenance and repair.

Computing Labs

On-campus computing labs, which are equipped with a total of more than 300 Windows 95/98 and Macintosh computers, host a variety of word processing, spreadsheet, graphics, database and statistical software. All lab computers are connected to the campus network and have access to central computing systems, the Campus-Wide Information System and the Internet.

HelpDesk

The HelpDesk is a troubleshooting hot line and information desk for computing-related issues. Its consultants respond to questions from the JMU community on a wide range of computing topics.

Information Systems

IT—Information Systems is responsible for the development, maintenance and customer support of centrally managed administrative computing applications. These areas include financial, student, human resources, maintenance management, university advancement and other management information systems.

Technology Planning

This unit coordinates information technology planning, policies and procedures, 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 maintenance support of the data communications network and telephone systems on campus as well as in certain off-campus locations.

The telecommunications department is located at the back entrance to Wilson
Hall. The telephone system is operated by the university as a service to the campus community.

JMU Telecommunications provides each resident hall room with one telephone capable of making on campus calls. Each student must obtain his/her own Personal Identification Number (PIN) to make any call off-campus, including local Harrisonburg calls, long-distance calls, 800 numbers, use of calling cards and placing collect calls.

The following regulations apply when using the JMU phone system and for students requesting a Personal Identification Number (PIN):

1. The monthly charge for the Telecom Personal Identification Number (PIN) is $5 per month. Telecom will issue a PIN and mail it to the student's campus post office box prior to the first day of classes. Students who fail to indicate their preference will not be issued a PIN. Telecom provides instructions for phone dialing, voicemail programming, payments, telephone features and TV cable. All on-campus students are encouraged to obtain a Telecom PIN.

2. At all times, the rate for long-distance is $.08 per minute for all calls to anywhere in the United States.

3. Payments for services are due upon receipt of bill. All payments must be made in accordance with the terms specified on the monthly Telecom bill. An account 30 days past due is subject to disconnection of service. To reinstate a PIN that has been deactivated, the outstanding balance and a $15 reconnect fee must be paid at the Telecom Office. Unpaid balances longer than 60 days will result in restrictions such as class registration and transcript release. Past due account balances generate a 2-percent service charge.

4. Any discrepancy with your account must be addressed at the Telecom Office within 45 days of receiving your bill. Delinquent accounts are subject to the university policies as stated in this handbook.

5. Students in a residence hall room share the ultimate responsibility for all calls made from their room and for damage to the equipment in excess of normal wear and tear. Fraudulent use of a Telecom PIN will result in one written notice to the students assigned to the extension originating the fraudulent call. This notice will include the cost of the call plus a fine of $15. If not paid within seven days from receipt of the notice, or if further fraudulent calls or misuse of the number continues, a restriction will be applied to the students' records or charges may be brought through the university judicial system as described in this handbook.

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

7. All regular payments should be made using the pre-addressed envelope provided and sent through U.S. Mail.

8. Due to the close proximity of residence hall rooms, Telecom does not recommend or provide support for the use of cordless phones.

9. Students who withdraw from the university and/or no longer have need of their Telecom PIN are required to fill out a Telecom cancellation card or fill out the form at www.jmu.edu/computing/telecom. Students will retain responsibility for all charges against their PIN, until receipt of written notification from the student is received. Telecommunications also provides VoiceMail, which is better than an answering machine! It requires no additional equipment or cost, just simple programming the students do from their university provided phone. For further information, call 540-568-6108 or visit website: www.jmu.edu/computing/telecom

RESOURCE PLANNING

Resource planning includes the offices of space management, risk management, public safety, and real property management. These units are responsible for creating a safe environment for the JMU community and make up the university's central planning organization which provides JMU with the personnel, funds and facilities it needs to succeed in its mission.
Public Safety
The office of public safety provides university students, employees and visitors with a safe and secure environment for learning and personal development.

University Police
The JMU Police Department serves the university community by providing comprehensive protection, twenty-four hours a day, seven days a week. The department is staffed by commissioned police officers with full law enforcement powers. The department’s campus patrols are staffed by its commissioned officers but are also supplemented by its campus police cadets who act as auxiliary security staff and provide evening escort services.

Lockshop
The locksmiths work closely the university’s operating departments and building coordinators to ensure the utmost security in campus facilities by providing the appropriate locks and keying systems for the required level of security.

Safety
The university’s safety engineer conducts safety surveys and inspections; investigates fires, hazardous materials spills 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.

Real Property
Real property manages the process of property acquisition, leases, easements and agreements that involve lands and buildings in support of the university’s space planning requirements.

Risk Management
The risk management section supports the property and liability insurance issues of the university through gathering of information on claims and then filing and settling claims with the Division of Risk Management in Richmond.

Space Management
The office of space management is responsible for the allocation, assignment and reassignment of space at James Madison University. The office coordinates campus moves and assists operating departments in finding and acquiring new space.

IX. UNIVERSITY RELATIONS AND EXTERNAL PROGRAMS
The Division of University Relations and External Programs has the primary responsibility for directing and managing communication for James Madison University. Under the direction of the vice president for university relations and external programs, the division works with university areas dealing with the news media, integrated marketing, parent programs and international programs.

Communication professionals within the division provide a broad range of public relations services for various university departments. The division offers professional editorial and graphic design services for promotional publications; provides the technological expertise necessary to deliver university promotional materials; assists in the development of World Wide Web pages; distributes news about the university; advises the faculty and staff on working with the news media; helps plan special events; and provides general advice and guidance in public relations.

Parent and Constituent Relations
The JMU Office of Parent and Constituent Relations consists of parent programs, which includes the Parents Council, Freshman Send-Off Picnics and Parents Weekend; Office of Annual Events, which includes Graduations, James Madison Day and Rocco Forum; The Edith J. Carrier Arboretum; The Life Science Museum; and special events and projects including the university telephone directory.

Identity Leadership Team
The Identity Leadership Team is comprised of the offices of the editorial coordinator, JMU Web, Montpelier magazine, university relations operations coordinator, visual identity coordinator, four creative
teams and the Office of Photography. The ILT is responsible for conceiving, creating and implementing strategic programs designed to gain national recognition for the university. The ILT also works with colleges, departments and divisions to create programs and materials designed to achieve their strategic communication and marketing goals.

JMU Web

JMU's overall presence on the World Wide Web is the responsibility of the Identity Leadership Team. The division maintains the university’s main pages on the Web, assists with other JMU Web pages and assists in developing the information architecture necessary to establish the university's position in electronic communications.

Montpelier

Montpelier is the official university magazine and is produced quarterly for alumni, parents of JMU students, faculty and staff members, and friends of the university. The publication has a circulation of over 75,000 and is named for the home of James and Dolley Madison.

Media Relations

The Office of Media Relations disseminates news about JMU to newspapers, radio, television, magazines and other news media on a local, statewide, regional and national basis. Members of the media are contacted through personal contact; telephone; e-mail; tip sheets; faxed and mailed information; news releases; and electronic news services.

The office is also responsible for JMU’s internal communications, including the following:

JMUniverse - A newspaper published monthly for the faculty and staff, distributed individually by campus mail.

Extra! - One-two page newsletter published weekly for the faculty and staff. A supplement to JMUniverse, the publication is distributed to campus departments via fax machine.

Time&Place - A 10-day calendar of events, distributed weekly to campus departments via fax machine.

International Programs

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, 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 fine arts, the humanities and political science.

In addition, JMU sponsors international exchange programs connected with area studies programs (Asian studies in Japan, African studies in Ghana) and programs that focus on a particular discipline. These include international business programs in Argentina, France and Germany. During the summer, numerous short-term international study courses are offered for academic credit. Recent sites have included Antwerp, Austria, Britain, France, Ghana, Guatemala, Honduras, Ireland, Italy, Malta, Scotland and Spain.

Approximately 80 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 art, business, communications, environment study and government are designed primarily for third and fourth-year students, recent graduates, and graduate students.

Information about all of these programs is available in the Office of International Programs, Hillcrest East, MSC 1503, (540) 568-6419, or on the Web at www.jmu.edu/international/.

X. DEVELOPMENT AND ALUMNI RELATIONS

The university’s development program initiates and coordinates all fund-raising activities in support of the academic mission 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 coordi
nated 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.

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 ceremony 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 20 alumni chapters located all over the nation to sponsor student scholarships and develop social activities and service programs to strengthen ties to JMU.

XI. INSTITUTIONAL EFFECTIVENESS

Mission Statement
In collaboration with other divisions of the university, the Division of Institutional Effectiveness at James Madison University seeks to insure that university resources are being used wisely in pursuit of mission-related initiatives.

Specifically, the Division of Institutional Effectiveness:
* promotes the concept, where appropriate, that programs and services have established educational objectives; that these objectives are rigorously assessed to determine whether pre-determined standards are being met; and that practices are in place for using assessment results to improve programs and services through modifications including the allocation and reallocation of resources.
* promotes the concept, where appropriate, that programs and services have selected or designed administrative performance levels or benchmarks; and that these evaluative data are used to initiate program and service improvements including the allocation and reallocation of resources.
* identifies and shares with the University’s leadership information about global, national and regional projections for the future that have potential impact for the University.
* communicates to constituencies about the University’s planning process, its initiatives, and its assessment and evaluation efforts.
* seeks to determine the expectations of the University’s constituencies; the extent to which the University meets these expectations, and the identification of ways in which the University can achieve these expectations.
* provides accurate and timely information to meet all constituent, state, and federal reporting requirements.

Center for Assessment and Research Studies
The faculty of the Center for Assessment and Research Studies facilitate the assessment of student learning and development. Programmatic effectiveness efforts are in the major, general education, collegiate skills, alumni, student affairs, and technologically delivered education. In conjunction with the School of Psychology, the Center faculty also administers the Doctor of Psychology in Assessment and Measurement program.

Institutional Research
The mission of the Office of Institutional Research is to actively contribute to the creation of James Madison University as a student-centered institution dedicated to teaching and learning.

The office seeks to dynamically and efficiently support decision-making, accountability, and planning through developing, collecting and communicating measures of institutional effectiveness; providing management information and policy analysis; supporting the university’s planning process; and collecting and reporting mandated information.
XII. "YOUR RIGHT TO KNOW" SAFETY AT JAMES MADISON UNIVERSITY

- In Compliance with the Crime Awareness and Campus Security Act of 1990

Your personal safety and the security of the campus community is of vital concern to James Madison University. A copy of the university's annual security report is available upon request. This report includes statistics for the most recent 3-year period concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by James Madison University, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes information regarding the law enforcement authority of the university police; policies concerning campus security, such as crime prevention, alcohol and drug use, sexual assault, reporting of any crimes which may occur on the campus. You can obtain a copy of this report by contacting the Office of Public Safety, Crime Prevention Unit, MSC # 6302, James Madison University, Harrisonburg, VA 22807. This information is also available by clicking on the "Your Right to Know" link at: http://www.jmu.edu/pubsafety/index.htm.

XIII. CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

Preamble

Recognizing our responsibility to actively participate in the decision-making process, we the students of James Madison University do ordain and establish a Student Government Association which will 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, Student Senate and the Class Government.

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 of administrative affairs, the vice president of student affairs, the treasurer, and the non-voting executive assistant.

Section 1: Executive Council

A. Meetings
1. The Executive Council shall meet at the discretion of the president or by petition of three voting members.
2. Two-thirds of the Executive Council shall constitute a quorum.

B. Powers and Duties
1. They shall handle all administrative responsibilities of the Student Government Association and all other powers and duties granted to them by the administration.
2. They shall take care to see that all resolutions passed by the Student Senate and Executive Council be faithfully executed.
3. They shall either veto or approve, with the use of a line-item veto, all resolutions in whole from the Student Senate.
4. They shall be responsible for forwarding to the president of the University the names of students for appointment to es.
5. The Executive Council shall choose from its membership a member, and not necessarily the same one, to act as liaison between the Student Government Association and each of the following: Black Greek Caucus, Residence Hall Association, Inter-Fraternity Council, and Panhellenic Council.
6. They shall interview and select nominees for positions of two (2) student judicial coordinators and parliamentarian for senate approval.
7. All executive officers shall faithfully execute any duties assigned to them by the
president.
8. By the second meeting of the Student Senate, they shall submit a list of goals to the Senate for approval.
9. They shall select, by application, no fewer than ten, but no more than fifteen at-large senators from the JMU community.

Section 2: President

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

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

C. Powers and Duties
1. His/her duties shall include 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 submit reports to the Board of Visitors and attend their quarterly meetings.
5. He/she shall serve as a voting member of the University Council, and submit reports on behalf of the Student Government Association to the council regularly.
6. He/she shall preside over one student body assembly per semester.

Section 3: Vice President of Administrative Affairs

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 administrative affairs of the Student Government Association.

B. Qualification
Once elected to the office, the vice president of administrative affairs 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. He/she shall appoint and oversee student members to all university committees.
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.
3. He/she shall serve as non-voting ex-officio member of the Communications and Public Relations Committee.
4. He/she shall serve as a voting member of the University Council.

Section 4: Vice President of Student Affairs

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 vice president of student affairs of the Student Government Association.

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

C. Powers and Duties
1. He/she shall serve as the Director of Class Government and carry out duties associated with that position.
2. He/she shall coordinate all SGA sponsored events such as the Mr./Ms. Madison and spring and Fall Student Graduation Speakers.
3. He/she shall oversee the class officers of each class.
4. He/she shall report issues brought up in class council to the senate.
5. He/she shall meet with class presidents to decide on goals and objectives for each class.

6. He/she shall organize class elections in conjunction with the Senate Elections Committee Chairperson.

7. He/she shall conduct informational meetings for those interested in running for class office.

8. The Vice President of Student Affairs shall come up with class officer rules for the class government. These rules must be passed by a majority of the class officers.

Section 5: Treasurer

A. Eligibility

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

B. Qualification

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

C. Powers and Duties

1. He/she shall draft the Student Government Association’s proposed annual budget for the presentation to the Executive Council and Student Senate.

2. He/she shall make an accurate contingency financial statement in November and in March to the Student Senate and to be submitted to The Breeze for publication.

3. He/she shall give a bi-monthly treasurer's report to the Student Senate.

4. He/she shall draw money from the operating account upon approval of a Student Government Association president or a majority vote of the Executive Council.

5. He/she shall present purchases of over $1000.00 for the approval of the Senate and the executive council before initiating action if the expense is not recorded in the line-item budget approved in the Front End Budgeting process. Separate purchases which, when combined constitute a single system shall be considered a single purchase.

6. He/she shall draw money from the contingency fund upon approval of a Student Government Association resolution.

7. He/she shall be an ex officio member of the Finance Committee.

Section 6: Executive Assistant

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 appointment as Student Government Association Executive Assistant by present day executive council and executive council elect.

B. Qualification

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

C. Powers and Duties

1. He/she shall serve as chief of staff of the Student Government Association, with duties including office management; coordination with University Center events and conferences, and coordination of Student Government Association planned events with the Executive Council, Student Senate, and Class Government.

2. He/she shall preserve written records of meetings of the Executive Council and the Student Senate.

3. 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.

4. He/she shall attend all Board of Visitors meetings with the Student Government Association President.

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: Student Senate

A. Meetings

1. Meetings shall be conducted on a weekly basis with the exception of holidays
and final exams.
2. Special meetings may be called at the
discretion of the chairperson pro tem-
pore or by petition of the majority of the
membership.
3. Two-thirds of the Student Senate mem-
bership shall constitute a quorum.
4. In executive session, only senators,
executive council members, parliamen-
tarians, advisers, and others that the
assembly or its role may determine to be
necessary will be allowed to remain in
the hall.

B. Membership
1. The Student Senate shall be composed
of campus, academic college, and at-
large senators.
2. 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.

Section 2: Senators
A. 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.

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

C. Powers and Duties
1. Senators must adhere to the guidelines
for attendance as set forth in the House
Rules.
2. Senators must adhere to the guidelines
for committee meeting attendance, as set
forth in the House Rules.
3. He/she must abide by the House Rules
as approved at the beginning of each
academic year.
4. Each senator shall serve on at least one
Student Senate committee.
5. Each residence hall 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.
6. Each Senator is expected to contact and
inform their voluntary or assigned clubs
and organizations on matters that con-
cern their organization. Furthermore,
Senators must present a signed verifica-
tion form, from the president of the
club/organization, twice a semester to
the Vice President of the Student
Government Association.
7. Each Senator will sign the following
pledge: I (fill in your name) will repre-
sent the interests of James Madison
University undergraduate student body.
I will voice the concerns of my con-
stituency and uphold the constitution of
the Student Government Association.
Through leadership, activism, and com-
mitment, I will maintain the integrity of
the Student Senate for the benefit of the
students of James Madison University.

Section 3: 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 stand-
ing, 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 first meeting of the year.

B. Qualification
Once elected to the office, the chairper-
son 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 Campus Elections Committee
shall be appointed by the Internal Affairs
Committee, with Executive Council and
Senate approval. Any person who
intends to run for major office shall not
be present during election committee
selection. Any person who sits in on the
election committee selection process
shall be ineligible to run for office.
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 non-voting ex officio member, except in the instance of a tie. This vote should reflect the voice of the Student Senate.

7. The chairperson pro tempore shall establish Student Senate subcommittees and these subcommittees shall be approved by the President.

Section 4: Representatives

A. 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.

B. Qualification

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

C. Selection

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

D. Powers and Duties

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

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: Director of Class Government

The vice president of student affairs shall serve as the Director of Class Government.

Section 2: 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. Qualifications

Once elected to the office, class officers must maintain their academic good standing.

C. 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.

D. 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.

E. Duties of the Treasurer

1. Handle all monetary transactions and keep accurate record of all transactions for the respective classes.
2. Give monthly spending reports to the VPSA and SGA Treasurer.
3. Attending one senate meeting a month.

F. 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 correspondences.
5. Serve as a special representative by attending one senate meeting a month.

Section 3: Class Representatives
A. Eligibility
Any degree-seeking student of James Madison University who is in good standing may be appointed to a class representative position for his/her respective class by the Vice President of Student Affairs.

B. Qualifications
Once elected to the office, class officers must maintain their academic good standing.

C. Powers and Duties
1. He/she shall represent their residency and/or college.
2. He/she shall attend all class council meetings of his/her class.
3. He/she shall assist with class council activities.

Article V: Parliamentarian
Section 1: Eligibility
Any degree-seeking student enrolled at 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 Student Government Association Parliamentarian by present day executive council and the executive council elect.

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

Section 3: 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 non-voting 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.
6. He/she shall be a non-voting consultant of the executive council.
7. The Parliamentarian shall be neither a member of the Executive Council nor the Student Senate.
8. He/she shall be expected to attend all Senate meetings, unless excused by Internal Affairs.

Article VI: Webmaster
Section 1: Eligibility
Any degree-seeking student enrolled at 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 Student Government Association Webmaster by present day executive council and the executive council elect.

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

Section 3: Powers and Duties
1. He/she shall be responsible for maintaining and updating Student Government Association's web page.
2. He/she shall serve as a non-voting ex officio member of the Communications and Public Relations Committee.
3. He/she shall be expected to attend all senate meetings, unless excused by Internal Affairs.

Article VII: Disciplinary Procedures
Section 1: Grounds for Impeachment
A. Executive Council Officers, Senators, Chairperson Pro Tempore and Director of Class Government
1. May be impeached for not meeting the eligibility requirements, qualifications, and/or powers and duties stipulated in the constitution and/or bylaws.
2. Duty of that office stipulated by House Rules.

B. Representatives, Parliamentarian, Webmaster and other appointed officials

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

C. Class Officer

1. Class officers may be removed from office for neglect of duty as stated in the SGA Constitution and/or Class officer Rules.

2. Class officers may be removed from office after an impeachment committee meets to hear the case and a majority of the impeachment committee votes to remove said officer from office.

3. The impeachment committee shall be formed of eight (8) members of the Class Council. The Director of Class Government, if possible, will select two executive members from each council. The DCG shall not vote except in the case of a tie.

Section 2: Removal from Office

A. Executive Council officers, senators, the student member of the Board of Visitors 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

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

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 VIII: Advisers

The Executive Council shall approve a general and a financial advisor to the Student Government Association contingent upon Student Senate approval.

Article IX: 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 James Madison University Vice President of Student Affairs, said amendments shall become part of the Constitution. Bylaws of the Student Government Association (2000-2001)

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 as well as the Student Member of the Board of Visitors.

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, unless the Elections Committee, with a 2/3 vote, decides to move elections to the fourth Wednesday after Spring Break. The run-off election shall be held exactly one week following the election. The minor elections shall be held the third Tuesday after the fall semester begins.

D. Newly elected officers will serve as non-voting ex officio officers until the day of spring commencement and at that time they will assume the responsibilities of their respective positions and serve until the day of spring commencement of the following year.

Section 2: Rules

A. Major Election Rules

1. Governing Body

The Campus Elections Committee shall have complete authority over all issues concerning major elections, pending appeals.

2. Eligibility

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

3. Appeals

a. All appeals must be presented in writing to the chairperson of the Campus Elections Committee within 24 hours after the official announcement of results.

b. The decision of the Campus Elections Committee to either accept or deny the appeal may be appealed to the Elections Appeals Committee.

B. Minor Election Rules

1. Governing Body

The Senate Elections Committee shall have complete authority over all issues concerning minor elections, pending appeals.

2. Eligibility

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

3. Appeals

a. All appeals must be presented in writing to the president within 24 hours after the official announcement of results.

b. The decision of the Senate Elections Chairperson to accept or deny the appeal may be appealed to the Elections Appeals Committee.

C. Run-Off Elections

1. Major Elections

a. When a candidate fails to receive a majority of votes in a major election, a run-off will be held within one week after the major election between the two candidates with the most votes.

b. The Campus Elections Committee has complete authority over all issues involving this election.

2. Minor Elections

a. Only in the case of a tie of the top two candidates will a run-off in a minor election be held.

b. The Chairperson of the Senate Elections Committee 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 administrative affairs of the Student Government Association shall temporarily fill the office of president until a special election is held within two weeks.

2. If a present executive officer desires to run for the office of president and does not receive a majority of the votes, he/she may return to his/her present office.

3. If any other officer of the Student Government Association vacates his/her office, a temporary officer shall be appointed by the Executive Council, after which there will be an election of a permanent officer by the student body within two weeks.

4. If for any reason a campus or college senator leaves or is removed from office, the chairperson pro tempore shall designate how a replacement shall be selected. A replacement will be selected within two weeks. If for any reason a replacement is not found within the specified time, the Senate Elections Committee shall have the power to appoint the senator.

Article II: Senate Membership

A. On campus senators shall be elected one senator from each residence hall except for the following:
   1. Two senators shall be elected from each Chesapeake Hall, Potomac Hall, and Eagle Hall.
   2. Four senators shall be elected from Greek Housing. They shall equally divide the houses on Greek Row amongst themselves, making each Greek senator the specific liaison to the SGA from the houses they represent, while also representing the Row as a whole.

B. Off campus senators shall be elected from each of the Colleges within the University as follows:
   The number of total senators elected from within the Colleges shall be equivalent to the proportion of on-campus senators to on-campus students. Each College shall have a number of senators in proportion to the number of students within that College.

Article III: Senate Committees

Section 1: Organization

1. The chairperson pro tempore is responsible for seeing that senators are appointed to Senate committees.
2. The membership of the Senate committees shall be left to the discretion of the Senate chairperson pro tempore.

Section 2: Chairpersonship

1. The chairperson of each committee shall be appointed by the chairperson pro tempore with the exception of the Finance and Legislative Action Committees.
2. Responsibilities:
   a. He/she shall be responsible for calling all meetings at the most convenient times for all committee members.
   b. He/she shall be responsible for seeing that all work assigned to his/her committee is completed within a reasonable amount of time.
   c. He/she shall make weekly progress reports to the Student Senate on all work assigned to his/her committee.
   d. 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.
   e. All committee chairpersons shall meet together with the executive council at least twice a month.
3. The chairpersons shall be able to exercise their right to vote on all matters in committee.

Section 3: Committee Operations

1. 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.
2. 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.
3. Two-thirds of a committee’s member-
ship may petition the Executive Council and chairperson pro tempore to remove a committee chairperson.

Section 4: Meetings
1. Committees shall meet at the discretion of the chairperson of the committee.
2. A simple majority of the membership must be present at all meetings.

Section 5: Vacancies
1. 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.
2. When a senator is replaced in the Student Senate, he/she 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. Academic Affairs 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 non-academic areas of student concern shall be assigned to this committee.
   2. The membership of the special advisory committees (Post Office, Retail Services, JAC Card, 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.
   The committee will maintain contact with all student organizations. They will inform them at the beginning of each semester on matters concerning contingency funds as well as other relevant SGA matters.

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 college senators, two campus senators, and three students selected at large. The treasurer of the Student Government Association shall be a non-voting, 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:

1. Each group must be a recognized JMU student organization, be chartered with a constitution and in good standing with the Student Organization Services. The group must obtain a signature from the Director of Student Organization Services to verify the aforementioned criteria. Organizations less than four months old are not eligible for contingency account funding.

2. Each group’s request must be read as a proposal in the SGA and receive a “second” by a Senator. Before submitting any proposal, the requestor must meet with a member of Senate. The proposal will then be referred to the Finance Committee for consideration and recommendation. The Chairperson of the Finance Committee will notify the requesting group of the Finance meeting time.

3. During the spring semester, any organization seeking funds shall submit their request to the Senate at least 2 weeks prior to Spring Break. Only emergency requests will be considered after this date and the SGA Executive Council will determine emergency status.

4. The request must be typed and it must itemize exactly where and how the funding will be disbursed. The President, the Treasurer and the Advisor of the organization must sign this itemization. The request must also include the Organization’s Federal Identification Number, Mailing Address, and Recognized Date of the organization by Student Organization Services. A Year to Date and Balance Sheet of the Organization’s Finances must also be submitted.

5. Each group must complete a disclosure of all its revenue and expenditures for the year’s operation, in budget form.

6. Reasoning for each request should be clear, precise and display accurate accounting principles.

7. The group’s request should be presented, in person, to the SGA Finance Committee. Ten copies of the group’s yearly budget and specific request must be supplied to each committee member.

8. The purpose/mission statement for each organization must be presented to the committee.

9. All other avenues of funding should be exhausted before SGA funds are requested. Diligent efforts should be made to raise funds. The Club/Organization needs to show that all avenues of fundraising for the particular request are exhausted.

10. Each group must estimate how JMU students can directly and indirectly benefit from its organization’s endeavor.

11. The SGA sets the level of total allocations in a given academic year to $4000 and the frequency a club/organization that may ask for Contingency Funds to two times in an academic year.

12. Loans will not be approved.

13. NO funds will be approved for events that generate net profit to any JMU club or organization.

14. The SGA Finance Committee may approve, deny, or table any request.

15. The SGA Finance Committee will report its decisions to the SGA Senate.

16. A representative of the organization requesting funds must attend the SGA meeting to be present during the discussion and answer any additional questions required by the Senate. The SGA Senate shall discuss and vote in favor, against, or amend the Finance Committee’s funding decision.

17. All equipment purchased by Contingency Account funds is the property of the SGA; arrangements for storage and reallocation of the equipment must be arranged through SGA one month prior to the end of the academic year. It is the club’s/organization’s responsibility to contact the Student Government to make these arrangements.
18. The SGA Executive Council will accept or reject the Senate’s decision. If approved, the organizations Treasurer must report to the SGA Treasurer to receive funds. If not approved, the request can be resubmitted to the Senate: a two-thirds (2/3) vote is required to override the Executive Council veto.

19. The SGA Finance Committee will review requests on a first come, first serve basis. The first time the finance bill is read on the Senate Floor shall constitute the date or request.

20. NO funding for any food and/or dietary requests of organizations will be granted.

21. Request for off-campus activities will be subject to strict review and must show a direct beneficial impact to a substantial portion of the JMU student body through intellectual, cultural, and/or social growth.

22. Requests for conventions, seminars, retreats, etc. are limited to registration fees or a portion thereof. The Contingency Fund shall pay for no more than four or half the club’s/organization’s executive committee, whichever is less.

23. NO direct contribution to a charitable or no-charitable group (ex: honorariums) will be given consideration. Furthermore, a speaker fee is a fee charged by a group or individual in exchange for a performance. The fee is to be paid directly to said individual.

24. Any organization that receives funds from SGA must return a recapitulation sheet to the Finance Committee and Student Government Association Treasurer, no later than 2 weeks after the money is used. Any organization failing to do so will be ineligible to receive any further funding until they do so.

25. Any violation of the above Contingency Criteria will make a club/organization ineligible for Contingency funds in the future.

26. The aforementioned criteria may be dispossessed only by a two-thirds vote of the Senate, as a whole.

The committee will hold budget hearings for all recognized student groups seeking

Section 2: Campus Elections Committee

A. The Campus Elections Committee shall hold all major Student Government Association elections.

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 academic college 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, pending appeals.

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.

G. The Campus Elections Committee shall be selected and confirmed by Senate no later than the Tuesday four weeks prior to Spring Break. Members of the campus elections committee may not be a candidate or participate in an election in any way on behalf of a candidate.

Section 3: Senate Elections Committee

A. The Senate Elections Committee shall hold all minor Student Government Association elections.

B. The Senate Elections Committee shall have complete authority over all issues concerning minor elections, pending appeals. Members of the Committee may not be a candidate or participate in any way on the behalf of a candidate. If a committee member has intentions of doing so, he/she will be required to
C. The Committee shall be composed of eight members selected at the beginning of the fall semester by the Committee Chairperson. The Chairperson of said Committee will be elected from within the Senate during the second senate meeting of April the previous year. The Chairperson shall receive an automatic at-large senator nomination.

D. The Senate Elections Committee shall have complete authority over all issues involving minor elections, pending appeals.

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

Section 4: 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.
   1. The chairperson shall report to the Student Senate and the Executive Council all activities of the committee.
   2. The chairperson shall serve as the Student Government Association representative to the Virginia Student Leadership Association.
   3. The chairperson shall also represent the Student Government Association, contingent upon the approval of the Senate and the Executive Council, to other organizations concerning matters relevant to the James Madison University population.

C. Responsibilities
   1. By the last Senate meeting of October, this committee shall submit a lobbying agenda in resolution form to the Student Senate for approval. The lobbying agenda shall consist of student concerns and it shall be the function of the committee to lobby on these goals.
   2. This committee shall formulate policies concerning students who attend Virginia colleges generally. The policies shall be pursued in the Student Association of Virginia or other appropriate organizations.
   3. This committee shall monitor the votes of delegates on issues of interest to students who attend Virginia schools generally.
   4. This committee shall, contingent upon approval by the Senate and Executive Council, lobby delegates to support or oppose legislation concerning James Madison University students in particular or Virginia students in general as specifically charged by the Senate.
   5. Any lobbying activities shall be carried on exclusively by the members of the committee or any additional persons selected by the committee with the approval of the Executive Council.
      a. These members shall be formerly charged with the lobbying task at the Student Senate meeting prior to the date of lobbying.
      b. The mandate of the James Madison University student body shall not be deviated from after the Senate has charged the lobbying task.
      c. The Legislative Action Committee shall take appropriate action to ascertain the sentiment of the entire student body concerning the issue at hand.
      d. The Student Government Association Executive Assistant shall be charged with notifying in writing the James Madison University President, Executive Assistant to the President, Executive Vice President for Administration and Finance of the specific proposal to be lobbied. This must be done before the committee conducts any formal lobbying.

Article V: Approval of Student Fees

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

C. Front-End Budgeting Process
   1. The Finance Committee shall determine whether a prospective group meets the following criteria.
      a. The organization has a campus wide impact, and impacts a large percentage of the student populace.
      b. The impact of the group is so important, necessary, and not currently met through our funding/programming provided by another FEB group or university department.
      c. The skills, knowledge, enlightenment, and education that students can gain from this group should be so great that it must be budgeted on the front end versus contingency.
      d. The above impacts are so wide and necessary that these needs should be budgeted on the front end and not through normal contingency allocation.
   2. If the above criteria are met, the committee’s decision shall be brought to the Senate floor, requiring a 2/3 vote to approve FEB status. The SGA executive council shall accept or reject the Senate’s decision.

D. Once every two years, previous to Thanksgiving, the committee shall review that status of each front end budgeted organizations as follows:
   1. Each organization will present to the committee arguments for why the group:
      a. Meets its mission statement through FEB funded programming, and
      b. How the group’s mission statement still meets the aforementioned criteria.
      c. SGA Senators and Representatives may present evidence as to why, over the past two years, the organization has failed to meet the two above criteria.
      d. By a majority vote, the committee may revoke the FEB status of a FEB group if the committee finds sufficient proof that either of the two above criteria are not met. In this case, a bill will be sent to the SGA Senate revoking the status of said group requiring a 2/3 majority. The executive council shall then accept or reject the Senate’s decision with the use of the line-item veto.

Article VI: Salaries

Section 1: Payment Policy
All elected and appointed officials shall at stated times receive for his/her services an undergraduate scholarship which shall neither be increased nor diminished during the period 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 Scholarship
   1. The president shall receive an annual scholarship of $1,000.
   2. The vice president of administrative affairs, vice president of student affairs, and treasurer shall each receive an annual scholarship of $700.

Section 3: Other Scholarships
A. The Executive Assistant shall receive an annual scholarship of $1300.
B. The chairperson pro tempore shall receive an annual scholarship of $1000.
C. The parliamentarian shall receive an annual scholarship of $250.
D. The two (2) student judicial coordinators shall receive an annual scholarship of $1000 each.
E. The SGA Book Sale chair (Fall/Spring) shall receive an annual scholarship of $150.
F. The SGA Campus Elections Chair shall receive a scholarship of $150.
G. The SGA Senate Elections Chair shall receive a scholarship of $150.
H. The Class Presidents shall receive an annual scholarship of $150.
I. The Webmaster shall receive an annual scholarship of $250.
J. The Student Senate, with approval of the Executive Council, may grant scholar-
Article VII: Procedure

Section 1: Parliamentary
The rules contained in Robert's Rules of Order, Newly Revised shall govern the meetings of the association in all cases in which they are consistent with the constitution and bylaws of the association.

Section 2: Legislative
A. The parliamentarian and the chairperson pro tempore shall decide upon all legislative procedures.
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 2/3 vote.
E. If the senate should amend a Bill of Opinion, 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 James Madison University Vice President of Student Affairs, said amendments shall become part of the bylaws.
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