1977

Madison Student Handbook, 1977

Madison College

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JAMES MADISON UNIVERSITY
STUDENT HANDBOOK
1977-78

James Madison University
Harrisonburg, Virginia
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A Message to Students
From President Ronald E. Carrier

It is a great pleasure for me to wish each of you a most successful year in this first year of existence of James Madison University.

Even though our institution has a new name, our fundamental philosophy has not changed. At James Madison University, we continue to pride ourselves in the importance placed on each individual student. We fully realize that each student is different to some degree and, accordingly, each student is treated and respected as an individual person. We have not forgotten, and will never forget, the importance of the individual person.

James Madison University is not a large institution when compared to the other universities of this nation. But it is also not small. We have the best of both worlds - the size to offer a full range of academic programs and other activities to meet the needs and desires of all students and the smallness so that each student remains an individual and doesn't become just another number in a dehumanized society.

Our philosophy of the importance of the individual is reflected in every aspect of our campus. We maintain an excellent faculty/student ratio, allowing each professor to know his or her students on a personal basis. We offer some 70 majors on the undergraduate level and 30 on the graduate level to allow each student to select an academic area of the most interest. A full range of extracurricular and social activities are available to meet the desires of all students. Seven separate life-style options are offered among the residence halls, enabling each student to select the particular life-style which is most compatible with his or her individuality.

All these factors enable the University to make available to each student the greatest opportunity any institution of higher learning can offer its students - the opportunity to choose. At James Madison University, you are afforded the opportunity to choose the values you want to live by, to choose the life-style you want to adopt and to choose the type of individual you want to become.

This freedom of choice is accompanied by a responsibility. This responsibility is to make your choices with an open mind and with intelligence, care, creativity and purpose.

The faculty and staff at James Madison University always stand ready to offer you whatever advice or counsel you seek in making these all important decisions. However, the ultimate decisions are yours since it is your life that is being developed on our campus.

I wish each of you the very best for a successful year, both in terms of academic endeavor and in terms of the development of your wishes and aspirations as an individual.

Ronald E. Carrier
UNIVERSITY CALENDAR 1977-78

Fall Semester, 1977

Aug. 28 - Residence Halls open 9:00 a.m. for Returning Students. Dining Hall opens 4:30 p.m.
Aug. 29 - Residence Halls open 9:00 a.m. for New Students.
Aug. 29 - Registration of Undergraduate and Graduate Students. For detailed dates and times, see Schedule of Classes, Fall Semester, 1977.
Aug. 30 - Registration of Undergraduate Students. For detailed dates and times, see Schedule of Classes, Fall Semester, 1977.
Aug. 31 - Classes meet as scheduled.

Sept. 2 - Last day to submit an application for a degree if graduation requirements are to be met in October.
Sept. 5 - Labor Day. Classes meet.
Sept. 7 - Last day on which applications for course changes may be made without payment of $5.00 fee. Last day to add a new course to first semester program.
Sept. 9 - Student teachers for third or fourth block. Spring Semester, 1978, must complete the student teaching application.
Sept. 10 - Government Day.
Sept. 22 - Last day to change a first block from credit/no-credit to letter grade or letter grade to credit/no-credit.
Sept. 28 - Last day to submit an application for a degree if graduation requirements are to be met in December.

Oct. 1 - Parents' Day.
Oct. 5 - Last day to change a semester course from credit/no-credit to letter grade or letter grade to credit/no-credit.
Oct. 5 - Last day to drop a first block course.
Oct. 18 - First block courses end.
Oct. 20 - Mid-semester grades due in Records Office.
Oct. 20 - Classes begin second block courses.
Oct. 24 - University Holiday. Classes (undergraduate and graduate) do not meet.
Oct. 25 - First block course grades due in Records Office.
Oct. 29 - Homecoming.

Nov. 2 - Last day on which applications for course changes for second block courses may be made without payment of $5.00.
Nov. 9 - Last day to drop a semester course.
Nov. 9 - Last day to change a second block course from credit/no-credit to letter grade or letter grade to credit/no-credit.
Nov. 23 - Thanksgiving vacation begins 5:00 p.m. Dining Hall closes 2:00 p.m. Residence Halls close 5:00 p.m.
Nov. 27 - Residence Halls open 12:00 Noon. Dining Hall opens 4:30 p.m.
Nov. 28 - Thanksgiving vacation ends and classes resume.

Dec. 2 - Last day to drop a second block course.
Dec. 9 - Last day of classes.
Dec. 9 - Last day for students to complete 1977 Spring Semester and 1977 Summer Term “Incomplete” grades and for faculty to turn in these grades to the Records Office.
Dec. 10 - Reading Day.
Dec. 12-16 - Final Examinations.
Dec. 16 - Residence Halls close 5:00 p.m. Dining Hall closes 2:00 p.m.
Dec. 17 - Graduation (no commencement exercise).

Spring Semester, 1978

Jan. 8 - Residence Halls open 12:00 Noon. Dining Hall opens 4:30 p.m.
Jan. 9 - Registration of Undergraduate and Graduate Students. For detailed dates and times, see Schedule of Classes, Spring Semester, 1978.
Jan. 10 - Registration of Undergraduate Students. For detailed dates and times, see Schedule of Classes, Spring Semester, 1978.
Jan. 11 - Classes meet as scheduled.
Jan. 18 - Last day on which applications for course changes may be made without payment of $5.00 fee. Last day to add a new course to second semester program.
Jan. 21 - Student teachers for first or second block. Fall Semester, 1978, must complete the student teaching application.
Jan. 30 - Last day to submit an application for a degree if graduation requirements are to be met in March.

Feb. 1 - Last day to change a third block from credit/no-credit to letter grade or letter grade to credit/no-credit.
Feb. 13 - Last day to submit an application for a degree if graduation requirements are to be met by the end of the Spring Semester, 1978.
Feb. 15 - Last day to change a semester course from credit/no-credit to letter grade or letter grade to credit/no-credit.
Feb. 15 - Last day to drop a third block course.
Feb. 28 - Third block courses end.

Mar. 3 - Mid-semester grades due in Records Office.
Mar. 3 - Mid-semester recess begins 5:00 p.m.
Dining Hall closes 2:00 p.m. Residence Halls close 5:00 p.m.
Mar. 6 - Third block course grades due in Records Office.
Mar. 12 - Residence Halls open 12:00 Noon.
Dining Hall opens 4:30 p.m.
Mar. 13 - Classes resume. Fourth block courses begin.
Mar. 17 - Celebration of Founders Day (March 14).
Mar. 17-24 - The Fine Arts Festival.
Mar. 20 - Last day on which applications for course changes for fourth block courses may be made without payment of $5.00 fee.
Mar. 29 - Last day to change a fourth block from credit/no-credit to letter grade or letter grade to credit/no-credit.

Mar. 29 - Last day to drop a semester course.

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Apr. 6 - Honors Day.

Apr. 14 - Last day to drop a fourth block course.

Apr. 28 - Last day of classes.

Apr. 28 - Last day for students to complete Fall 1977 “Incomplete” grades and for faculty to turn in these grades to the Records Office.

Apr. 29 - Reading Day.

May 1-5 - Final Examinations.

May 6 - Graduation. Commencement exercises 10:00 a.m.

May 6 - Dining Hall closes 2:00 p.m. Residence Halls close 5:00 p.m.

**May Session, 1978**

May 7 - Residence Halls open 9:00 a.m. Dining Hall opens 4:30 p.m.

May 8 - Registration for May Session only. For detailed dates and times, see Schedule of Classes, Summer Session, 1978.

May 9 - Classes meet as scheduled.

May 11 - Last day to add a course. Last day on which applications for course changes may be made without a $5.00 fee.

May 12 - Last day to change a May Session Course from credit/no-credit to letter grade or letter grade to credit/no-credit.

May 19 - Last day to drop a course.

May 26 - Final Examinations. Dining Hall closes 2:00 p.m.

May 26 - Residence Halls close 5:00 p.m.
Summer Session, 1978

First Four-Week Term

June 11 - Residence Halls open 9:00 a.m. Dining Hall opens 4:30 p.m.
June 12 - Registration. For detailed dates and times, see Schedule of Classes, Summer Session, 1978.
June 13 - Classes meet as scheduled. Last day to submit an application for a degree if requirements are to be met by the end of the Summer Session, 1978.
June 15 - Last day to add a course for the First Four-Week Term. Last day on which applications for course changes for the Four-Week Term may be made without a $5.00 fee.
June 22 - Last day to change a First Four-Week Term course from credit/no-credit to letter grade or letter grade to credit/no-credit.
June 29 - Last day to drop a Four-Week Term course.

July 4 - Holiday. Classes (undergraduate and graduate) do not meet.
July 7 - Final Examinations for First Four-Week Term courses.

Eight-Week Term

June 11 - Residence Halls open 9:00 a.m. Dining Hall opens 4:30 p.m.
June 12 - Registration. For detailed dates and times, see Schedule of Classes, Summer Session, 1978.
June 13 - Classes meet as scheduled.
June 22 - Last day to add a course for the Eight-Week Term. Last day on which applications for course changes for the Eight-Week Term may be made without a $5.00 fee.
June 26 - Last day to change an Eight-Week Term course from credit/no-credit to letter grade or letter grade to credit/no-credit.
July 4 - Holiday. Classes (undergraduate and graduate) do not meet.

July 11 - Last day to drop an Eight-Week Term course.

Aug. 4 - Final Examinations. Dining Hall closes 6:00 p.m.
Aug. 5 - Residence Halls close 10:00 a.m.

**Second Four-Week Term**

July 10 - Course changes and registration. For detailed dates and times, see Schedule of Classes, Summer Session, 1978.

July 11 - Classes meet as scheduled.

July 13 - Last day to add a Second Four-Week Term course. Last day on which applications for course changes for the Four-Week Term may be made without a $5.00 fee.

July 18 - Last day to change a Second Four-Week Term course from credit/no-credit to letter grade or letter grade to credit/no-credit.

July 26 - Last day to drop a Second Four-Week Term course.

Aug. 4 - Final Examinations. Dining Hall closes 6:00 p.m.
Aug. 4 - Graduation. Commencement exercises 7:00 p.m.
Aug. 5 - Residence Halls close 10:00 a.m.
JAMES MADISON UNIVERSITY: ITS ORGANIZATION AND GOVERNANCE

University Organization

The general responsibility for the administration of the University has been assigned to the President who is appointed by the Board of Visitors. The Board has an Executive Committee which consists of three Visitors and the Rector, as an ex officio member. When the Board is in recess, the Executive Committee may exercise the power of the Board on all but major matters.

To assist the President in the administration of the University, the Board has established as major administrative positions: Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Public Affairs, Vice President for Business Affairs, and the Director for Administrative Affairs. The following chart illustrates the overall organization of the University.

UNIVERSITY ORGANIZATION CHART
In the implementation of his over-all administrative responsibility for the University, the President utilizes the advice and assistance of faculty, students and administrative personnel. This is accomplished primarily through elected faculty representatives, elected student representative and appointed administrative persons. It is in this way that the faculty member and the student share in the decision-making process of the University.

THE UNIVERSITY COUNCIL

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 Faculty Senate, Student Senate, Commissions or Committees; to refer appropriate matters to the Faculty Senate, Student Senate, Commissions, Committees, groups or individuals for consideration and recommendation.

The members of the University Council are:

a. The President of the University (Chairman)
b. The Confidential Secretary to the President (Secretary)
c. All Vice Presidents, and Commission Chairmen
d. All Deans of Colleges
e. The Speaker of the Faculty Senate
f. The President of the Student Government Association
g. The President of the Graduate Students Association
h. Five Senators nominated by the Faculty Senate
i. Five Senators nominated by the Student Senate
UNIVERSITY COMMISSIONS

The University Commissions are:

- Commission on Undergraduate Studies
- Commission on Graduate Studies and Research
- Commission on Faculty Affairs
- Commission on Student Services
- Commission on Planning and Development

UNIVERSITY GOVERNANCE CHART
STATEMENT ON STUDENT RIGHTS AND RESPONSIBILITIES

Adapted from recommendations of Carnegie Commission on Higher Education by the Student Government Association, with the assistance of faculty and administrative staff.

James Madison University considers that the preparation of the student for a productive role in society and the assistance to the student in fulfillment of himself/herself as an individual in a social setting are among the major objectives of the university. Furthermore, it is realized that these processes are mutually effective; that is, students, staff and administration, all, through their interaction and various interrelationships grow socially and individually. It is with these understandings that it becomes important to establish a statement of rights and responsibilities for students, realizing that comparable statements for the other members of the campus community are in existence in the Faculty Handbook and the Handbook for Classified Service Personnel.

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

I. As citizens, members of the campus enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others as are all citizens.

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

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

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

II. All members of the campus have other responsibilities and rights based upon the nature of the educational process and the require-
ments of the search for truth and its free presentation. These rights and responsibilities include:

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

B. Members of the campus community have the right to pursue normal academic and administrative activities, including freedom of movement.

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

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

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

F. Members of the university community have the right to have their opinions about basic policy matters of direct concern to them heard and considered at appropriate levels of the decision making process. It should be noted that members of the campus who have a continuing association with the institution and who have substantial authority and security have an especially strong obligation to maintain an environment conducive to the respects and rights of others and fulfillment of academic responsibilities.

III. The institution and any division or agency which exercises direct or delegated authority for the institution has rights and responsibilities of its own. The rights and responsibilities of the institution include:

A. The institution has a right and an obligation to provide an open forum for members of the campus to present and debate public issues.

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

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

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

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

G. The institution has a right to require persons on the campus to be willing to identify themselves by name and address and to state what connection, if any, they have with the University.

H. The institution has the right to set reasonable standards of conduct in order to safeguard the educational process and to provide for the safety of members of the campus and the institution's property.

IV. All members of the campus have a right to fair and equitable procedures which shall determine the validity of charges of violation of campus regulations.

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

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

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

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

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

James Madison University as an educational institution, has the responsibility to set reasonable standards of behavior in order to safeguard the educational process, protect individual and institutional rights and property, and insure the safety of all members of the university community. The following policies are intended to delineate, as clearly as possible, the Universities' expectations of its students relative to individual conduct.

1. **Alcoholic Beverages** - Possession or consumption of alcoholic beverages is expected to conform to the laws of the Commonwealth of Virginia. These, in summary, prohibit:
   a. Possession or use of liquor, wine, and beer by persons under 21 years of age (6.4 beer is permitted for those over 18)
   b. Consumption of alcoholic beverages in unlicensed public places
   c. Sale and/or advertisement of sale of alcoholic beverages without a license
   d. Public drunkenness

The Percy Warren Campus Center Restaurant facilities sell beer to students over 18. The ABC license applies only to this facility and only for beer. Any violation will jeopardize the continuation of the license and, therefore, the service. The staff of the Campus Center reserves the right to require adequate proof of age of the person requesting service.

The following regulations govern the use of alcohol in residence halls:
   a. Individual residence hall rooms and private suite lounges in the N-Complex Halls are the only areas, other than the Campus Center Restaurant and the Shenandoah Room in Chandler Hall where alcoholic beverages may be consumed. Hallways, recreation rooms, reception rooms, unit lounges, chapter rooms, meeting rooms, and kitchen are not included in the definition of residence hall rooms.
   b. Storage of unopened beverages is permitted in residence hall refrigerators. Containers of alcohol which are to be transported through public areas must also be unopened.
   c. Kegs of beer and grain alcohol parties are prohibited.
   d. The sale of alcoholic beverages in residence halls is prohibited.
   e. Intoxication, excessive noise, and other activities which infringe on the rights of others as a result of the consumption or possession of alcohol are prohibited.

2. **Bicycles**
   a. No bicycle may be kept anywhere inside academic buildings, administrative buildings or residence halls unless a designated area is approved by the Assistant Director of Residence Halls.
b. All bicycles may be registered with the Office of Security and each bicycle numbered. This system of registration is voluntary, but strongly encouraged to discourage vandalism or theft.

3. **Camping and/or Shelter Construction**
   Constructing shelters, camping or sleeping out on university owned or operated properties (except at the University Farm) is prohibited at all times.

4. **Compliance with Official Request**
   a. No student shall fail to comply with a reasonable and lawful request or directions by members of the faculty, administrative staff members, residence hall staff members, or other employees acting in the performance of their official duties.
   b. No student shall fail to answer promptly lawful requests from faculty members or administrative officers of the University.
   c. No student shall intentionally provide or give false information to a faculty or university staff member acting in the performance of their official duties.

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

6. **Demonstrations and Peaceful Assembly** - A student may organize, plan, or participate in a demonstration only if it complies with the James Madison University policy on Demonstration and Peaceful Assembly as it is described below:

   James Madison University seeks to preserve and to encourage the exercise of the rights of expression, conscience, affiliation, and peaceful assemblage. The University is equally mindful that a reasonable and lawful scheduling and assignment of University
facilities, resources, and personnel, consistent with the civil liberties expressed in the first amendments of the United States Constitution, are necessary in order to assure the pursuit of educational programs, to accommodate the needs of all persons, and to respect the rights of all members of the University community.

The orderly conduct of classes is basic to the primary purpose of the University. Demonstration procedures are established to guarantee the continuation of this function and the continued health and safety of the members of the campus community. The University neither permits nor forbids demonstrations off campus by students or student organizations. The students or student organizations demonstrating off campus are reminded that they are expected to act in a manner that will conform to all national, state, and municipal laws and ordinances. The University is particularly concerned that this responsibility be fulfilled when students or student organizations demonstrating off campus identify themselves as students of James Madison University.

A demonstration is considered to be a public manifestation of welcome, approval, protest or condemnation through a mass meeting, procession, picketing, or occupation of a building, as by a “sit-in,” “lie-in,” or other unauthorized gathering. (Exhibitions commonly associated with social or athletic activities are not usually within the purview of this definition and the supporting regulations.)

In order to achieve all purposes above, to provide regulations in the event of demonstrations on campus by students or student organizations, and to assure the administration of this policy consistent with all the purposes expressed above, the following procedures are established:

a. The demonstration is to be registered with the Office of Student Activities in advance. It is expected that the demonstration will be registered 48 hours in advance. Registration is in no way to be used as a means of restricting freedom of speech, but is a means of providing for appropriate utilization of space.

b. At the time of the registration, the registrant is advised regarding reasonable demonstration activities, including location of areas, and length of time for completion of demonstration activity.

c. Demonstrations are not to block traffic.
d. Demonstrations are forbidden in the areas of the Health Center, congregating in location of fire hydrants, and inside any buildings. (The restriction forbidding demonstrations "inside any building" does not apply to meetings or gatherings inside buildings for which requisitions are granted in advance, or those authorized in residence hall lounges or recreation rooms, or other spaces therein authorized by the dormitory regulations and or policies; or in lounges or other spaces of the Campus Center, as authorized by regulations or policies governing use of that facility.)

e. The number of pickets may be limited by reasonable consideration of space in the proposed demonstration areas. Students are to be informed at the time of registration.

f. The right of expression is not to be confused with license to incite violence or to use indecent language, which is prohibited, because these are beyond legal and reasonable espousal of any cause for which demonstrations are conducted.

g. Students participating in an unauthorized demonstration, such as an assembly of students by a "sit-in" or "lie-in" in a restricted building, or any unauthorized gathering, shall disband within the time stipulated when directed to do so by the Vice President for Student Affairs or any other administrative official of the University.

H. If disturbance from observers begins to develop, the demonstrators are expected to refrain from altercations with observers.

i. Observers are expected to maintain a reasonable distance between themselves and the demonstrators at all times.

j. Observers may not obstruct legitimate demonstrations by physically blocking the path, by blocking other observers, throwing objects, or in any way acting to limit the right of free expression.

k. Both demonstrators and observers are expected to follow the directions of the campus police.

The Director of Student Activities shall submit to the Vice President for Student Affairs a summary of the advice given the applicants for demonstrations, and inform the Chief of the Campus Security Force of the proposed demonstration.

The Vice President for Student Affairs assigns one or more of the members of his staff to observe the demonstration. A complete report is made by the observing representative on the following day. This report is kept on file.
In the event that an assembly appears to be a demonstration related to grievances, those present should be advised that orderly procedures for the hearing of grievances are available and must be adhered to.

**Penalties:**

Any student found guilty of conduct contrary to the foregoing policy may be subject to suspension.

**Appeals:**

Any student or student organization convinced in good faith that arbitrary, unlawful, or unreasonable limitations have been imposed upon any demonstration or proposed demonstration may appeal to the University Judicial Council whose recommendation is submitted to the President of the University.

Any student or student organization subjected to disciplinary action under the provisions of the policies and requirements governing demonstrations may request a hearing before the University Judicial Council Hearing Committee. Appeals of the Decision of the Hearing Committee are submitted within 48 hours to the Chairman of the Appeals Committee. The recommendation of the University Judicial Council is submitted to the President of the University.

7. **Destruction of Property**
   a. No student shall intentionally or negligently damage or destroy property belonging to or in the care of the University or a member of the University community or a campus visitor.
   b. Damage which is caused accidentally should be promptly reported to the Residence Hall Staff or appropriate University official. Failure to report accidental damage will be considered a violation of this regulation.

8. **Disorderly Conduct** - No student shall make or excite any disturbance or contention in, or near any building or any other property owned or operated by the University.

9. **Drugs** - No student shall distribute or possess an illegal drug as defined by the Drug Control Act of the Commonwealth of Virginia and such distribution or possession is prohibited in any building or on any property owned or operated by the University. Students convicted of drug distribution charges in off-campus locations may be subject to University discipline.

10. **Failure to Comply with Disciplinary Decision** - No student shall fail to comply with any disciplinary conditions imposed upon him/her by judicial body or hearing officer.
11. **Falsification of Official Information**
   a. No student shall alter or have in his/her possession an altered university identification card, nor alter or enter false information on an official university document.
   b. No student shall provide false information or fail to provide current information to the University for the purpose of defrauding the University.

12. **Fire Drills and False Alarms**
   a. No student shall knowingly disregard a fire alarm signal or refuse to evacuate a building or a section of a building where a fire alarm is sounding.
   b. No student shall ring any bell or attempt to operate or trigger any mechanical or electrical components or combination thereof for the purpose of creating a false alarm.

13. **Fire Fighting Equipment** - No student shall without authorization knowingly operate or tamper with any fire fighting equipment except for the purpose of extinguishing a fire.

14. **Indebtedness**
   No student shall in any manner defraud or fail to pay a debt which is legally owed to the University or a member or organization of the campus community.

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

16. **Littering** - No student shall intentionally drop, deposit, discard, throw or otherwise dispose of cigarette butts, bottles, cans, papers, food, or refuse of any kind in or near any building owned or operated by the University except in receptacles provided for that purpose.

17. **Newman Lake** - The lake is not available for recreational purposes at this time. Skating, swimming, and boating are prohibited. A fishing permit may be secured from the Director of Recreational Facilities.
18. **Non-Discrimination on the Basis of Physical Disability** - James Madison University does not discriminate on the basis of physical or mental impairment in the educational programs or activities which it operates. In addition the University realizes that handicapped individuals may require extra consideration in order to be afforded equal access to University functions.

If there are any questions concerning this policy, please contact William C. Johnson, Associate Director of Student Affairs, Alumnae 106, James Madison University, Harrisonburg, Virginia 22801, or write to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, P.O. Box 1909, Washington, D.C. 20013.

19. **Non-Discrimination on the Basis of Sex** - James Madison University does not discriminate on the basis of sex in the educational programs or activities which it operates. James Madison University is required by Title IX of the Education Amendments (PL 92-318) of 1972 and Department of Health, Education and Welfare regulations to implement Title IX, Prohibition of Sex Discrimination in Educational Programs and Activities Receiving Federal Financial Assistance, not to discriminate in such a manner. This requirement not to discriminate in educational programs and activities extends to employment by the University and to admission thereto. Inquiries concerning the application of Title IX and the implementing regulations may be referred to Dr. Fay J. Reubush, Title IX Coordinator, Wilson Hall 107, James Madison University, Harrisonburg, Virginia 22801 (telephone 433-2262) or to the Director of the Office of Civil Rights.

**Grievance Procedure:** A student who wishes to initiate a grievance involving sex discrimination should confer first with the faculty member or administrative person directly involved. If the matter is not resolved and the student wishes to appeal beyond the accused faculty member or administrative person, he/she may go to the Department Head or Division Director, then the Dean of the School, if applicable, and finally, to the appropriate Vice President.

After exhausting these informal remedies the student may institute a formal written complaint. The formal procedure for handling such complaints may be obtained from Dr. Fay J. Reubush, the Title IX Coordinator for James Madison University.

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

21. **Parking** - All motor vehicles to be parked on campus by members of the University community (faculty, staff and students) between the
hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, must be registered with the Safety and Security Office 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. (Also see the Security and Safety section of this handbook for the location and telephone number of the Security and Safety Office.)

22. **Personal Abuse** - No student shall knowingly injure, threaten, offend, or degrade anyone on university owned or operated property.

23. **Pets** - No student shall 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. Violations of this policy will be handled as follows:
   
a. In or near classrooms, academic buildings, administrative buildings or Physical Education facilities, the person responsible for bringing the pet into the building will be asked to remove the pet immediately. If the individual refuses, or the owner cannot be found, Security Officers will be called and appropriate action taken.
   
b. In University owned or operated residence halls, houses, or apartment buildings, students found with a pet in their possession will automatically be given written notice that they are being charged $15.00 for each pet and that they have 24 hours to remove the pet or pets. Students failing to remove their pets within the 24-hour period will be charged an additional $15.00 per pet per day. Continued failure to comply with this regulation may result in termination of the housing contract.
   
c. Students bringing pets into the Warren Campus Center, Gibbons Dining Hall, or Shenandoah Room of Chandler Hall will be assessed a fee of $15.00 for each occurrence.
   
d. Appeals of all fines may be directed to the Student Judicial Coordinator.

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

25. **Release of Student Information** - Information contained in student records is considered confidential and will not be released without the express written consent of the student. The student must indicate on a signed request form exactly what type of information is to be released and the specific individuals or agencies to whom the information is to be delivered.

   All requests concerning information involving psychological or
medical matters should be addressed to the Director of the Counseling Center or the Director of the Health Center. All academic information will be maintained and distributed by the Records Office. Requests for disciplinary records or any other information should be directed to the Student Affairs Office.

26. **Residence Hall Security** - Students may return to their residence halls after closing hours by use of keys provided in the residence hall. A student without a key may be admitted to the residence hall by contacting the College operator and asking for assistance of a security officer.
   a. No student may lend his or her front door key to any other student or non-student.
   b. A student who enters or leaves the residence hall after a closing hour is responsible for securing the door.
   c. A student may not prop open or in any manner fix the door so that it will not properly close.
   d. Students are not to admit unauthorized and/or uninvited persons into the hall after it has been closed.

27. **Residence Hall Visitation**
   a. All residence halls close no later than 12 midnight on Sunday through Thursday and no later than 2 a.m. on Friday and Saturday. Public areas of the hall open at 7 a.m. Monday through Friday and at 8 a.m. on Saturday and Sunday. **No student of the opposite sex may enter or remain in any area of a residence hall (except a 24-hour study lounge) after the posted closing hours.**
   b. During the hours in which a hall is open to non-residents, all guests of the opposite sex must remain in public areas of the residence hall unless an open-house period is in effect. Public areas will be designated for each residence hall. It is the visitor's responsibility to ascertain which areas in each hall are considered public for purposes of visitation.
   c. No student shall enter in or remain in non-public areas of a residence hall which houses members of the opposite sex except during specified visitation periods.
   d. No student shall accompany, entertain, or host members of the opposite sex in non-public areas of a residence hall except during specified open-house periods.

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

**Emergency Entry**

A residence hall staff member may, without verbal or written authorization from a higher authority, enter a student's room 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 and the physical plant.

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

**Authorized Entry**

In the case of a known violation of a residence hall or Major University Policy, e.g., Open House, Pets, Fire Drills, Removal of Furniture, Quiet Hours, Guests, Disorderly Conduct, the Head Resident of a hall may request permission to make an Authorized Entry into a student's room. The request would be made to the Duty Student Affairs Staff Member who would determine the merits of the request and either approve or disapprove the entry. In cases where the entry is approved, the Duty Student Affairs Staff Member would indicate to the Head Resident what information to include on the approval form. The Head Resident, accompanied by a Resident Advisor, would then notify the resident(s) of the room that authorization to enter the room has been obtained and enter the room using whatever means necessary. An “Authorization to Enter” form would be filled out by the Head Resident which would state exactly which areas may be inspected. When a room is entered on an Authorized Entry, the purpose would be to make a visual inspection of the room and bathroom (if appropriate). The staff member may look in the bathroom and
also in the closet and under the bed. Cabinets, drawers, luggage, and other small storage areas would not be searched when a room is entered on an Authorized Entry.

An authorized entry would be requested only after a staff member has made an attempt to gain entry into the room through the permission of the occupant. In cases where a violation was believed to have occurred or was occurring within a room and permission to enter the room is not given, the residents would be informed that an Authorized Entry was being requested. If the door remained closed, a staff member should remain by the door while the Head Resident phones the Duty Student Affairs Staff Member to request permission to make an Authorized Entry. A copy of the approved Authorized Entry must be executed immediately. A complete report of the incident would be submitted to the Assistant Director of Residence Halls by 9:00 a.m. the following morning.

**Authorized Entry and Search**

When a residence hall staff member has reasonable cause to believe that a student has violated Major University Policy and contraband or relevant materials remain in his/her room, a request should be made for an Authorized Entry and Search. The request should be directed by a Head Resident to the Duty Student Affairs Staff Member who would then inform the Vice President for Student Affairs who will consider the request and may give a written or verbal authorization to conduct an authorized entry and search of a student’s room for specific item(s). An Authorized Entry and Search form would be filled out by the Duty Student Affairs Staff Member. A copy of the completed form would be given to the resident(s) of the room if they are present. In the event that the Vice President for Student Affairs was not available, The Duty Student Affairs Staff Member would contact the Director of Residence Halls who would then contact the President of the University.

**Search Warrant Entry**

In those cases where an individual had personal knowledge or other information of a violation of a criminal nature, such as drugs, theft (not including the removal of large furniture into a room within the same hall), or acts of violence, Campus Security would be contacted. Campus Security would then determine whether or not sufficient evidence existed to request a Search Warrant.

29. **Smoking** - Smoking is not permitted in the following places: laboratories, music practice rooms, Latimer Shaeffer Theater, auditoriums, and classrooms.
30. Soliciting, Selling, and Publicizing

a. No student or student organization shall engage in advertising or selling any goods, services, or tickets or solicit for any purpose whatsoever on university property or in university operated buildings without first obtaining the written approval of the Director of Student Activities. If selling or solicitation is to take place in residence halls, individuals involved must fully comply with the policy on solicitation in residence halls described in section (b) below.

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

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

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

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

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

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

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

7. No door to door solicitation is permitted.

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

c. Advertising the sale of alcoholic beverages without an Alcoholic Beverage Control (A.B.C.) license is prohibited. Students wishing
31. Sound-Amplification Equipment - Various outdoor student activity programs require the use of sound amplification equipment. However, the University reserves the right to specify where and when such amplification equipment may be used. Permission and specification for use of sound amplification equipment on campus must be obtained from the Director of Student Activities in the Warren Campus Center. (Also see “Student Activities” section of this handbook.)

32. Student Personnel Records - The Student Affairs Office maintains a separate file for each full-time undergraduate student. Certain items of information included in these student files may be disclosed to those members of the University community who have a reasonable and legitimate educational interest in a student. These items include campus mailing address, residence hall assignment, listed telephone number, home address, current enrollment status, dates of attendance, date of graduation, major physical description and date of birth. Other information is considered confidential but is available to (1) the student personnel staff (2) the Faculty Advisor (3) the President of the University and (4) the Vice President for Academic Affairs. No other person - faculty, staff or students - may have access to the student’s file.

Each student is required to submit a physical examination record to the University Health Service prior to enrollment and at the beginning of his third year of attendance. Those forms along with other pertinent medical information are filed in the Health Center Office. Responsibility for their maintenance rests with the Health Center’s secretary. Health Center records are considered confidential and are handled as are all professional medical records. No person-faculty, staff or student is permitted access to these records. Health records are kept on file for a period of ten (10) years.

Counseling Center records consist of the counseling psychologist’s personal notes of contacts with clients. These confidential records are maintained according to ethical standards of the American Psychological Association. No information will be released to in-
dividends or college officers unless required by law or court order. Confidential material will be released to competent professional persons who are engaged in the continuing treatment of the client, only if the professional so requests and the client has signed a statement authorizing this release.

The chart that follows gives important information regarding the kinds of student records kept, their location, and the names of the persons responsible for maintaining the records.

33. **Theft** - James Madison University is committed to the protection of personal and community property and will deal very seriously with those individuals who violate the provisions of this regulation.
   a. No student shall steal or attempt to steal any money, property, or item of value belonging to the University or a member of the university community or a campus visitor.
   b. No student shall illegally use or appropriate any property belonging to the University or a member of the university community or a campus visitor.

34. **Trespass**
   a. Any individual refusing to leave an area as directed by an authorized agent (e.g., student renting the area, a residence hall staff member, or administrative officer or faculty member responsible for that area, or a Campus Police Officer) is guilty of trespass.
   b. Any unauthorized individual entering a University operated building or room which has been closed and/or locked shall be guilty of trespass.

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

36. **Unauthorized Use of College Property or Documents** - No student shall use, possess, or sell any parking decal, ID card, dining hall number, keys, or official University documents issued by the University to another individual. Specifically this prohibits:
   a. Use, possession, or sale of a parking decal which was not specifically issued to and paid for by the student holding the decal.
   b. Use, possession or sale of a University identification card to obtain entry or services to which the individual is not entitled.
   c. Use, possession or sale of any University keys not specifically issued to the student.
### PRIVACY RIGHTS OF PARENTS AND STUDENTS

**Section 438 of Public Law 93-380**

<table>
<thead>
<tr>
<th>Name of record file or form</th>
<th>Placement File Career Planning and Placement Office</th>
<th>Graduate Student Records</th>
<th>Academic Record (Records Office)</th>
<th>Student Personnel Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information contained therein.</td>
<td>Personal information, courses and hours of credit (prepared by registrant), evaluation forms or letters of recommendation prepared by those requested by registrant. Student teaching evaluation (for prospective teachers only) prepared by supervisor. Office record of mailing of credentials and conference between staff and registrant.</td>
<td>Entire file pertains to the student and includes transcripts of baccalaureate work, post baccalaureate transcripts, current graduate grades, letters of recommendation, medical information, routine correspondence regarding policies and procedures of Graduate School, a copy of the Collegiate Professional Certificate (if applicable), and an official program of study. The official transcript of James Madison University grades is maintained by the records office.</td>
<td>Grades and course information completed at James Madison University and other institutions of higher learning and general correspondence.</td>
<td>Campus or local mailing address, university housing assignment, listed telephone number, home address, current enrollment status, dates of attendance, date of graduation, physical description, major, date of birth, portion of application for admission, references submitted in support of application, high school transcript, high school test record, student affairs information sheet, disciplinary record, correspondence with student, incident reports, copy of information sent at student's request.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name and position of person responsible</th>
<th>Thomas A. Nardi, Director of Career Planning and Placement</th>
<th>Dr. Charles C. Caldwell, Dean of the Graduate School</th>
<th>Mrs. Pauline Long, Director of Records</th>
<th>William C. Johnson, Associate Director of Student Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy for reviewing and expunging.</td>
<td>(a) Excepting notes on conferences between registrant and staff members, registrants may have access to educational records in their placement files. (b) Registrants may withdraw, upon request, evaluations and recommendations; or may add a reasonable number of such statements. (c) Writers of evaluations or recommendations may, upon request, withdraw statements they have written until such time the statement is challenged by the registrant. (d) Placement files are kept for 5 years from the date of graduation or 5 years from the last date of use.</td>
<td>A student's complete file is available for review upon request. Request for review should be made to the Dean of the Graduate School. All materials and correspondence are kept for 20 years, then all but correspondence is microfilmed; correspondence is destroyed.</td>
<td>A student may review this entire file. Courses and grade information and general correspondence are microfilmed for permanent retention.</td>
<td>The available information listed above may be reviewed by the student. The complete file is destroyed one year following a student's graduation. Records of students who withdraw or fail to re-enter before completing a degree will be maintained in an inactive file for three years after the last session of attendance and will be reactivated should the student be readmitted within that period. After three years these records will be destroyed.</td>
</tr>
</tbody>
</table>

| Procedures for review | Registrants may present a written request to review their files if they have not waived their rights to do so. A response to the request will be made within 45 days. The registrant would be invited to the Placement Office for the review. Copies of files are not sent by mail except where doing so would, in effect, deny the right of review. | A written request should be made to the Dean of the Graduate School. | A student may review this file by filing a written request and presenting his/her ID to one of the Records Office personnel. A student may see his/her transcript, only, by presenting his/her student ID. | A student who wishes to examine specific material in his student personnel folder should complete the Request for Information form available in the Office of Student Affairs. The student will be notified when his/her record is available for inspection. |

| Procedures for challenging the content | An informal meeting between the registrant and Placement Office staff members would be arranged in an attempt to reach a mutually satisfactory solution. If the concern is not resolved a formal hearing may be requested. | To appeal a grade, the student should consult with the respective instructor. The Dean of the Graduate School should be consulted to challenge other information. | Normally a challenge to information contained in this file would concern a grade. To appeal a grade, the student should consult with the respective instructor. The Director of Records should be consulted to challenge other information. | A student seeking interpretation or clarification of the contents of his folder or wishing to raise a question concerning accuracy should contact the Office of Student Affairs. |

| Cost of reproduction. | $1.50 per page. 62 cents per file if mailed. | 15 cents per page. | One free transcript to each student, 92 cents per copy after the first copy. If more than one copy is being sent to the same address, the additional copies are issued for 50 cents per copy. | Original material, not including recommendations written prior to January 1975, may be photocopied at the cost of $1.50 per page. No reproduction will be made of copied materials such as transcripts. |
d. Use of official University documents or identifying information by a student not authorized to do so.

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

38. **Violence to Persons** - No student shall engage or attempt to engage in any form of violence directed toward another person or group of people. Any act or attempted act of violence occurring on campus or involving a James Madison University student in an off-campus location will be referred to the Commonwealth Attorney in addition to any action taken by the University Judicial Council.

39. **Weapons** - No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, or other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the University. 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. Weapons used for hunting must be checked out of the Security Office and removed from campus at the end of the appropriate hunting season.
In a university community, there can be no doubt that honor and the pursuit of knowledge are inexorably intertwined. True knowledge can be gained only through honorable means.

Moreover, honor is essential to the proper development of our civilization itself. As Henrik Ibsen once noted: "The spirit of truth and the spirit of freedom - they are the pillars of society."

Those words of Ibsen effectively summarize the educational philosophy of James Madison University. At James Madison University, students have freedom - freedom to gain knowledge, freedom to shape their own personalities, freedom to make those important decisions which affect their futures. Concomitant with freedom, however, is the necessity for truth and honor. James Madison University expects its students to be in full accord with these principles.

A university cannot fully promote learning, encourage the pursuit of excellence, and inspire the search for truth unless all its members are possessed by the highest ideals of honesty and justice. An honor system must be believed in, supported by, and administered by those who belong to it.

James Madison University assumes that all its students are honorable. The Honor System has been devised to deal with those very few students whose conduct proves them to be less than honorable.

The Honor System at James Madison University is codified, recognizing that varying punishments should be applied for varying offenses. Major violations of the Honor System - such as unauthorized assistance on an
examination, plagiarism, falsifying class records etc. - are punishable by a minimum of a one-semester suspension from the University. More stringent penalties, including permanent expulsion from the University, may also be applied for major violations of the Honor System.

Lesser violations of the Honor System are punishable by a minimum sentence of probation and expulsion from the course in which the violation occurred.

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

Any suspected honor violation should be reported immediately to one of the Honor Council Coordinators. Both faculty members and students serve as Coordinators. The University Honor Council Coordinator will then meet with the accused student and, if the student pleads guilty, the Coordinator will set the punishment. The punishment may be appealed to the University Honor Council.

If a student pleads not guilty to the University Honor Council Coordinator, his or her case will be referred to the University Honor Council for trial. The Honor Council consists of four students and four faculty members. The decision of the Honor Council may be appealed to an Appeals Committee of two students, two faculty members and the University's Vice President for Academic Affairs.

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

I. STUDENT RIGHTS

1. The right to a fair and impartial hearing before the duly constituted Honor Council or a Hearing Officer.

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

3. The right to be notified of the charges against him/her, the specific rule or policy violated, and the time and place of the Honor Council hearing at least ninety-six (96) hours prior to the hearing provided the student has informed the University of his/her current address. If the student has not informed the University of his/her current address, the University has only to make a reasonable attempt to notify him/her at the last address the student provided. (This right may be waived in writing by the student if he/she so desires.)

4. The student shall have the right to an advisor of his/her choice, provided that person is willing to serve as an advisor, to assist and advise the student during the investigation. Such advisors shall be selected
from the university community, i.e., any full-time student who is a member in good standing. This right shall extend to all judicial proceedings and pre-trial investigation. A student may have an attorney to represent him/her if the University Honor Council Coordinator is notified within thirty-six (36) hours of the hearing.

5. The right to confront his/her accuser and cross-examine all witnesses testifying against him/her.

6. The right to present witnesses to testify in his/her defense. The Honor Council shall have the authority to limit the number of witnesses by a two-thirds (2/3) vote of those members present, 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 deliberation) and to know all evidence used in the proceeding. He/she may, however, elect not to appear and his/her failure to appear shall not be construed as an admission of guilt.

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

9. The right to be notified in writing of the decision or recommendation of the Honor Council or Hearing Officer within ten (10) days of the date of his/her hearing.

10. The right to one appeal to the Honor Council Appeals Committee or a university administrative official within five (5) working days of receiving the decision for any of the following causes:
    a. violation of due process and student rights
    b. new evidence
    c. inappropriate penalty

The Chairman of the Appeals Committee or the Appellate Hearing Office has the right to accept or reject all appeals.

11. The right to have access to an official record of his/her hearing involving any major violation (cases heard by the University Honor Council) for the purposes of preparing an appeal. This record shall consist of either a written transcript of the hearing or a copy of the tape recording made at the hearing at the discretion of the University.
UNIVERSITY HONOR SYSTEM PROCESS

A. University Honor Council Coordinator (Administrative Option)

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

   a. The student must be informed in writing by the University Honor Council Coordinator of the charge(s) against him/her and sign a statement indicating that he/she wishes to plead guilty to the charge and waive his/her right to a formal hearing.

   b. The University Honor Council Coordinator informs the student verbally of the penalty which he/she will assign. (Only permanent withdrawal or suspension may be offered.)

   c. The accused student may either accept the penalty and sign a statement indicating his/her acceptance or may reject the penalty and request a hearing before the Honor Council.
d. If a student rejects the penalty assigned by the University Honor Council Coordinator, the case shall be referred to the Honor Council. **Under no circumstances** may the Honor Council be informed of the accused student's original plea or the penalty which would have been assigned by the University Honor Council Coordinator.

2. Additional duties of the University Honor Council Coordinator include the following:
   a. To handle all major correspondence and administrative matters related to the Honor system except correspondence and judicial matters assigned to the Student Honor Council Coordinator and Honor Council President.
   b. To assist in the training of all Honor Council members.
   c. To insure that all student rights and due process are observed in Honor Council proceedings.
   d. To coordinate the presentation of evidence in all major cases heard by the University Honor Council when requested by the Student Honor Council Coordinators.
   e. To act as an ex-officio member of the Honor Advisory Board.

**B. University Hearing Officer**

1. The University Hearing Officer shall be an Academic Affairs staff member appointed by the Vice President for Academic Affairs at the beginning of each academic year.

2. The University Hearing Officer shall be empowered to hear cases involving violations under the following circumstances:
   a. During the last two weeks of any regular semester or during the May term or during the Summer Session if the appropriate body cannot hear the case.
   b. In emergency situations involving interim suspension.
   c. If the circumstances of a case are of such a personal nature that it would cause severe embarrassment or discomfort to either the accused student or any witnesses if the case were heard by the Honor Council.

3. Honor Code decisions made by the University Hearing Officer are subject to the same appeal process as all other Honor Council actions.

**C. University Honor Council**

1. Membership
   a. The Council shall have a total of thirty (30) members, two (2) of whom (the President and the Vice President) will be elected by the
Student Body. Ten (10) of the members shall be faculty members, nominated by the Honor Advisory Board and appointed by the President, none of whom shall hold an administrative position higher than Head of a Department. Eighteen (18) of the members shall be students.

b. Each undergraduate academic school (i.e., arts and sciences, education and business) shall nominate five (5) full-time students to act as representatives on the Honor Council. These students shall be nominated during March of each academic year and must be approved by the Honor Advisory Board.

c. The graduate school shall nominate in September of each academic year, three (3) students as representatives on the Honor Council. These representatives must receive approval from the Honor Advisory Board.

d. The Dean of each School in consultation with the School or Departmental student advisory committees shall be responsible for nominating representatives to serve on the Honor Council. Each School shall provide an opportunity for interested students to apply for the position.

2. Term
When a vacancy occurs, the Honor Advisory Board shall request a new nomination from the Dean of the School involved. After approval, the new representative shall serve for the portion of the one year term remaining at the time of selection.

3. President and Vice President

a. The President and Vice President shall be elected by majority of the members of the student body voting in a general election held in the third eight weeks of the academic year and shall take office the fourth eight weeks to serve one full year. Any full-time student in good standing shall be eligible to run for President or Vice President of the Honor Council. In the event that no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the greatest number of votes in the first election.

b. The President and Vice President or his/her designate serves as Chairman of the Council with no vote. In case of a tie vote the ruling goes in favor of the accused to withdraw charges or lower the penalty.

c. The President shall notify the Vice President to assume the Chair in the absence of the President. The Vice President shall have the same privileges and limitations as the President when he/she presides as President and an alternate must substitute for him/her as a voting member on the Council.
4. Duties of the Officers

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

a. The President or his/her designee shall act as Chairman of all Honor Council hearings. The Chairman shall control the general order of the hearing, insure that information on both sides is adequately present, and rule on any questions of evidence, procedure or due process.

b. The President shall be responsible for developing and coordinating on-going orientation programs for new students and faculty members at James Madison University.

c. The President shall be responsible for working with the Honor Council Coordinators to insure that each alleged violation is fully investigated, and when necessary, that a fair hearing is held to determine the validity of all charges.

d. The President shall be responsible for maintaining adequate communication on Honor System matters with the President of S.G.A., the Academic Vice President and all School Deans. Confidentiality regarding all Honor Council cases is an absolute must.

Vice President - The Vice President shall assume all specific Presidential duties in the absence of the President. Additional duties include the following:

a. The Vice President shall act as Chairman of Honor Council hearings whenever designated by the President to do so.

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

c. The Vice President will serve as chairman for any special Honor Council committees when designated by the President and shall assist the President in any way necessary.

d. Confidentiality regarding all Honor Council cases is an absolute must.

5. Duties of the Honor Council Representatives

a. Honor Council representatives shall collectively act as the hearing body for all alleged Honor System violations and, as such, shall be responsible for attending all hearings to which they are assigned.

b. Honor Council representatives shall be responsible for representing their individual schools and communicating with both the students and faculty on all matters concerning the Honor System.
c. Honor Council representatives shall be responsible for actively participating in the development and implementation of special projects and communication methods which increase both awareness of and support for the Honor System within the James Madison University community.

d. Honor Council representatives shall be responsible for actively participating in the development and implementation of an Honor System orientation for new students and faculty.

e. Because of the nature of the position, each Honor Council representative and officer shall be responsible for personally upholding the principles embodied in the Honor System at James Madison University. A member of the Honor Council shall be expected to demonstrate behavior and integrity which is above reproach. Confidentiality regarding all Honor Council cases is an absolute must.

6. For Cases of Original Jurisdiction
The above Council will be divided into two committees, one of five (5) for the Appeals Committee, and one of ten (10) for the Hearing Committee. The Vice President for Academic Affairs shall be Chairman of the Appeals Committee.

7. The decision of the Council is given in writing to the accused student by the University Honor Council Coordinator. If the student does not appeal the decision within five (5) working days, the President of the University reviews the case and informs the student of his/her decision. This decision is considered the final action of the University in this case.

8. Record of the Case
A complete tape recording is maintained for each case. This record is submitted to the President of the University. The final recommendation to the President of the University is submitted in writing within twenty-four (24) hours of the conclusion of the appeal period. The final decision is made by the President and he/she informs the student in writing. Copies of the decision are sent to the parents (for students under 18 years of age), the Vice Presidents for Academic Affairs and Student Affairs, and the members of the University Honor Council. Notification of withdrawal will be sent to the Dean of Admissions and Records, the Vice President for Academic Affairs and the Vice President for Business Affairs. This notification will include only that information necessary for the office involved and will not be a report of the disciplinary action itself. If the decision is to terminate or interrupt the academic progress of the student at James
Madison University, an entry is made on the student’s permanent record in the Records Office. If the student’s progress is interrupted, this entry is purged upon completion of this interrupted period (suspension).

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

10. Use of Advisors
The accused student may use as an advisor any student of his/her choice who is a full-time member of the James Madison University community. Students may request that a lawyer act as their advisor during their hearing by contacting the University Honor Council Coordinator at least thirty-six (36) hours prior to the hearing. Permission to have a legal advisor may be granted to insure the accused student’s rights under constitutional law. If permission to use professional legal advice is granted, the status of the advisor as a participant in the hearing does not change, and the University Honor Council Coordinator may ask the legal advisor of the University to advise or speak for him/her.

12. Training of Council Members
The Chairman of the Council and the University Honor Council Coordinator are responsible for the preparation of the members of the Honor Council for their responsibilities. Introductory meetings are to be conducted with those members selected for the following year, utilizing the assistance of the University Attorney and other appropriate assistance.

12. Excused Members
If any member of the Council feels that he/she has such previous contact with the case of the student(s) involved that he/she cannot render fair judgment, he/she must request that the Chairman excuse him/her from serving for that hearing. A voting alternate will be appointed in his/her place. Should the President, because of acquaintance with the case or student involved, feel that he/she cannot serve in his/her capacity, he/she will be replaced by the Vice President of the Honor Council.

13. The accused student may request that any member of the Council excuse himself/herself whenever he/she can justify a plea of bias on the part of the member. The President of the Council will decide on
such challenges and, if appropriate, ask the member to excuse himself/herself. If the President is challenged, the Council will by a majority vote decide whether or not he/she should be requested to excuse himself/herself.

D. Removal from the Honor Council

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

2. The entire Honor Council must vote on the removal of any member. A two-thirds (2/3) majority vote is needed for removal, but the member being considered for removal shall not vote or participate in closed deliberation.

3. In the event that the President is removed from the Honor Council, the Vice President shall become the President. A new Vice President shall then be elected by the entire Honor Council from the current membership of the Council, and a new representative shall be appointed from the School which the newly elected Vice President formerly represented. This procedure shall also be followed in the event that the Vice President is removed from office.

E. Appeal Procedure

1. In cases of original jurisdiction the student will be informed by the University Honor Council Coordinator of the decision to be recommended to the President. The student, or any other affected party, considering an appeal should notify the University Honor Council Coordinator within twenty-four (24) hours that he/she wishes to secure a record of his/her hearing. If such a request is not made within twenty-four (24) hours, the original tape will be forwarded to the President of the University along with the Hearing Committee’s recommendations. Written request for an appeal must be received by the University Honor Council Coordinator within five (5) working days after the student has been notified of the recommendation. This request must specify the point(s) which the accused student challenges as defective.

2. After receiving a request for appeal, the Chairman of the Appeals Committee will decide whether to dismiss the appeal or hear the
appeal. If the appeal is denied, the student will be notified in writing. The President of the University, the President of the University Honor Council, and the University Honor Council Coordinator, will also be notified.

If the Appeals Chairman elects to hear the appeal, the student and the accuser will be notified in writing of the time, place, and the date of the appeal hearing by the University Honor Council Coordinator, who will coordinate evidence for the appeal.

The hearing is to be restricted to a consideration of the points raised in the appeal request.

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

The Chairman of the Appeals Committee will notify the President of the Honor Council and the University Honor Council Coordinator of the Committee's action. The University Honor Council Coordinator will then submit a full report including documents and tapes of both original and appellate hearings to the President of the University.

F. Student Honor Council Coordinators

1. The Student Honor Council Coordinators shall be appointed by the Honor Advisory Board during the first half of the fourth eight weeks.

2. The duties of the Student Coordinator shall be as follows:
   a. To work with the University Honor Council Coordinator in the investigation of alleged violations of the Honor Code.
   b. To assist in the selection and training of Honor Council members.
   c. To coordinate the presentation of evidence in cases before the Honor Council.
   d. To participate as members of the Honor Advisory Board.

3. The term of office for the Student Honor Council Coordinators shall run from April 15 to April 14 of the following year.

4. Confidentiality regarding all Honor Council cases is an absolute must.

G. Honor Advisory Board

There shall be an Honor Advisory Board consisting of the President and Vice President of the Honor Council, the Student Honor Council Coordinators, the Student Government Second Vice President, the Vice
President for Academic Affairs, the University Honor Council Coordinator and one faculty member chosen by the Honor Advisory Board. An additional faculty member appointed by the Vice President of Academic Affairs shall act as non-voting chairman of the Honor Advisory Board. The University Honor Council Coordinator shall act as an ex-officio member of the Honor Advisory Board. It shall be the duty of the Honor Advisory Board:

1. To approve the nominations submitted by the individuals schools for Honor Council positions.
2. To appoint replacements to the Honor Council in case of vacancy.
3. To appoint the Student Honor Council Coordinators.
4. To act individually and collectively in an advisory capacity to the Honor Council.
5. To make procedural and policy decisions regarding the Honor System.

III. JURISDICTION

The original jurisdiction for all cases shall be assigned by the joint agreement of the University Honor Council Coordinator and the Student Honor Council Coordinators. The Vice President for Academic Affairs has final authority in deciding who shall hear each case in the event of a conflict.

A. Major Violations are those in which the student will be suspended for a minimum period of one semester from the University and are usually assigned for hearing to the University Honor Council except during the last two weeks of any University term and the Summer Session. Violations include, but are not limited to, the following actions: Serious Cheating: No student shall intend to utilize during an exam any unauthorized assistance which has been prohibited by the professor of that particular class or the Vice President for Academic Affairs of James Madison University. Unauthorized assistance includes:

a. notes
b. past exams
c. a completed copy of the exam in question
d. a textbook
e. collaboration with another student
f. any other supplementary items

Intention must be indicated by some overt act during the exam period, and one's intent need not be determined on the basis of any time period. The use of any tangible item as a source to aid a student in his/her performance on an exam will be a *prima facie* case of serious cheating and will automatically result in a minimum
One semester suspension from James Madison University.

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

1. Repeated violations of the Honor Code or its policies and procedures.
2. Cases involving multiple violations of the Honor Code in one incident.
3. Plagiarism - deliberately copying or using another person's ideas or writings without acknowledgement of their true source.
4. Illegally obtaining or attempting to obtain unauthorized prior knowledge of an examination or test materials.
5. Selling or giving to another student unauthorized copies of tests or examinations.
6. The use of a commercially prepared term paper or research project.
7. Taking an examination in the place of another student.
8. Falsifying class attendance or course registration.
9. Making unauthorized changes in any reported grade or on any official report form.
11. Collaboration between two students on an exam, paper, or project.

B. Other Violations - all other violations of the Honor Code will be punishable by a minimum sentence of probation and grade expulsion.

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

IV. PENALTIES

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

A. Honor Probation - An action placing the student convicted of an Honor violation in the position of being subject to immediate suspension if he/she is convicted of any additional violations of either the Honor Code or the University's policies. Probation shall be set for a definite period of time, not less than one semester, and may be accompanied by specific conditions or restrictions determined by the Honor Council at the time the penalty is assigned.

B. Grade Expulsion - If convicted of academic dishonesty, a student will face automatic suspension with a designation of "W" in the course wherein the offense occurred.
C. Suspension - Suspension means that a student is suspended from James Madison University for a specified length of time after which he/she is allowed to return to the University. The Honor Council may only recommend suspension to the President of the University who is the only official empowered to actually suspend any student.

D. Expulsion - The student loses the privilege of attending James Madison University as a student and is permanently separated from the University. The Honor Council may only recommend expulsion. The President of the University must review and make the final decision on any expulsion penalty.

E. Permanent Withdrawal - Permanent Withdrawal may be available only under the Administrative Option and is given at the discretion of the University Honor Council Coordinator.

V. HONOR SYSTEM PROCEDURES

A. Charges

1. Any individual (faculty, student, administrator) who becomes aware of or witnesses a possible violation of the Honor System shall report the violation as soon as possible to either the Honor Council Coordinator in the Honor Council Office in the Warren Campus Center (6383) or to the University Honor Council Coordinator in Burruss Hall (6149). A student who commits an Honor Code violation shall be responsible for reporting himself/herself.

2. All reports of possible violations of the Honor System shall be investigated by the Honor Council Coordinators. The Coordinators shall interview and obtain written statements from all individuals involved, including the accused student and all relevant witnesses. The Coordinators shall jointly decide if there is sufficient evidence of an Honor System violation to justify an Honor Council hearing. In the event of a divided opinion on the question of referral of a case for hearing, the decision shall be referred to the Chairman of the Honor Advisory Board for final disposition. In event of agreement that there is insufficient evidence, all charges will be dropped unless the student desires a hearing and formal exoneration by the Honor Council.

3. If the investigation produces sufficient cause to believe that a violation of the Honor Code has taken place, the student will be contacted by mail, informed of the charge, and asked to make an appointment with the University Honor Council Coordinator at Burruss Hall (phone 6149). The student may bring his/her advisor to this meeting if he/she so desires. At this meeting, the University Honor Council
Coordinator will explain the charges against the student, inform him/her if his/her rights and the judicial procedures and allow him/her to choose between having his/her case heard by The Honor Council or handled administratively. If a student fails to make an appointment with the University Honor Council Coordinator within three (3) days after being properly notified, the case will automatically be referred to the appropriate body for hearing.

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

B. Hearing Procedures

1. All hearings are open unless the accused student requests a closed hearing. If the number of spectators or disorderly behavior disrupts the hearing in any manner, the Honor Council President may order any or all spectators to leave the hearing room. The President may also prohibit the use of cameras or unauthorized tape recording equipment. **Confidentiality regarding all Honor Council cases is an absolute must.**

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

3. The appropriate university staff member or accuser has the right to question all defense witnesses and the accused student.

4. The order of an Honor Council hearing will generally proceed in the following manner:
   a. Introduction of the Honor Council
   b. Statement regarding confidentiality
      1. In closed Honor Council hearings **all participants** are required to maintain confidentiality.
      2. In open Honor Council hearings, only Honor Council members, officers, and coordinators are required to maintain confidentiality.
   c. Answer any questions concerning rights or procedures
   d. The statement of charges is presented
   e. The accused student enters a plea:
      1. Not guilty
      2. Guilty
      3. Withhold plea pending presentation of the evidence
f. Presentation of evidence against the accused student:
   1. Each witness is called individually
   2. The accused student or his/her advisor is given an opportunity
to question each witness.

g. Presentation of evidence in favor of the accused student:
   1. Each witness is called individually
   2. The accuser or University representative is given opportunity
to question each witness.

h. The Honor Council members may question the witnesses as they
   are called.

i. The Honor Council Coordinator or person bringing charges
   presents his/her concluding remarks.

j. The accused student or his/her advisor may present concluding
   remarks and enter a plea if one was not entered previously.

k. All are excused from the hearing room except Honor Council
   members.

l. The Honor Council will consider only information introduced in
   the hearing and deliberate until a decision is made as to guilty or
   innocence. The decision is based on the preponderance of the
   evidence and is decided by a simple majority vote.

m. If the decision is guilty, then the Honor Council decides on an
   appropriate penalty, using a simple majority vote.

n. The decision is announced in the presence of only the person(s)
   bringing charges, the person charged, and the advisor.

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

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

6. Hearing Officers will follow the same procedural guidelines as the
   Honor Council, except that a student may enter a written plea of
   guilty and waive his/her right to an extensive hearing. If the student
   wishes to do this, the Hearing Officer will accept the guilty plea and
   decide only on an appropriate penalty after a statement by the
   accused student concerning any extenuating circumstances which
   may have affected his/her involvement in a violation.
   Decisions made in this manner may only be appealed on the basis of
   harshness of penalty.

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

8. An accused student may request one postponement of a hearing by
contacting the University Honor Council Coordinator (phone 6149)
_at least 24 hours prior to the scheduled hearing._ Adequate
cause for postponement must be demonstrated.

9. All alleged violations which take place during the last two weeks of
any semester or school term will be heard by a Hearing Officer if the
case cannot be scheduled before the Honor Council.

10. When a student commits an Honor Code violation during the last
two weeks of any semester, or during the Summer Session, if the
case cannot be scheduled before the Honor Council, the student may
choose, providing he she is not a graduating senior, one of the fol-
lowing options in the adjudication of his her case:
a. The case may be heard immediately by the University Hearing
Officer provided witnesses are available. (This is the only option
available to graduating seniors.)
b. The case may be heard at a regular meeting of the Honor Council
when the next school term begins provided witnesses are available.
(Not applicable to graduating seniors.)
c. For cases occurring at the end of Spring semester, the accused
student may request that the case be postponed during the sum-
mer and heard as soon as possible after the beginning of the Fall
semester provided the witnesses are available. (Not applicable to
graduating seniors.)

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

12. The Honor Council President or Hearing Officer rules on the admis-
sability of all evidence introduced during the hearing. Because the
hearing is administrative, rules of criminal evidence do not apply.

C. Appeals

1. Any student found guilty by the Honor Council or Hearing Officer
shall have the right to appeal for cause within five (5) working days
of receiving notice of decision by filing a written petition for appeal
with the University Honor Council Coordinator at Burruss Hall,
Room 7. Any other party, including the University, significantly affected or injured by the decision may also petition for appeal.

2. Decisions as to whether to hear or reject the appeal should be made by the Appellate Board Chairman or Hearing Officer within 48 hours of the filing of the request for appeal. If there is inadequate time for the Appellate Board to hear an appeal, it must then be heard by a Hearing Officer.

3. Appeal hearings will be concerned only with the points raised in the written appeal form.

4. Appeal bodies and Hearing Officers with appellate jurisdiction may take the following actions:
   a. Affirm the findings and penalty of the Honor Council or Hearing Officer
   b. Determine new findings and/or increase the penalty (only in appeals brought by an affected party other than the accused student)
   c. Reduce the penalty
   d. Dismiss the charge(s) against the student.

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

6. The University, in adopting an adjudicatory system with extensive participation by students and faculty, recognizes that imperfections in procedures and errors in rulings of the Honor Council are inevitable. Appellate bodies reviewing appeals based on technical, procedural, or interpretative errors will act upon two principles: first, that the format adopted by the University is administrative and not judicial in spirit and that considerable latitude of discretion must be permitted if excessive legalisms are to be avoided; second, that only errors that significantly prejudice or may reasonably have prejudiced in a significant way the interests of an accused student are to be grounds for reversal. Further, only the party so prejudiced may appeal such errors. Further, the provisions of this Resolution as to scope of review are to be applied in a manner calculated to achieve substantial justice and not to be results forced by technicalities.

D. Changes and Amendments

The procedures, definitions, and powers described in this document are subject to change by the Honor Advisory Board at any time. If any change is deemed necessary, such changes shall continue to guarantee a fair hearing with the full protection of due process as defined by the Courts. Students shall be informed in writing of any changes in this document.
THE UNIVERSITY JUDICIAL SYSTEM

Mr. William C. Johnson
University Judicial Coordinator
Alumnae Hall, Rm. 106
Tel. No. 433-6167

(To be appointed September, 1977)
Student Judicial Coordinator
Campus Center, Rm. 111
Tel. No. 433-6371

Whatever else a university may be, it is primarily a community of individuals who come together for the purpose of education. As with any community, it must establish behavioral boundaries which produce the type of environment and atmosphere necessary to best achieve its stated purposes and protect its academic integrity. The basic purposes of rules, regulations, and judicial systems must, of necessity, be to support and maintain an environment in which learning, growth, and maturity can take place. The disciplinary powers of the University and its judicial procedures should safeguard the educational process, protect the rights and freedoms of members of the community and insure the safety and security of people and property. The University has both a right and obligation to set reasonable standards of conduct consistent with the goals of the institution for students who voluntarily and willingly choose to become members of that university community. Students, in turn, have the right to fair and equitable procedures in the event they are ever charged with a violation of university policies.

James Madison University views discipline and judicial proceedings as a part of the teaching process. As the United States District Court for Western Missouri has stated:

The discipline of students in the educational community is, in all but the case of irrevocable expulsion, a part of the teaching process. In the case of irrevocable expulsion for misconduct, the process is not punitive or deterrent in the criminal law sense, but the process is rather the determination that the student is unqualified to continue as a member of the educational community ... In lesser disciplinary procedures, including but not limited to guidance counseling, reprimand, suspension of social or academic privileges, probation, restricting to campus and dismissal with leave to apply for readmission, the lawful aim of discipline may be teaching in performance of a lawful mission of the institution.

(General Order on Judicial Standards of Procedures and Substances in Review of Student Discipline in Tax Supported Institutions of Higher Education, 45 F.R.D. 133, 142 (W.D. Mo. 1968)

Judicial proceedings in the university community are administrative in nature rather than criminal and are not required to conform to the full extent of sophisticated procedures and rules demanded in a criminal law trial.
The authority of the University to discipline students for violations of its regulations and the power of the civil authorities to deal with violations of general law are clearly separate proceedings, each with a somewhat different nature and purpose. The aim of these proceedings is to arrive at fair and impartial decisions which insure that individuals assume full responsibility for their actions and insure the rights, freedoms, and safety of all members of this educational community.

I. STUDENT RIGHTS

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

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

3. The right to be notified of the charges against him/her, the specific rule or policy violated, and the time and place of the judicial hearing at least ninety six (96) hours prior to the hearing, provided the student has informed the University of his/her current address. If the student has not informed the University of his/her current address the University has only to make a reasonable attempt to notify him/her at the last address the student provided. (This right may be waived in writing by the student if he/she so desires and is automatically waived under Emergency Procedures. See S.V c.)

4. The student shall have the right to an advisor of his/her choice, provided that person is willing to serve as an advisor, to assist and advise the student during the investigation. Such advisors shall be selected in the University Community, i.e. any full-time student who is a member in good standing. This right shall extend to all judicial proceedings and pre-trial investigation. A student may be represented by an attorney if the University Judicial Coordinator is notified within thirty-six (36) hours of the hearing.

5. The right to confront his/her accuser and cross-examine all witnesses testifying against the student.

6. The right to present witnesses to testify in his/her defense. The judicial body shall have the authority to limit the number of witnesses by a two-third (2/3) vote of those members present, in order to avoid unreasonable delays where the testimony would be repetitious or unnecessary.

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

8. The student has the right to remain silent and such silence shall not be construed as an admission of guilt.
9. The right to be notified in writing of the decision or recommendation of the judicial body or Hearing Office within ten (10) days of the date of the hearing.

10. The right to one appeal to a higher judicial body or University administrative official within five (5) working days of receiving the judicial decision for any of the following causes:
   a. violation of due process and student rights
   b. new evidence
   c. inappropriate penalty

   The Chairman of the appeals body or the Appellate Hearing Officer has the right to accept or reject all appeals.

11. The right to have access to an official record of his/her hearing involving any major violation (cases heard by the University Judicial Council) for the purposes of preparing an appeal. This record shall consist of either a written transcript of the hearing or a copy of the tape recording made at the hearing at the discretion of the University.

II. UNIVERSITY JUDICIAL PROCESS

A. Life-Style Board (Judicial Option)

1. The purpose of the Life-Style Judicial Board shall be to act as the original hearing body for cases in which a student is charged with violation of a University or Residence Hall policy classified as “minor” under the University Judicial procedures. The Board shall also act as the original hearing body for “flexible” violations when assigned.

2. Each student charged with a minor violation may choose to have his/her case heard judicially by the Life-Style Board or handled administratively by the University Judicial Coordinator.

3. The Life-Style Judicial Board shall consist of eight (8) members selected as follows:
   a. one representative from Life-Style Options I, II, or III (no visitation and no alcohol, visitation on special occasion with no alcohol, and visitation on weekends with no alcohol).
   b. one representative from Life-Style Options IV (visitation on weekends with alcohol).
   c. one representative from Life-Style Option V (visitation five days a week with alcohol).
   d. one representative from Life-Style Option VI. (visitation seven days a week with alcohol).
   e. one representative from Life-Style Option VII (coeducational living).
   f. one representative from Showalter Apartments.
   g. two representatives from the off-campus student population.
4. Life-Style Board members shall be selected after all students have been given an opportunity to apply for the position. The Student Judicial Coordinator acting in conjunction with the Executive Council shall be responsible for selection of Life-Style Board members with approval of the Student Senate.

In the event that no qualified representative applies within a given Life-Style category, the next most qualified applicant from any category shall be selected.

5. The Chairperson of the Life-Style Board shall be appointed by the President of S.G.A. with the approval of the entire Board membership.

6. During the regular academic term, a minimum of five members of the Life-Style Board must be present to hear any case.

7. Any appeal of a Life-Style Board decision shall be referred to a three person committee composed of student members of the University Judicial Council.

JAMES MADISON UNIVERSITY JUDICIAL PROCESS

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<th>APPELLATE JURISDICTION:</th>
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<td>MAJOR VIOLATIONS</td>
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<td>MINOR VIOLATIONS</td>
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PRESIDENT OF THE UNIVERSITY

Appeals Committee
2 students - 2 faculty

Judicial Control Board
(Initiates Administrative changes of Judicial Organization & procedure)

University Judicial Coordinator
(Administrative Assignment of Penalty - Subject to Student Acceptance)

Appeal Committee For Minor Violations
3 students

Life-Style Board
7 students

HEARING BOARD ROUTE

ADMINISTRATIVE ROUTE

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B. The University Judicial Coordinator (Administrative Option)

1. Any student charged with a minor, flexible, or major violation may choose to have the violation handled administratively by the University Judicial Coordinator in accordance with the following:
   a. The student must be informed in writing by the University Judicial Coordinator of the charge(s) against him/her and sign a statement indicating that he/she wishes to plead guilty to the charge and waive the right to a formal hearing.
   b. The University Judicial Coordinator informs the student verbally of the penalty which will be assigned.
   c. The accused student may either accept the penalty and sign a statement indicating acceptance or may reject the penalty and request a hearing before the appropriate judicial body.
   d. If a student rejects the penalty assigned by the University Judicial Coordinator, the case shall be referred to the appropriate judicial body having original jurisdiction. Under no circumstances may the judicial body be informed of the accused student's original plea or the penalty which would have been assigned by the University Judicial Coordinator.

2. Additional duties of the University Judicial Coordinator include the following:
   a. To handle all major correspondence and administrative matters related to the University Judicial System except correspondence and judicial matters assigned to the Student Judicial Coordinator.
   b. To assist in the training of all judicial board members.
   c. To insure that all student rights and due process are observed in University judicial proceedings.
   d. To coordinate the presentation of evidence in all major cases heard by the University Judicial Council.
   e. To act as an ex-officio member of the Judicial Control Board.

C. University Hearing Officer

1. The University Hearing Officer shall be a Student Affairs staff member appointed by the Vice President for Student Affairs at the beginning of each academic year.

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

3. Judicial decisions made by the University Officer are subject to the same appeal process as all other judicial actions.

D. University Judicial Council

1. Membership
The Council shall have a total of twenty-two (22) members, two of whom (the Chairman and the Student Judicial Coordinator) will be nonvoting members. Ten of the members shall be faculty members, selected by the President, none of whom shall hold an administrative position higher than Head of a Department. Ten of the members shall be students who are selected by the President of the University from the student body, exclusive of Student Government officers. The Student Judicial Coordinator shall be an ex-officio member, eligible to attend either the original hearing or the appeal hearing for each case but may not attend both.

2. Term
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.

3. Chairman
The Vice President of Student Affairs or a designate serves as Chairman of the Council with no vote. In case of a tie vote the ruling goes in favor of the accused to withdraw charges or lower the penalty.

4. Vice Chairman
The Chairman shall appoint a Vice Chairman to assume the Chair in the absence of the Chairman. The Vice Chairman shall have the same privileges and limitations as the Chairman when presiding as Chairman and an alternate must substitute for his/her as voting member on the Council.

5. For Cases of Original Jurisdiction
The above Council will be divided into two committees, one of four for the Appeals Committee and one of six for the Hearing Committee. The Vice Chairman shall be Chairman of the Appeals Committee which shall be appointed by the President of the University from the members of the Council. In cases of Original Jurisdiction, in which the Chairman may not preside, the Chairman will appoint a Chairman Pro-Tem for the Hearing Committee from the
regular membership to the Council. The Chairman Pro-Tem shall have the same privileges and limitations as the Chairman when presiding as Chairman and an alternate must substitute for him/her as a voting member on the Council.

6. Decision
The decision of the Council is given to the President of the University and the accused student by the Chairman of the Council, in the form of a recommendation. If the student does not appeal the recommendation within five (5) working days, the President of the University reviews the case and informs the student of his/her decision. This decision is considered the final action of the University in this case.

7. Record of the Case
A complete tape recording is maintained for each case. This record is submitted to the President of the University. The final recommendation to the President of the University is submitted in writing within twenty-four (24) hours of the conclusion of the hearing. The final decision is made by the President who informs the student in writing. Copies of the decision are sent to the parents (for students under 18 years of age), the Vice President for Student Affairs, and the members of the University Judicial Council. Notification of withdrawal will be sent to the Dean of Admissions and Records, the Vice President for Academic Affairs and the Vice President for Business Affairs. This notification will include only that information necessary for the office involved and not be a report of the disciplinary action itself. If the decision is to terminate or interrupt the academic progress of the student at James Madison University an entry is made on the student’s permanent record in the Records Office. If the student’s progress is interrupted, this entry is purged upon completion of this interrupted period (suspension).

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

9. Use of Advisors
The accused student may use as an advisor any student of his/her choice who is a full-time member of the James Madison University. Students may request that a lawyer act as their advisor during their hearing by contacting the University Judicial Coordinator at least thirty-six (36) hours prior to the hearing. Permission to have a legal
advisor may be granted to insure the accused student’s rights under constitutional law. If permission to use professional legal advice is granted, the status of the advisor as a participant in the hearing does not change, and the University Judicial Coordinator may ask the legal advisor of the University to advise or speak for him/her.

10. Training of Council Members

The Chairman of the Council and the University Judicial Coordinator are responsible for the preparation of the members of the Campus Judicial Council for their responsibilities. Introductory meetings are to be conducted with those members selected for the following year, utilizing the assistance of the University Attorney and other appropriate assistance.

11. Excused Members

If any member of the Council feels that he/she has such previous contact with the case of the students involved that a fair judgment cannot be rendered, the member must request that the Chairman excuse him/her from serving for that hearing. A voting alternate will be appointed in the member’s place. Should the Chairman, because of acquaintance with the case or student involved, feel unable to serve in this capacity, he will be replaced by the Chairman Pro-Tem. The accused student may request that any member of the Council excuse him/herself whenever the student can justify a plea of bias on the part of the member. The Chairman of the Council will decide on such challenges and, if appropriate, ask the member to excuse him/herself. If the Chairman is challenged, the Council will by a majority vote decide whether or not the Chairman should be requested to excuse him/herself.

12. Appeal Procedure

a. In cases of original jurisdiction the student will be informed by the Hearing Chairman of the decision to be recommended to the President.

The student considering an appeal should notify the University Judicial Coordinator within twenty-four (24) hours that he wishes to secure a record of his/her hearing. If such a request is not made within twenty-four (24) hours, the original tape will be forwarded to the President of the University along with the Hearing Committee’s recommendation.

Written request for an appeal must be received by the University Judicial Coordinator within five (5) working days after the student has been notified of the recommendation. This request must specify the point(s) which the accused student challenges as defective.
b. After receiving a request for appeal the Chairman of the Appeals Committee will decide whether to dismiss the appeal or hear the appeal. If the appeal is denied, the student will be notified in writing. The President of the University and the Chairman of the University Judicial Council will also be notified.

If the Appeals Chairman elects to hear the appeal, the student and the accuser will be notified in writing of the time, place, and the date of the appeal hearing.

The hearing is to be restricted to a consideration of the points raised in the appeal request.

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

The Chairman of the Appeals Committee will notify the Chairman of the Judicial Council of the Committee's action. The Judicial Council Chairman will then submit a full report including documents and tapes of both original and appeal hearings to the President of the University.

E. Student Judicial Coordinator

1. The Student Judicial Coordinator shall be selected by the Executive Council and approved by the Student Senate.

2. Duties of the Student Judicial Coordinator shall be as follows:
   a. To work with the University Judicial Coordinator in the investigation of alleged violations of University policies.
   b. To assist in selection and training of Life-Style Board members.
   c. To coordinate the presentation of evidence in minor cases before the Life-Style Board.
   d. To participate as an ex-officio member of the University Judicial Council and the Judicial Control Board.

3. The term of office for the Student Judicial Coordinator shall run from April 15 of each year to April 14 of the following year.

F. Judicial Control Board

1. A Judicial Control Board shall consist of one faculty member, one administrator, and two students, with the Student Judicial Coordinator and the University Judicial Coordinator as ex-officio members.

2. One of the students will be appointed by the President of S.G.A. with the approval of Senate, or can be the President of S.G.A., with
Senate approval. The other student member shall be the Honor Council President.

3. The Judicial Control Board reports to the University Council, and its duties consist of monitoring the actions of the Judicial System.

4. The Judicial Control Board is also the policy making board of this Judicial System.

III. JURISDICTION: MAJOR AND MINOR VIOLATIONS

The original jurisdiction for all judicial cases shall be assigned by the joint agreement of the University Judicial Coordinator and the Student Judicial Coordinator. The Vice President for Student Affairs has final authority in deciding which judicial body shall hear each case in the event of a conflict.

A. “Major Violations” are those in which the student may be in jeopardy or separation from the University and are usually assigned for hearing to the University Judicial Council except during the last two weeks of any University term. The following policies (in abbreviated form) are generally considered major violations (See page 17-31, for the complete description of any policy):

1. Improper demonstrations
2. Use or possession of illegal drugs
3. Failure to comply with a disciplinary decision
4. Trespass
5. Violence to persons
6. Unauthorized use or possession of weapons
7. Interference with Judicial Process
8. Campus Election Rules

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

1. Repeated violations of any university regulations and policies.
2. Cases involving the use of campus Security Officers or civil police.
3. Cases involving prosecution in criminal courts which affect the Universities’ pursuit of its educational mission.
4. Cases involving multiple violations of university or residence hall policies in one incident.

B. “Flexible Violations” are those which may be considered to be either major or minor depending on the circumstances involved in each case. Determination as to jurisdiction will be assigned as outlined earlier for violation of the following policies:

1. Obscene Conduct
2. Compliance with an official request
3. Destruction of Property
4. Fire Drill and False Alarm
5. Unauthorized Entry
6. Projectiles
7. Residence Hall Visitation
8. Dangerous Practices (including use or possession of fireworks)
9. Disorderly Conduct
10. Personal Abuse
11. Theft
12. Falsification of Official Information
13. Indebtedness

C. "Minor Violations" are generally assigned to Life-Style Boards for hearing if the student involved has not been convicted of any previous violations. Infractions of the following policies are usually considered violations:
1. Alcoholic Beverages
2. Bicycles
3. Fire Fighting Equipment
4. Littering
5. Smoking
6. Soliciting, Selling and Publicizing
7. Sound Amplification Equipment
8. Candles
9. Pets
10. Quiet Hours
11. Residence Hall Security and all Residence Hall policies (pages 81-87)

The University reserves the right to develop and implement new policies or regulations not presently included in this document. It is the responsibility of the University to make a reasonable attempt to inform the student body of any change in or addition to the current policies and regulations and to indicate whether an infraction of the policy is to be considered a major or minor violation.

IV. PENALTIES

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

A. Fines

Fines may be imposed by any judicial body or hearing officer and shall be no less than $5.00 and not greater than $100.00 depending upon the degree of the infraction. All payments are in cash only and are to be made to the University Cashier in Wilson Hall within two weeks of notification of a judicial decision. Failure to pay the fine will result in further judicial action and the imposition of more severe penalties.

The money collected from fines will be used for emergency loans for
students in need. The use of this money will be authorized by the President of the Student Government Association and the Associate Director of Student Affairs. No other use of these monies will be authorized.

B. Special Assignments
In certain cases, a judicial board may assign a work penalty or other special assignment as an alternative to a monetary fine or in conjunction with other penalties assigned by the judicial body. Work penalties are to be completed by a specified date (set by the judicial board), and failure to complete a special assignment will result in the imposition of more severe sanctions.

C. Disciplinary Probation
The accused student is notified in writing that he/she has been found guilty of a violation of University policies or regulations and that conviction of any further violations of any nature will be justification for consideration of suspension within the range of appropriate penalties. Probation shall be for a specified period of time and may include loss of privileges or eligibility to participate in extra curricular university activities.

D. Suspension From the Residence Hall
The student loses the privilege of living in the university residence halls for a specified length of time after which time the student is allowed to reapply for residence hall living, through the Director of Residence Halls and will be admitted, provided there is space available.

E. Expulsion From the Residence Halls
The student loses the privilege of living in university residence halls at any time.

F. Restitution
Reimbursement by the student to the university or a member of the university community to cover the cost of damage to or misappropriation of community or personal property.

G. Suspension
Suspension means that a student is suspended from James Madison University for a specified length of time after which he/she is allowed to return to the University. Judicial bodies may only recommend suspension to the President of the University who is the only official empowered to actually suspend any student.

H. Expulsion
The student loses the privilege of attending James Madison University as a student and is permanently separated from the University. Judicial bodies may only recommend expulsion. The President of the University must review and make the final decision on any expulsion penalty.
I. Duplication of Penalty/Transcript and Registration Hold

Any student failing to comply with a disciplinary decision within the designated period will be assessed a penalty twice as great as the original penalty. In addition, a transcript and registration hold will be placed on the student's academic record.

J. Range of Penalties Assigned to Each Judicial Body and Hearing Officer

1. **Life-Style Boards** may assign any of the following penalties:
   a. Fines
   b. Disciplinary Probation
   c. Suspension from the Residence Halls
   d. Expulsion from the Residence Halls
   e. Restitution
   f. Special Assignments
   Additionally they may recommend a more severe penalty to the University Judicial Council if they feel that the violation warrants such a recommendation.

2. **University Judicial Coordinator** may assign any penalties listed in sub-section A through I.

3. **Hearing Officer** may assign the same penalties as the University Judicial Council.

4. **University Judicial Council** may assign any of the entire range of penalties listed in sub-section A through I.

K. Guidelines for Assignment of Penalties

In order to maintain fairness and uniformity in the assignment of penalties for certain offenses, the following guidelines should be observed.

1. Any person found guilty before Life-Style Boards for a first violation of Visitation Regulations will be fined not less than $5.00 and not more than $25.00.
   Any person found guilty of a first infraction of the Alcoholic Beverage Regulation will be fined not less than $5.00 and not more than $50.00.

2. A second conviction for any University policy violation will be looked upon as a serious matter and may result in a recommendation for suspension from the University.

V. JUDICIAL PROCEDURES

A. Charges

1. A charge may be made at the Office of Student Affairs (Alumnae Hall) to the University Judicial Coordinator or Student Judicial Co-
ordinator by any person alleging that a student has violated a university policy or regulation and giving the relevant details of the violation.

2. The Student Judicial Coordinator and the University Judicial Coordinator will conduct an investigation of all minor charges to determine:
   a. The validity of the charge, and
   b. Whether there are grounds for a formal charge and the initiation of judicial proceedings.
   c. The University Judicial Coordinator will supervise investigations of major violations.

3. If the investigation produces sufficient cause to believe that a violation of University policies has taken place, the student will be contacted by mail, informed of the charge, and asked to make an appointment with the University Judicial Coordinator at the Office of Student Affairs (phone 6167). The student may bring his/her advisor to this meeting if so desired. At this meeting, the University Judicial Coordinator will explain the charges against the student, inform the student of his/her rights and judicial procedures, and allow the student to choose between having the case heard by a judicial board or handled administratively. If a student fails to make an appointment with the University Judicial Coordinator within three (3) days after being properly notified, the case will automatically be referred to the appropriate judicial body for hearing.

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

**B. Hearing Procedures**

1. All hearings are open unless the accused student requests a closed hearing. If the number of spectators or disorderly behavior disrupts the judicial hearing in any manner, the judicial chairman may order any or all spectators to leave the hearing room. The chairman may also prohibit the use of cameras or unauthorized tape recording equipment.

2. The accused student shall receive all rights guaranteed in the student rights section of this document, including the right to present a defense and cross-examine all adverse witnesses. The student’s advisor is prohibited from addressing the judicial body or cross-examining any witnesses except in major cases heard by the University Judicial Council or the University Hearing Officer.
3. The appropriate university staff member or accuser has the right to question all defense witnesses and the accused student.

4. The order of a judicial hearing will generally proceed in the following manner:
   a. Introduction of the board
   b. Answer any questions concerning rights or procedures
   c. The statement of charges is presented
   d. The accused student enters a plea:
      1. Not guilty
      2. Guilty
      3. Withhold plea pending presentation of the evidence
   e. Presentation of evidence against the accused student:
      1. Each witness is called individually
      2. The accused student (or his/her advisor (in major cases) is given the opportunity to question each witness
   f. Presentation of evidence in favor of the accused student:
      1. Each witness is called individually
      2. The accuser or university representative is given the opportunity to question each witness
   g. The board members may question the witnesses as they are called.
   h. The Judicial Coordinator or person bringing charges presents concluding remarks.
   i. The accused student (or his/her advisor (in major cases) may present concluding remarks and enter a plea if one was not entered previously.
   j. All are excused from the hearing room except judicial board members.
   k. The board will consider only information introduced in the hearing and deliberate until a decision is made as to guilt or innocence. The decision is based on the preponderance of the evidence and is decided by a simple majority vote.
   l. If the decision is guilty, then the board decides on an appropriate penalty, using a simple majority vote.
   m. The decision is announced in the presence of only the person(s) bringing charges and the person charged and the advisor.
   n. The student is informed of the right of appeal and the appropriate procedure for initiating an appeal.

5. The Chairman of the judicial body 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. Hearing Officers will follow the same procedural guidelines as regular judicial boards except that a student may enter a written plea of guilty
and waive the right to an extensive judicial hearing. If the student wishes to do this, the Hearing Officer will accept the guilty plea and decide only on an appropriate penalty after a statement by the accused student concerning any extenuating circumstances which may have affected his/her involvement in a violation.

Decisions made in this manner may only be appealed on the basis of harshness of penalty.

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

8. An accused student may request one postponement of a judicial hearing by contacting the University Judicial Coordinator (phone 6167) at least 24 hours prior to the scheduled hearing. Adequate cause for postponement must be demonstrated.

9. A minimum of five (5) members must be present in all Life-Style Board meetings in order to hear a case.

10. Any alleged minor violation which takes place during the last two weeks of any semester or school term will be heard by a Hearing Officer if the case cannot be scheduled before the appropriate judicial board.

11. When a student commits a major violation during the last two weeks of any semester or school term, if the case cannot be scheduled before the University Judicial Council, the student may choose, providing he is not a graduating senior, one of the following options in the adjudication of his case:

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

   b. The case may be heard at a regular meeting of the University Judicial Council when the next school term begins provided witnesses are available. (Not applicable to graduating seniors.)

   c. For cases occurring at the end of Spring semester, the accused student may request that the case be postponed during the summer and heard as soon as possible after the beginning of the Fall semester provided the witnesses are available. (Not applicable to graduating seniors or Summer School students.)

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

12. The Judicial Board Chairman or Hearing Officer rules on the admissibility of all evidence introduced during the hearing. Because the hearing is administrative, rules of criminal evidence do not apply.

C. Emergency Procedures

1. If the University President or designee determines that the presence of an accused student presents a clear and present danger to the orderly operation of the University or to the safety and welfare of members of the University community, the President or designee may immediately suspend that student.
   a. The suspended student may within 48 hours of being notified of such suspension, request an informal hearing before the University Hearing Officer to determine only the validity of the suspension and to determine if the interim suspension should continue.
   b. A formal judicial hearing shall take place within seven (7) working days of the date and interim suspension hearing to fully adjudicate the case.

2. If the President of the University determines that additional judicial bodies are required during an emergency situation to hear cases involving major violations, he/she shall be empowered to appoint Emergency Judicial Councils.
   a. These Emergency Judicial Councils shall be composed of four (4) student members and four (4) faculty members with a non-voting faculty chairman. All members shall be appointed by the President.
   b. These Councils shall operate under the same procedures and have the same powers as the University Judicial Council.
   c. Decisions of these bodies may be appealed to the Appeals Committee of the University Judicial Council.
   d. These Councils shall be dissolved when all cases arising from the particular emergency situation which necessitated their creation have been fully adjudicated.

D. Appeals

1. Any student found guilty by a Judicial body or Hearing Officer shall have the right to appeal for cause within five (5) working days of receiving notice of decision by filing a written petition for appeal with the University Judicial Coordinator at the Office of Student Affairs. Any other party, including the University, significantly affected or injured by the decision may also petition for appeal.
2. Decisions as to whether to hear or reject the appeal should be made by the appropriate judicial board chairman or Hearing Officer within 48 hours of the filing of the request for appeal. If there is inadequate time for a judicial body to hear an appeal, it must then be heard by a Hearing Officer.

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

4. Appeal bodies and Hearing Officers with appellate jurisdiction may take the following actions:
   a. Affirm the findings and penalty of the lower judicial body or Hearing Officer
   b. Determine new findings and or increase the penalty (only in appeals brought by an affected party other than the accused student)
   c. Reduce the penalty
   d. Dismiss the charge(s) against the student.

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

6. The University in adopting an adjudicatory system with extensive participation by students and faculty, recognizes that imperfections in procedures and errors in rulings of judicial bodies are inevitable. Appellate bodies reviewing appeals based on technical, procedural, or interpretative errors will act upon two principles: first, that the disciplinary format adopted by the University is administrative and not judicial in spirit and that considerable latitude of discretion must be permitted if excessive judicialization and legalisms are to be avoided; second, that only errors that significantly prejudice or may reasonably have prejudiced in a significant way the interests of an accused student are to be grounds for reversal. Further, only the party so prejudiced may appeal such errors. Further, the provisions of this Resolution as to scope of review are to be applied in a manner calculated to achieve substantial justice and not to be results forced by technicalities.

E. Changes and Amendments

The procedures, definitions, and powers described in this document are subject to change by the President or Judicial Control Board at any time. If any change is deemed necessary, such changes shall continue to guarantee a fair hearing with the full protection of due process as defined by the Courts. Students shall be informed in writing of any changes in this document.
VI. SUMMER SESSION JUDICIAL SYSTEM

Section 1. There shall be a summer session Life-Style Board who, in conjunction with the regular Hearing Officer, shall hear cases, involving minor violations during the summer school.

Section 2. A Committee composed of the Student Judicial Coordinator and Life-Style Board Chairperson shall nominate seven (7) students to this Board who plan to attend the summer session. Individuals nominated must be approved by the Executive Council of Student Government. Students with previous Board membership will be given preference over students who have no previous experience. Should vacancies exist when the Summer Session convenes, or occur, otherwise, the summer Student Government President shall appoint members from the summer student body with approval of the Student Judicial Coordinator.

Section 3. Should the Student Judicial Coordinator not attend any of the summer sessions, the Vice President of the summer Student Government shall act as Student Judicial Coordinator.

Section 4. The Student Judicial Coordinator shall nominate a secretary from the summer Social Conduct Board with approval of that Board.

Section 5. The appeal body of the summer Life-Style Board shall be the summer Judicial Council or the University Hearing Officer, at the discretion of the defendant.

Section 6. All trial rights, procedures, and processes included in this Handbook not inconsistent with this summer session article shall apply to the summer sessions.
This section of the handbook is designed to give the student selected academic information with which every student should be familiar. The complete academic regulations governing the academic program, including the requirements for graduation, are explicitly stated in the University Catalog. Each student must meet the graduation requirements given in the catalog for the year he/she is admitted. It is very important that the student keep this catalog for future reference.

**CREDIT BY DEPARTMENTAL EXAMINATION**

Examinations for credit in courses offered by the University may be offered to enrolled students who believe they have already mastered the material of the course through private study, technical employment, or the like. The following regulations govern the granting of credit by examination:

1. Enrolled students may make application to take examinations for credit in most courses in the undergraduate curricula. The students should be certain they have the minimal preparation and background before seeing the head of the department in which they are applying for examination.

2. Examinations may not be given to students in sequential courses numbered lower than those the student has already completed.

3. Permission to take an examination for credit must be obtained from the instructor and the head of the department in which credit is sought.

4. Each department will use its own discretion in developing the form of the examination and its administration.

5. Students may earn as many as 30 semester hours through departmental credit by examinations, with no more than 12 semester hours in one area.

6. To receive credit the student must make at least a grade of “C” on the examination.

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

8. A fee is charged for the administration of an examination for credit.
CREDIT/NO-CREDIT COURSE REGISTRATION

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

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

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

2. The following courses may not be taken Credit/No-Credit:
   a. Courses within major program
   b. Courses within minor program.
   c. Courses listed by name and number in a major or minor program but offered outside the major and minor department.

   All other courses may be taken on the Credit/No-Credit option.

3. A total of up to 15 semester hours may be taken on a Credit/No-Credit basis with a maximum of 4 semester hours per semester or one course of more than 4 semester hours.

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

5. All changes to and from the Credit/No-Credit option must be completed by the end of the first drop period.

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

7. Students taking a course on a Credit/No-Credit basis will not be identified to the instructor until after final grades have been submitted.
8. Letter grades will be submitted by instructors to the Director of Records who will change all grades of “A” through “C” to “CR” (Credit) for those enrolled under the Credit/No-Credit option. The student will receive credit hours, but not quality points, for the work completed. Therefore, the grade of “CR” will not affect the student’s cumulative grade point average.

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

ACADEMIC ADVISORS

A new student is assigned a faculty advisor at the beginning of the first year of study. The faculty advisor will assist new students with program planning and provide general academic advisement during the first semester and up to and including registration for second semester. After the beginning of the second semester the student will be assigned a permanent advisor in his her academic field.

ATTENDANCE

A student’s participation in the work of a course is clearly a precondition of his/her receiving credit in that course. Because of the wide variety of courses and teaching methods at James Madison University, the University recognizes that the nature of a student’s participation in the work of a course cannot be prescribed on a university-wide basis. For this reason classroom attendance is not a matter subject to regulations by the University. A student’s attendance in class and laboratory is, rather, a matter between him/her and the professor in that class or laboratory.

COURSE ADJUSTMENT

Students who desire to make changes in courses or schedules are required to do this on the days set aside for that purpose. Students who make adjustments at times other than the designated dates, as shown in the University Calendar, are subject to a fee. This fee may be excused if circumstances requiring changes are beyond the student’s control and if the change is approved by the Dean of Admissions and Records.

CHANGE OF MAJOR CATALOG

A student who wishes to change his her major or change to a program of study in a catalog more recent than that under which he/she entered may do so by completing the necessary forms available in the Records Office.
WITHDRAWAL FROM A COURSE

a. Up to the end of the tenth week of semester courses (sixth week for block courses) a student may withdraw from any course with the signature of only his advisor. A grade of "W" will be recorded regardless of the status of the student in the course at the time of withdrawal.

b. Withdrawal after the end of the tenth week of classes (sixth week for block courses) is not usually permitted. In the event a request stems from illness or other severe hardship beyond the student's control, a student may petition his/her advisor and the dean of the school in which he/she is majoring for permission to withdraw. If permission is granted, a grade of "W" will be recorded. Dropping a course without permission incurs the grade of "F".

WITHDRAWAL FROM THE UNIVERSITY

Undergraduates

A student withdraws from the University when enrollment is terminated before completing the semester or summer session period for which he she registered. A student desiring to withdraw must have a conference with the Associate Director of Student Affairs and complete the withdrawal request form available in the Office of Student Affairs. Students who are unsure about withdrawing are encouraged to talk to a member of the Counseling Center staff before initiating withdrawal procedures.

The Associate Director of Student Affairs must approve a student's request to withdraw from the University. Strict compliance with this requirement is mandatory. Any student who withdraws without receiving official approval will receive a grade of "F" for all courses in which he/she is enrolled. A student withdrawing with official approval will receive a grade of "W". Once official approval has been given, the Associate Director will set the official withdrawal date and notify other university offices of the action.

Students enrolled in an off-campus course may withdraw from the University by securing a "Request for Withdrawal" form from the Center Director or the Office of the Associate Director of Student Affairs. This form should be completed and returned to the Office of the Associate Director of Student Affairs where the official withdrawal will be processed.

An adjustment in charges will be figured from the official date of withdrawal. No adjustment in charges will be made unless the withdrawal form is received in the Office of the Associate Director of Student Affairs within thirty (30) days after the student leaves the campus. Adjustments will not include non-refundable fees or charges.
Graduates

A graduate student withdraws from Graduate School when he/she terminates his/her enrollment before completing the semester or summer session for which he/she registered. A student desiring to withdraw must have a conference with the Dean of the Graduate School, and complete the withdrawal request form available in the Graduate School Office, Keezell 108.

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

An adjustment in charges will be figured from the official date of withdrawal. No adjustment in charges will be made unless the request for withdrawal is received in the Graduate School Office within thirty (30) days after the last class attendance. Adjustments will not include non-refundable fees or charges.

CLASSIFICATION

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

Freshmen are students with fewer than 28 semester hours of credit.
Sophomores are students with 28-59 semester hours of credit.
Juniors are students with 60-92 semester hours of credit.
Seniors are students with more than 92 semester hours of credit.

ACADEMIC STATUS

Academic status for a student is denoted as follows:
1. Good Standing
2. Academic Warning
3. Academic Probation
4. Academic Suspension

“Good Standing”

A student is in “Good Standing” if his/her quality point average is 2.00 or above.
"Academic Warning"

The status of "Academic Warning" indicates that a student has a cumulative grade point average of less than 2.00, but that his/her grade point deficiency is not sufficient to warrant his/her being placed on "Academic Probation".

"Academic Probation"

1. A student on "Academic Probation" may not take more than twelve (12) semester hours of work.
2. A student may not hold a major student government position while on "Academic Probation".
3. A student on "Academic Probation" may not represent the University in athletics or performing arts.
4. A student on "Academic Probation" is expected to confer regularly with his academic advisor and is encouraged to participate in the Study Skills Laboratory.

"Academic Suspension"

A student who is placed on "Academic Suspension" may apply for readmission after one calendar year. However, if there are extenuating circumstances associated with his/her academic deficiency, the student may appeal to the Retention Committee for reinstatement the following semester. The appeal must be in writing and should be sent to Dean Fay J. Reubush, Secretary of the Committee.

RETENTION

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

1. Quality point deficiency is twice the number of semester hours attempted at James Madison University minus the number of quality points earned at the University.
2. A student is subject to suspension if fewer than six (6) semester hours are passed in any semester.
3. If a student is on academic probation for two successive semesters, he/she is not eligible to return the following semester unless probation has been removed prior to the beginning of the semester.
4. A student who is placed on academic suspension may apply for readmission after one calendar year and must have his/her record reviewed before admission is granted.
5. Retention standards are the same for transfer students as any other student except that semester hours include all semester hours accepted for transfer credit.

APPLICATION FOR GRADUATION

A student expecting to graduate at the end of any semester must file an “Application for a Degree” with the Director of Records as specified in the University Calendar.

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

PROGRAMS FOR IMPROVING BASIC ACADEMIC SKILLS

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

The Study Skills Laboratory. The Study Skills Lab, located in Room 204 of Alumnae Hall, provides an opportunity for the student to examine those study habits and attitudes that may be influencing his/her university life. The lab is well equipped and provides assistance in such areas as listening, note-taking, test-taking, reading and comprehension, writing skills, etc.

The Writing Laboratory. The University expects students to be able to demonstrate a satisfactory level of proficiency in the writing of English. For those who show a marked deficiency in writing ability or English proficiency, the University has provided a Writing Lab in Sheldon Hall to improve these skills.

The Reading Center. The Reading Center, located in Nicholas House, provides a Reading Improvement Program designed to help students build their reading efficiency. Students are tested and provided materials and equipment in accordance with their needs. The materials used are designed for independent study in the Center and are available free although students may purchase the text if they desire.

TRANSCRIPTS

The transcript of a student’s permanent course record is released only upon the written request of the student or former student and for authorized research purposes. The transcript is the official record of grades earned to date and includes the date of graduation, degree received and
date of withdrawal or dismissal. Official transcripts (with the University seal attached) are not released directly to the student, but are mailed directly to another college or authorized agency. The first transcript is sent without charge. For subsequent copies the fee is two dollars ($2.00) for one transcript. If a request is for two or more copies to the same address, the fee is two dollars ($2.00) for the first copy and fifty cents (50¢) for each additional copy. Payment must accompany the request.
BUSINESS AFFAIRS

Col. Adolph Phillips,
Vice President for Business Affairs
Wilson Hall, Rm. 201
Tel. No. 433-6434

Mr. William F. Merck,
Ass't. Vice President
for Business Affairs
Wilson Hall, Rm. 113
Tel. No. 433-6436

Financial Information

Mr. Lyman Seese, Treasurer
Office of the Treasurer
Wilson Hall, Rm. 101
Tel. No. 433-6291

PAYMENT OF FEES

All fees and expenses are to be paid prior to the beginning of each semester. Registration materials will not be furnished until all fees and expenses are satisfied in compliance with the following policy. A “Permit to Register” will be included with each student’s registration materials and must be presented in order to enter the registration process. This permit will be issued to those students whose bills are paid in full, who are prepared to pay in full at registration, or who have University approved financial aid for any unpaid balance.

With the use of this Permit to Register, the student certifies that he/she has paid his/her bill in full prior to date of registration, or is prepared to pay in full at the Registration Center before registration is completed, or that he/she has University approved financial aid for any unpaid balance.

No student having unpaid fees and/or fines due for a previous session will be permitted to register until they are paid in full.

Advance Payments: A Readmission Fee of $10.00 is required of all students (commuters, boarding, part-time, and special). For new students, a $15.00 application fee must accompany the application for admission; for the upper-class students, the payment must accompany the re-admission application and be made to the Treasurer before April 1 by those planning to return to the University during the following session. This fee is not refundable, will not be transferred to another session, and will not be credited to the student’s account.

For residence hall students (both new and upper-class), an advance payment of $100.00, with a completed housing contract, will be required in order to hold the room reservation. Upper-class students wishing to reserve space in university housing must return their housing contract together with their readmission application and $100.00 advance payment to the
Treasurer by April 1. The $100.00 room deposit will be credited to the student's account when registration is completed in September. This payment is not refundable after May 1 except for personal illness certified by a physician, for unavoidable emergency or other extenuating circumstances approved by the Vice President for Business Affairs, or for upper-class students who do not have the required quality point rating by the end of the Summer Session.

**DELINQUENT ACCOUNTS**

Any unpaid bills are subject to the following regulation enacted by the Board of Visitors of James Madison University which require (1) that no credit for university work may be given to any student for a diploma, or a teacher's certificate, or for transfer purposes, until all debts to the University, other than student loans, have been paid; (2) that students will not be eligible to take examinations unless accounts are paid in full for the current session; and (3) that upon recommendation of the Vice President for Business Affairs and with the approval of the Vice President for Academic Affairs, students who are deficient in their accounts may be restricted from attending classes until satisfactory arrangements have been made for payment of their past due obligation to the University.

Prior to the end of a semester, students are expected to satisfy all financial obligations to the University. These obligations may include:

- Traffic Fines
- Library Fines and the return of all materials
- Residence Hall damage assessments
- Personal checks written with insufficient funds
- Other outstanding financial obligations

Students failing to satisfy outstanding financial obligations may not register for a subsequent semester (registration materials will not be furnished), will not receive their diplomas and will not have requests for their official transcripts honored.

**REFUNDS AND REBATES**

The following charges and refunds or rebates apply to students withdrawing from the University or dropping classes and to late entrance and absences.

The room deposit for residence hall students will not be refunded after May 1st except for illness certified by a physician or for unavoidable emergency or extenuating circumstances approved by the Vice President for Business Affairs.

All refunds are calculated from the date on which withdrawal is officially approved by the Office of Student Affairs.
Students who formally withdraw from the University before September 8th for the Fall session and January 19th for the Spring session will be refunded all tuition and fees except a withdrawal fee of $15.00. Board and laundry fees will be pro-rated from Dining Hall opening date. **Room fees will not be refunded.**

Students changing status from full-time to part-time within these dates will only be charged the fees applicable to the remaining credit hours being carried.

Virginia resident students withdrawing or changing status between September 9th and October 19th and between January 19th and March 3rd will be refunded at the rate of $8.00 per credit hour with maximum refund of $120.00 plus pro-rata share of Board and Laundry fees. Non-Virginia resident students withdrawing or changing status between these dates will be refunded at the rate of $16.50 per credit hour with a maximum refund of $247.50 plus pro-rata share of Board and Laundry fees. After October 19th and March 3rd refunds will be for only a pro-rata share of board and laundry fees.

Students who withdraw due to illness certified by a physician or for unavoidable emergency or extenuating circumstances approved by the Vice President for Business Affairs will be refunded a pro-rata share of all fees. The dates for determining pro-rata refunds will be those stated in the University Calendar for the opening of the Dining and Residence Halls.

**Enforced Withdrawal:** students whose connection with the University terminates because of disciplinary action or enforced withdrawal will receive a pro-rata refund of all fees except for room.

**Late Entrance and Absences:** no adjustment in the charge for room and board will be made for late entrances of ten (10) days or less or for absences of less than fourteen (14) days, except in case of hospital confinement where adjustment is made for absences of seven (7) days or longer.

**Campus Banking Facility:** the Virginia National Bank operates a branch bank on the campus which provides full-banking service. The University urges students to make use of this service rather than risk the loss of funds.

**Virginia Status Classification**

Mr. Donald Gardner, Comptroller
Office of the Comptroller
Wilson Hall, Rm. 113
Tel. No. 433-6433

All initial determinations concerning classifications of in-state and out-of-state students for the purpose of paying fees are made by the admitting
Guidelines used by the University are furnished by the Office of the Attorney General of Virginia as established in the Code of Virginia, Section 23-7 as follows:

"No person shall be entitled to the admission privileges, or the reduced tuition charges, or any other privileges accorded only domiciliaries, residents or citizens of Virginia, in the State institutions of higher learning unless such person is and has been domiciled in Virginia for a period of at least one year prior to the commencement of the term, semester or quarter for which any such privilege or reduced tuition charge is sought, provided that the governing boards of such institutions may set up additional requirements for admitting students.

A person who enrolls in any such institution while not domiciled in Virginia does not become entitled to admission privileges, or reduced tuition charges or any other privileges accorded only to domiciliaries, residents or citizens of Virginia by mere presence or residence in Virginia. In order to become so entitled, any such person must establish that, one year before the date of his alleged entitlement, he was at least eighteen years of age or, if under the age of eighteen, he was an emancipated minor and he abandoned his old domicile and was present in Virginia with the unqualified intention of remaining permanently in Virginia after leaving such institution. The burden of establishing these matters by convincing evidence is on the person alleging them.

Notwithstanding marriage to a person who is not domiciled in Virginia, a person who is classified or classifiable at the date of his or her marriage as eligible to receive the privileges herein described, may receive or continue to receive such privileges until he or she abandons his or her Virginia domicile other than through any presumption of law attaching to the ceremony of marriage."

University Bookstore

Mr. Joseph Hancher, Manager
University Bookstore
Ground Floor, Campus Center
Tel. No. 433-6121

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

The hours of the Bookstore during the regular session are Monday through Friday, 8:00 a.m. - 4:00 p.m.; Wednesday evening, 6:00 p.m. - 8:00 p.m.; and Saturday, 9:00 a.m. - 12:30 p.m. The Bookstore is open each evening and all day Saturday during the first week of each semester.

The Bookstore stocks all textbooks used by the academic departments. In addition to textbooks, the Bookstore handles clothing, ceramic mugs, jewelry, greeting cards, and film developing. A large selection of trade
books is available to supplement textbooks and for casual reading. Art supplies - paints, pads, and brushes - are available for classroom use or for the student's recreation.

For merchandise to be returned to the Bookstore, the cash register receipt is required. **Textbooks can only be returned if accompanied by a drop slip and the cash register receipt.** If a student has written in a new textbook, it cannot be returned for a full refund.

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**Parking on Campus**

Mr. William W. Wilberger, Jr.  
Director of Security and Safety  
Laundry and Shop Services Bldg.  
Tel. No. 433-6116

From 8 a.m. to 5 p.m., Monday through Friday, during the school session, parking on campus is limited to registered vehicles displaying a university parking decal. Physically handicapped, commuting students, resident seniors, resident juniors, and sophomores in good standing may register a vehicle in that order of priority on a space available basis. Other students with valid requests (in writing in advance) may be granted special permission to park on campus, provided space is available.

All visitors who park on campus (8 a.m. to 5 p.m., Monday through Friday) are required to obtain a visitor parking permit at the Safety and Security Office. There will be no fee for this permit.

Additional information and/or changes in the above are contained in the Parking and Traffic Regulation booklet that will be available to everyone during the fall registration; these may also be picked up at the Safety and Security Office.
Food Services

Mr. Robert D. Griffin, Director
Gibbons Dining Hall
Tel. No. 433-6252

Mr. Robert Toohey
Special Events Coordinator
Gibbons Dining Hall
Tel. No. 433-6637

FACILITIES AND SERVICES

James Madison University Food Service is a university operated department which comes under the control of the Business Affairs division of the University. The largest segment of food service is made up of contract dining. Gibbons Dining Hall, located in the center of campus, provides meal service for approximately 4,500 students.

The Duke's Grill, located in the Warren Campus Center, provides the James Madison community with a fast-food type restaurant. In addition to being available to off-campus guests, the Duke's Grill provides a popular meeting place for students.

James Madison University operates its own vending service on campus. In addition to refreshment centers in Chandler and Gibbons, drink and snack services are provided in most residence halls.

Athletic events are served by the concessions operations in Godwin Hall and the James Madison stadium.

All meetings, banquets, and conferences are handled through the Coordinator of Special Events. This includes the booking of Chandler Hall which is used during the summer months for housing campus guests and conference groups. Meeting facilities in the building are designed to accommodate continuing education projects and special events for the public throughout the year. Recognized student groups and members of the faculty and staff may use the meeting and banquet rooms by submitting a request in person to the Student Activities Office, in the Warren Campus Center. Once their application has been completed, the Coordinator of Special Events will determine the space availability and handle any requests for food or beverages.

Meeting facilities in Chandler Hall include the Shenandoah Room with seating for some 250 at banquets and approximately 350 for meetings, and six adjacent meeting rooms which can seat up to 40 for meetings and 25 for meals. These rooms have movable partitions which may be opened to accommodate larger groups.

All arrangements for special food service must be made with the Coordinator of Special Events. Included are the following: field trips, receptions, dinners, coffee hours, picnics, cakes, etc. One week advance
notice is preferred. Tentative arrangements for large banquets must be made one month in advance.

**FOOD SERVICE REGULATIONS**

The boarding contract obligates the University to feed the contract holder in the Dining Hall during established meal hours while the University is officially in session. The boarding student has the obligation to properly identify himself to gain admission to the dining area. Boarding contracts are not transferable, and non-boarding students and guests must pay established meal prices to gain admission to the dining area. Boarding contracts are guaranteed only to campus residence hall students, but may be made available to commuters with special authorization. Special medical diets are available at extra cost upon written recommendation of the Director of Health Services.

Unlimited seconds are provided on all beverages and most food items; however, any student attempting to remove food or beverages from the premises of Gibbons Dining Hall will be charged $10.00 for each occurrence. Appeals will be handled by the University Judicial Coordinator.

Posters, bulletins, table tents or any other form of advertising are not permitted in the Dining Hall. Announcements may be submitted to the Office of the Food Service Director for publication in the Gibbons Hall Digest.

Solicitation and sales are not permitted in areas controlled by the Food Service Department.
The Division of Public Affairs has the responsibility for coordination of university programs which involve contact or a working relationship with off-campus groups or with any of the University's many constituencies. The Division seeks to develop a broad base of understanding and support between the University and the public.

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

Departments of the Division include the Department of Public and Sports Information, the Alumni Services Department, the University Printing Office and the Office of Career Planning and Placement.

**Department of Public and Sports Information**

Mr. Richard J. Murray  
Director of Public and Sports Information  
Wilson Hall, Room 207  
Tel. No. 433-6154

Ms. Milla Sue Wisecarver  
Public and Sports Information Assistant  
Wilson Hall, Room 207  
Tel. No. 433-6154

Mr. Douglas B. Hutton  
Publications Editor  
Wilson Hall, Room 207  
Tel. No. 433-6154

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

The Department's Publication Office coordinates the preparation of all University-related publications, including those printed off-campus as well as those printed in the University's printing office.

Department of Alumni Services

Mr. Charles Scott
Director of Alumni Services
Chandler Hall
Tel. No. 433-6234

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

Alumni throughout the nation are active in support of the University. An annual fund drive is conducted to seek financial support of the University. The Department keeps a directory of graduates of the University, publishes "The Madisonian" and sponsors Homecoming and other special events for alumni.

The Department also coordinates the appearances of special University groups, such as the Madisonians and the Dukettes.

Office of Career Planning and Placement

Alumnae Hall, Room 208
433-6229 or 6207

Thomas A. Nardi
Director

Edgar F. Wilkerson
Assistant Director

Cynthia A. Shelton
Placement Counselor

The Office of Career Planning and Placement, located on the second floor of Alumnae Hall, aids students at various stages of the career exploration and job search process. Students can receive assistance in defining their career objectives, finding out about the current job market,
and learning how to properly conduct a job-seeking campaign. The Office also serves as a central point where seniors may file placement credentials and have them mailed to prospective employers.

SERVICES OF THE OFFICE

Career Library: The placement career library is designed to make available pertinent resources for career planning and choice, employer literature, manpower trends, employer directories, and other placement-related information. The library is color-coded for easy reference and organized on a self-help basis so that students and faculty may browse at their leisure. Samples of resumes and cover letters are on file for student use, and tapes are available on various aspects of the job search process. Staff members are readily accessible to answer questions and help students utilize these materials.

On-Campus Recruitment: Each year business, industry, government, armed forces, and educational systems send representatives to the campus to conduct job interviews with graduating seniors. This service provides students with the opportunity to meet and talk with a number of employers and to explore a number of job opportunities.

In order to help students prepare for these interviews, many job search oriented workshops are held throughout the year. Sessions covering topics such as how to prepare for an interview, write a resume, or fill out an employment application are very popular. Also, the professional staff members are available to talk with clubs and organizations regarding many other career planning and placement related topics.

Special Career Programs: For the past three years, the Career Planning and Placement Office has sponsored a career day program to give students the opportunity to explore many vocational areas of their choice. Nearly 100 representatives from a wide range of occupations in business, industry, government, science, and education have participated as career consultants and have talked informally with students about vocational possibilities in their career area.

Job Referral: Job vacancies are advertised on bulletin boards in the office lobby and in the career library. Vacancy bulletins are periodically mailed to students who are registered with the office. Registration involves filling out a placement file. This allows seniors to participate in the on-campus interview program and to establish credentials which can be sent without charge to prospective employers upon request. Placement files are retained in the office for five (5) years from the registrant’s date of graduation or five (5) years from the last date of active use.

Career Counseling: Professional career counselors are available on an appointment or drop-in basis to discuss vocational objectives relating to
the educational background and experiences of the individual student. Assistance will also be given to any student wishing information on the current employment outlook, places of employment, employer contact, and the use of the career library.

The staff hopes that students will take maximum advantage of the materials and resources available to them in this office. All services are intended to supplement the efforts of students as they develop their own career alternatives and do not replace the student’s own personal search for employment. Good career planning and exploration, along with the professional job search assistance the Office can supply, aids greatly in increasing the student’s chances for finding satisfying employment.

Students are welcome to use any part of the services and facilities of the Office of Career Planning and Placement. The Office is open Monday through Friday from 8 a.m. - 5 p.m.
STUDENT AFFAIRS

Dr. William O. Hall, Jr.
Vice President for Student Affairs
Alumnae Hall, Rm. 107
Tel. No. 433-6226

PURPOSES OF STUDENT AFFAIRS

The Vice President for Student Affairs serves as the executive officer responsible for the development of an overall campus environment which is conducive to the positive educational and personal growth of students.

The purposes of the Division are:

1. To assist students as they participate in university governance, judicial affairs, and fraternal life; and to provide general information and referral services for other areas of student concern.

2. To meet the needs of a diverse student population by providing a variety of activities and events. These should attract a significant number of students and encourage both the growth of the individual and the establishment of positive relationships among members of the university community.

3. To assist the members of the James Madison University community in the resolution of personal, vocational and educational concerns.

4. To assist residence hall and commuting students in the establishment of living-learning environments and educational experiences which make a maximum contribution to their intellectual, social and psychological growth.

5. To provide health care for students on a limited basis. Medical assistance includes out-patient services, short-term in-patient care and emergency treatment.

Thus, the Vice President and his staff members, working cooperatively with students, have developed diverse programs and services designed to meet the needs of the individual student as well as those of the university community.
University Ombudsman

Ms. Robyn I. Krug
University Ombudsman
Alumnae Hall, Rm. 104
Tel. No. 433-6218

In an effort to improve channels of communication, speed up solutions to problems and find quick answers to student questions, President Carrier has authorized the University Ombudsman "to by-pass the normal administrative channels." The Associate Director of Student Affairs, who serves in this role, will deal with practically any non-academic problem or question a student may encounter involving university life. To find solutions, the Ombudsman is able to go directly to anyone in the university community who can deal effectively with the problem.

For example, the Ombudsman, while not directly able to assist in the raising of a grade, can advise the student of the proper procedure for appealing a course grade. Typical matters students have brought to the Ombudsman involve phones, library fines, mailboxes, food service, ecology, class absence, finances, records, and personal emergencies. The Ombudsman’s Office, located in Alumnae 104 (campus phone 6218), is open 8:00 a.m. - 5:00 p.m., Monday through Friday.

Office of Student Affairs

Mr. William C. Johnson
Assoc. Director of Student Affairs
Alumnae Hall, Rm. 106
Tel. No. 433-6167

Ms. Robyn I. Krug
Assoc. Director of Student Affairs
Alumnae Hall, Rm. 104
Tel. No. 433-6218

The University experience offers a unique opportunity for you as an individual to grow academically, to gain new skills, to test values and to expand your perspective. The Student Affairs staff is dedicated to helping you discover and integrate the many phases of your life at James Madison University. The staff is available from 8:00 a.m. to 5:00 p.m. to assist you by interpreting university policy, citing available resources, clarifying values, resolving conflict and providing a variety of services.

The Student Affairs staff also works with students in all areas of university governance, coordinating the operation of the University Judicial System, advising fraternities and sororities, aiding in student withdrawals
from the University, developing campus-wide classes and programs to meet the personal needs of students, and maintaining student personnel records.

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

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

**University Governance.** As members of the Student Affairs staff, we encourage active participation in campus life. Through S.G.A., Honor Council and various Honorary Organizations, students have the opportunity to participate in decision-making, to develop leadership skills and to work with other faculty, students and administrators towards the improvement of the community. Members of the Student Affairs staff are available to help student leaders direct concerns through appropriate channels and to provide an institutional perspective. We believe that participation in university governance becomes an even more valuable experience when there is someone to help sort out the problems, synthesize events and clarify issues.

**University Judicial System.** A member of our staff coordinates the University Judicial System to insure that all students are treated in a fair and consistent manner. Each student who is charged with violation of a university policy confers with the University Judicial Coordinator who will interpret the situation and inform the student of the appropriate judicial procedure. This staff member also trains members of the University Judicial Council and Life Style Boards, works with Residence Hall Staff members on disciplinary concerns, and provides advice relating to legal concerns of students.

**Minority Student Affairs.** The Office of Minority Student Affairs Coordinator is responsible for assessing the needs of minority students and for coordinating services and programs designed to meet these needs. Any student who wishes to know more about these services or programs should contact the Coordinator of Minority Student Affairs.

**Fraternities and Sororities.** Members of the Student Affairs staff not only advise the Interfraternity Council and Panhellenic Councils, but we
also provide assistance to all Greeks on campus. Some typical areas of involvement are helping individual chapters, aiding in the exploration of fraternity housing, encouraging Greek leadership on campus and interpreting university policies.

**Assistance with Withdrawals from the University.** If you are considering withdrawing from the University, you should contact the Student Affairs Office to gain a perspective on the personal, financial and academic implications of your decision. A staff member will provide factual information as well as aid in the decision-making process. If you should want additional help, we will refer you to the appropriate resource people. Upon deciding to withdraw, a staff member will help you work out the administrative details.

**Special Programs.** Realizing specialized needs of individuals and understanding changing concerns of student groups, the Student Affairs Office is committed to helping you grow through co-curricular activities. Because we believe that learning also takes place outside of the classroom, activities such as a course in Leadership Development and women’s programs in cooperation with International Women’s Year were established. Also, an **Emergency Loan Fund** was set up in response to numerous student requests. Students who would like more information about the loan fund should call **433-6167**.

**Counseling Center**

Dr. Jon W. McIntire  
Director, Counseling Center  
Alumnae Hall, Rm. 200  
Tel. No. 433-6552

Dr. Lacy S. Daniel  
Asst. Director, Counseling Center  
Alumnae Hall, Rm. 200  
Tel. No. 433-6552

The Counseling Center exists to serve you the students at those times when:

1. Friends can’t help because they are too personally involved or are part of the problem itself.
2. Parents are too far away and/or they might not understand.
3. Major changes are being considered in your personal, academic or vocational life plans.
4. You need a trained, more objective helping person to guide you in resolving some immediate concern.
5. You want to grow and deal with new decisions more effectively.
6. You feel cut off and isolated and need someone to hear you and to care.
As trained professionals in student concerns, we are aware that the university years are times of growth, change and major transition that often bring with them concerns that are not easily and quickly settled.

Like most of your fellow students, you may at one time or another find yourself confronted with very real questions about who you are, about what you are doing and why, about your relationships with other important people, about fields of study and future occupations and about lifetime goals. It has been our experience that talking over these kinds of concerns with people like us who will keep your cares confidential and who are trained to help people resolve these conflicts is both helpful and productive.

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

The Counseling Center is located in Alumnae Hall, Room 203, and may be reached by telephone by calling 433-6552. Counseling services are also available to faculty members, staff, and their immediate families.

Additional Services:

1. Study Skills Program

The study skills program provides an opportunity for you to examine your study habits and attitudes that may be influencing your university life. Some of the skills many of your fellow students like to improve include organizing time, listening and taking lecture notes, reading to remember, test preparation and test-taking. You may work in the lab on an individual basis or become part of a study skills group. Come by or call the Counseling Center for more information.

2. Tutoring Program

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

3. Walk-In Service

Normally, you would be seen at the Counseling Center on an appointment basis. However, every weekday between 3 p.m. and 5 p.m. you may come to Alumnae 200 and be seen on a walk-in basis without any appointments.
4. Outreach Services

Counseling Center staff members are available to lead workshops or give presentations on drug and alcohol use and abuse, human sexuality, interpersonal communication, and other topics in mental health. These presentations are usually made to groups of residence hall students or to classes.

University Health Center

Dr. Walter F. Green, III, Director
University Health Center
Tel. No. 433-6177

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

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

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

Upon arrival at the Health Center, each individual is asked to register his/her name and wait in the adjacent lounge. The waiting period is as unpredictable as in your personal physician's office.

In addition to the out-patient, screening clinic, short-term in-patient care is also provided. If it is necessary to stay in the Health Center, the staff will help to make you comfortable. Clean linens and meals are provided in addition to health care. Visitors are permitted during the hours of 6:00 p.m. - 8:00 p.m.

Services of the Health Center are available to all students taking seven (7) or more hours, including commuting as well as residential students. These services do not include the cost of prescriptions, private nursing, hospital care, surgical operations, or services of specialists not on the University staff.
In the event of a more serious illness or accident, the Health Center is able to make special arrangements with Rockingham Memorial Hospital for your treatment. Any student anticipating hospitalization must first report to the Health Center where the attending nurse will offer prompt assistance.

Students are required to carry health and accident insurance. This coverage may be through a family or military policy or the group policy available to James Madison University students at an additional cost. The health fee does not include insurance coverage. The staff of the Health Center will assist you with completion of the health claims forms.

The Health Center maintains a file on each student. These files contain the student's medical history and a report of a medical examination. Medical examinations, recorded on forms provided by the University, are required before the student enters the University and before he/she begins his/her third year of attendance.

Office of Residence Halls and Commuting Student Services

Mr. Michael M. Webb  
Director of Residence Halls and Commuting Student Services  
Alumnae Hall, Rm. 102  
Tel. No. 433-6275

Mr. Linwood H. Rose  
Asst. Director - Residential and Commuting Student Services  
Alumnae Hall, Rm. 101  
Tel. No. 433-6489

Ms. Dorothy J. White  
Asst. Director - “N” Complex  
Weaver Hall, C Section, 1st. floor  
Tel. No. 433-6598

Ms. Janet Wise  
Asst. Director - Lake Complex  
Chandler Hall, Rm. 120  
Tel. No. 433-6671

Ms. Dorothy J. White  
Asst. Director - “N” Complex  
Weaver Hall, C Section, 1st. floor  
Tel. No. 433-6598

Mr. Christopher Janosik  
Asst. Director - Bluestone Area  
Hoffman Hall, Rm. 1  
Tel. No. 433-6597

Our office seeks to serve a combination of diverse student groups, but, the element common to each service is our responsibility for the housing of Madison students, both on and off campus. Our primary goal is to provide or assist students in finding a comfortable living unit, compatible with their life-style, interests, and educational needs. With respect to residence halls,
we are particularly concerned with developing a sense of “community” within each hall and providing each resident with a variety of opportunities for personal growth and learning. For commuting students, we are interested in implementing services and programs which meet their specific needs (i.e., off-campus housing, parking, etc.) and in providing ample opportunities for commuters to be actively involved in university life. Each of us in the Office of Residence Halls and Commuting Student Services hopes to assist you in making your living experiences, whether on or off-campus, a valuable and integral part of your total educational experience at James Madison University.

RESIDENCE HALL ORGANIZATION AND STAFF

The Office of Residence Halls and Commuting Student Services operates twenty-four (24) residence halls and seven (7) apartment buildings which house approximately 4,500 students. In order to facilitate communication and improve overall residence hall management, we have divided the campus into three (3) separate geographical areas with a professional administrative staff member (Assistant Director of Residence Halls) who is responsible for the total operation and program of all halls within the area. In addition to several other duties, the Assistant Director is responsible for: selecting, training, and supervising the residence hall staff; developing, implementing, and interpreting residence hall policies; communicating student, staff, and residence hall building needs to the Director of Residence Halls and/or other responsible administrative offices; and facilitating the development of individual residence hall programming, hall councils, and area activities and projects.

With each residence hall, the Head Resident is charged with responsibility for the overall management of the building, supervision of the R.A. staff, and development of hall programs and procedures which meet student needs. Resident Advisors, one per floor or section, provide information, counseling, and programming for residents in conjunction with the Hall Council. Additionally, these staff members have been trained to deal with emergency situations, to protect individual and institutional rights through the enforcement of university policies, and to handle the administrative paperwork and procedures required for the smooth and orderly operation of a residence hall. The goal of our investment in professional and student staff is to develop residential living environments which will promote close interpersonal relationships, individual growth and learning, and a strong sense of community responsibility and identity.

ROOM ASSIGNMENTS AND LIFE-styles

Because we recognize that there are wide differences in age, experience, and values among residence hall students, the University has developed a
differentiated housing system, life-style options, which permit students to choose a living environment in which they will feel most comfortable. There are seven (7) different life-style options which define the use or non-use of alcohol within a building and the number of days per week, if any, on which visitation by friends of the opposite sex is permitted. Upper-classmen select their residence hall room and life-style in April during "Spring Sign-Up" for the upcoming academic year. New freshmen receive information on life-style options in May and are assigned to available rooms based on one of their expressed life-style preferences. During the academic year, a student may request a room or hall change at any time by obtaining the room change request form from their Head Resident or Building Manager and submitting it to the Housing Assignment Office at 101 Alumnae Hall. Except in emergency situations, room changes will be processed in the order they are received provided that:

1. the desired space is available
2. all correct procedures for obtaining the room have been completed.

After the above conditions have been met, the student will be contacted and issued written authorization to complete the desired move. You may not, however, change rooms under any circumstances without authorization. We want all residents to be satisfied with their rooms and life-styles and will do all that we can to accommodate individual student preferences when possible.

**HOUSING CONTRACTS**

It is vitally important, both economically and legally, 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 a period of two consecutive semesters. The housing contract should be read and understood by every residence hall student. There are certain limited conditions under which a housing contract can be renegotiated, but these cases are exceptions. Any residence hall student with questions about the contract or who is considering moving off campus during the academic year should first see Mr. Lin Rose, the Assistant Director of Residence Halls and Commuting Student Services in 101 Alumnae Hall.

**RESIDENCE HALL COUNCILS**

Residence hall staff members work very closely with their Hall Council, which consists of the elected hall officers and floor or 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 unity and spirit. The presidents of each Hall Council form
the Inter-Hall Council, an organization which enables hall presidents to ex-
change program ideas, talk with the professional residence hall staff about
administrative problems and/or changes in residence hall procedures, and
coopere on a yearly campus-wide activity for the entire residence hall
system.

COMMUTER STUDENT ASSISTANCE

The Office of Residence Halls and Commuting Student Services is
responsible for assessing the needs of off-campus students and for
coordinating services and programs designed to meet those needs. Any
off-campus student having landlord-tenant difficulties, parking problems, or
other concerns, should contact the Assistant Director for Commuter
Services. New and returning commuter students may also receive
assistance in locating off-campus housing and/or roommates by writing or
coming by our office at 101 Alumnae Hall.

RESIDENCE HALL POLICIES

James Madison University offers a variety of life-styles and living
arrangements within its residence halls and apartments. A common
purpose shared by all James Madison University residential facilities is for
each living unit to offer its residents the opportunity to study and live in an
environment which meets their educational, social, recreational, and
personal needs. The following policies and procedures have been
developed to facilitate the orderly operation of residence halls, protect the
educational environment, and insure the safety of people and property.

1. Antennas
Outside antennas of any kind on residence halls or university oper-
ated apartments and houses are prohibited. Students are advised that
splicing or connecting with university owned cables and antennas is
prohibited by law and could result in arrest as well as restitution for
damage.

2. Candles
a. Candles may be burned only if they are securely fastened in a
glass or metal holder which protects the flame from coming into
contact with combustible materials. The holder should be con-
structed so that it is not easily knocked over.

b. Students are responsible for ensuring that all candles are extin-
quished during those times when the room is not occupied.
c. Students who burn candles in a non-prescribed manner or at a time when the room is not occupied are guilty of a violation of the University Policy on Dangerous Practices and may be referred to the University Judicial Board.

d. Students will be held responsible for damage or injury resulting from a fire caused by candles.

3. Delivery of Packages

Package deliveries made to the residence halls will be accepted by the addressee or his/her designate only. The University accepts no responsibility for the loss of such deliveries.

4. Electrical Appliances

Because of the hazard of fire and the limits on the amount of electricity which can be safely used on any given electrical unit, and the limited number of outlets in some halls, the following policies have been established by the City Fire Marshal and Campus Office of Safety and Security:

a. Hot plates, space heaters, soup warmers, any appliances with an open heating element, air conditioners, refrigerators larger than 2.2 cubic feet, and televisions (in all up-campus halls except Hoffman) are prohibited in student rooms.

b. Heavy drawing appliances such as hair dryers, electric irons, televisions, and refrigerators are to be plugged directly into sockets, not into three prong socket attachments.

c. Only one three prong socket attachment may be used per room. Light drawing appliances such as electric razors, radios, record players, and intensity lamps may be plugged into a three prong socket attachment.

d. If extension cords are used, they should be of the heavy duty type.

e. All appliances should be unplugged when leaving the room. This is required when leaving for a weekend or for vacation periods.

f. No student shall place tape over, tamper with, or disconnect a circuit breaker, a fuse, or telephone circuit box.

5. Fire Escapes

Fire escapes are not to be used to enter or exit from a hall except during a fire drill or in the case of an actual fire.

6. Hall Opening/Closing

Students will not be admitted to residence halls or university operated housing prior to the announced opening time. All residence halls are closed during Thanksgiving vacation, Spring vacation, and
semester break. No student may stay in a hall after it has been closed for a vacation period. Showalter Apartments may remain open during Thanksgiving and Spring break.

7. Housing Contracts
The housing contract contains specific policy statements, concerning: keys, maintenance and damage charges, room inspection, as well as the terms of the contract. The housing contract should be read carefully since non-compliance with the provisions of the contract could result in termination of the contract and/or forfeiture of housing fees.

Residents of the Showalter Apartments are required to read and sign a supplemental agreement which contains policies which apply specifically to the Showalter Apartments.

8. Lofts
Students living in older residence halls with room ceiling heights of at least 10 feet are permitted to construct lofts at their own expense and risk in accordance with the following stipulations:

a. All lofts must be approved in advance by the Director of the Physical Plant Form available in Physical Plant Office, Wilson SB 1.

b. All lofts must be safely constructed in a manner specified by the Physical Plant Director which does not damage walls, woodwork, doors or windows.

c. All lofts must be inspected and approved after construction by a representative from the Physical Plant Office.

d. All lofts and loft materials must be removed when a room is vacated except when a specific hall will not be undergoing necessary maintenance, painting or renovation or will not be used for conference or orientation housing during the summer or other vacation periods. Failure to remove a loft will result in damage charges being assessed of all room residents.

e. The University will not be responsible for, nor allow storage of, loft materials in residence halls over the summer months.

9. Movement of Furniture
No student shall move university equipment or furniture within a residence hall or apartment from room to room without receiving authorization from the Head Resident. Movement of furniture outside of any university operated building will be considered theft.

10. Overnight Guests
a. Overnight guests of the same sex over 17 years of age are permitted in residence halls and university operated apartments pro-
vided reasonable space is available and the roommate(s) does (do) not object.

b. Guests may stay overnight only in student rooms.

c. All guests must be registered at the hall office. Failure to register a guest is a judicial offense.

d. The host is responsible for the activities of his/her guest while they are in the hall/apartment. Damages caused by a guest will be charged to the resident host/hostess.

e. Residents are urged not to have overnight guests during final examination week.

f. Guests may not stay overnight for more than two (2) consecutive nights without special permission from the Assistant Director of Residence Halls responsible for the specific residence hall.

11. Paint Policy

Students will be permitted to paint their own residence hall rooms in accordance with the procedures and regulations set forth by the Director of the Physical Plant. Painting procedures and authorization forms are available in the Physical Plant Office, Wilson SB1. No student is permitted to paint a room without first receiving authorization from their Head Resident and a representative from the Physical Plant Office.

12. Proper Check-In/Check-Out

a. Students must check in at the Hall Office or with their Apartment Supervisor when moving in to their hall apartment. A $15.00 charge will be assessed for failure to check-in properly or for an unauthorized move.

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

c. Students who move into or out of university operated housing without properly checking in and out will be charged a fee of $15.00.

d. Students will also be held responsible for the additional expense incurred as a result of returning a room to its original condition.
13. Quiet Hours
The University is committed to providing students with housing in which they may grow and develop both personally and academically. In order to achieve the type of environment which will make such growth and development possible, quiet hours must be established and maintained. The establishment and maintenance of an atmosphere conducive to study is the mutual responsibility of all residents of a specific hall/apartment. Therefore, the following are established:

a. The residents of each hall are to determine their quiet hours by a 2/3 majority vote of the Hall Council. This matter will be one of the first orders of business for new hall councils in the fall.

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

c. Prior to the adoption of quiet hours for a new academic year, the quiet hours which were used for the previous academic year will be applied.

d. The approved quiet hours for each hall will be kept on file with the appropriate Assistant Director of Residence Halls.

e. Students are required to be considerate of the needs of others at all times and govern the noise level of their stereos and gatherings accordingly.

14. Radios, Stereos, and Sound Amplification Equipment
Radios, stereos, and sound amplification equipment may be used by residence hall students for their personal enjoyment so long as such equipment does not disturb or cause complaints from other residents, faculty members, or neighbors.

15. Room Inspection
a. The University reserves the right to periodically enter university owned and operated rooms to insure that safety precautions are being observed and that sanitary conditions exist.

b. University owned or operated rooms may also be entered for cleaning, painting, repairs, and maintenance.

c. In the case of a routine room inspection, residents will be given 24 hours advance notice. Rooms will be inspected at hall closing for Thanksgiving, Christmas, and Spring break.

d. In the case of requested service or a maintenance emergency, a room may be entered after knocking but without advance notice.

e. Students who persist in living in unsanitary rooms will be assessed a fee for the cleaning of the room and may have their housing contract cancelled.
f. Students should also be aware of the Search Policy which is described in the "University Policies" section of this handbook.

16. Roofs and Elevated Porches
Due to concern for personal safety, students are not allowed on roofs or elevated porches of residence halls.

17. Showalter Apartments
All university and residence hall policies as found in the James Madison University Student Handbook and the terms and conditions of the Housing Food Service Contract will be in effect at the Showalter Apartments. Residents of the Showalter Apartments must also recognize and agree to the additional conditions for apartment living as set forth in the "Showalter Apartments' Supplemental Agreement."

18. Twenty-Four Hour Study Lounges
Each residence hall may, through its Hall Council, recommend that an area serve as a 24-hour study lounge. The Head Resident of each hall will approve or disapprove the recommendation. The designated area and the policies which apply shall be conspicuously posted throughout the hall. The following policies shall apply:

a. Students planning to use a 24-hour study lounge must be in the hall when the hall is closed.

b. Non-resident students who use the 24-hour study lounge must take the most direct route to and from the designated area and are not to enter the other areas of the hall.

c. Non-residents must be escorted by a resident of the hall at all times while using the 24-hour study lounge.

d. Non-students are not permitted to use the 24-hour study lounge except when permission has been granted by the Head Resident.

e. Hosts are responsible for the actions of their guests.

19. Visitation
James Madison University presently offers students seven different life-style options. These are:

No visitation / no alcohol permitted
Weekend visitation / no alcohol permitted
Weekend visitation
Five day visitation
Seven day visitation, single sex hall
Seven day visitation, coeducational hall
Apartment style living - Showalter Apartments
The hours for visitation for the residence halls are as follows:

- **Monday - Thursday**: 12:00 noon to 12:00 midnight
- **Friday**: 12:00 noon to 2:00 a.m.
- **Saturday**: 9:00 a.m. to 2:00 a.m.
- **Sunday**: 9:00 a.m. to 12:00 midnight

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

a. Guests may be in non-public areas of a hall only during visitation hours. Non-public areas include hallways, stairways, elevators, floor or unit restrooms, suite-lounges, and student rooms. Guests may use main lounges during non-visitation hours but not prior to or past the normal hall opening and closing hours. Refer to Policy Number 19 for information on twenty-four hour study lounges.

b. Guests must be escorted at all times by a member of the hall of which he/she is a guest.

c. Students are fully responsible for the actions of their guests and should not have more guests at any one time than they can supervise and control. Any party held in a student room or suite is the responsibility of the assigned residents and these individuals will be held accountable for any damage or violation of regulations.

d. In the event of an individual violation, the guest(s) will be asked to leave by the hall staff and the host(s) and their guest(s) may be reported. Failure to comply with the request of a hall staff member is a serious judicial violation. Such violations will be heard by the appropriate Judicial Board. Non-residents who refuse to leave the hall are guilty of trespass and are subject to arrest.

e. In cases of floor or section violation (parties, unescorted guests, or excessive noise), the residence hall staff member on duty may, at his/her discretion, terminate the visitation for the floor or section involved. If deemed necessary, the visitation may be terminated permanently or for a designated period of time for the floor, section, of hall by the University.

20. **Water Beds**

Water beds are prohibited in university residence hall rooms and apartments because of their excessive weight and the danger to personal and university property from possible water leakage.
The Office of Student Activities is concerned with the scheduling of campus facilities, programming entertainment, and operating the Warren Campus Center.

Student Activities maintains the campus scheduling office and provides a master calendar which includes all events of major significance to the campus community. The office provides a full-time scheduling secretary who keeps the master calendar current. Students, faculty and staff may schedule auditoriums, meeting facilities and outdoor areas by contacting this office.

The Office of Student Activities seeks to provide campus entertainment through the Campus Program Board. This board, composed entirely of students, is advised by both the Director of Student Activities and the Associate Director of Campus Center for Programming. During each year, CPB provides major concerts, movies, tournaments, coffee houses, dances, dinner theatres, trips and numerous other activities.

FACILITIES

A. Warren Campus Center: The Campus Center acts as the base from which most student activities originate. The Campus Center is named in honor of a former dean of James Madison University, Percy H. Warren. It was officially opened on March 19, 1971 at a cost exceeding $2.2 million. The facilities in the Campus Center include a restaurant, ballrooms, meeting rooms, television room, faculty lounge, general lounge, study recreation area, Outdoor Recreation Center, Craft Center, bookstore, bank, post office, print shop, Student Government offices, Honor Council office, student publication office, Greek offices, Programming
office and Directorate offices. There is also a Book For Sale board and Ride Board located in the building. Camping equipment is available at the Outdoor Recreation Center for rental by students.

There are at least two movies every week and approximately five major concerts per year. In addition, the Campus Program Board sponsors entertainment through the NEC-Coffee House Circuit, Dinner Theatres, Dances and Video Tape presentations.

B. Chandler Hall, located on the shore of Newman Lake, was completed during the 1974-75 school year. In addition to being a residence hall, the building has facilities for meetings, banquets, and social events. Areas of the building are designated as a mini-campus center. A coin-operated snack bar, game, television, and card rooms are open to students daily.

The residence hall area of the building is used during the summer months for housing campus guests and conference groups. Meeting facilities in the building are designed to accommodate continuing education projects and special events for the public throughout the year. Recognized student groups and members of the faculty and staff may use the meeting and banquet rooms by submitting a request in person to the Activities Coordinator in the Student Activities Office, Warren Campus Center. (See section under Space Requisitions pages 92-93).

Meeting facilities in Chandler Hall include the Shenandoah Room with seating for some 250 at banquets and approximately 350 for meetings, and the adjacent Winchester-Woodstock-Strasburg Rooms and Staunton-Lexington-Roanoke Rooms. Each of the six smaller meeting rooms can seat up to 40 for meetings and 25 for meals. The rooms are flexible and may be opened to accommodate larger groups.

The College Catering Service must be contacted for any food service to be served in Chandler Hall. Social activities must be carefully coordinated and approved by the Director of Student Activities and, if requested, Food Services.

C. University Farm: The farm consists of 30 acres of land with a farmhouse located near Port Republic approximately 13 miles from main campus. It is available for use by members of the university community by requisition through the Activities Coordinator, Campus Center. The farm is closed from November 15 through March 15. The University prohibits the use of amplification equipment at the University Farm. A $15 deposit is required to reserve this space. A requisition and the deposit must be made before the space is reserved.
A. **Recognition of Student Organizations:** All new student organizations must be approved by the Student Clubs & Organizations Sub-committee of the Commission on Student Services, the Commission itself and the President of the College. This process is referred to as "recognition." ("Recognition" does not imply endorsement, by the University or S.G.A., of the group itself or of the purposes or activities of the group.)

First, a core of interested students with the active support of at least one James Madison University faculty member should begin meeting as an organizing committee. This committee will be responsible for designing the organization, establishing purposes and functions, and drawing up a constitution. The chairman of this organizing committee should obtain from the Director of Student Activities a copy of the "Criteria for Recognition of Student Organizations" as soon as the committee begins work. This material will help to make the organizing committee aware of what will be expected of it and its constitution by the Student Clubs Organizations Sub-committee, the Commission on Student Services and the President.

An attempt should then be made to gather members. Forming organizations may use campus facilities to meet for the purposes of organizing and attracting new members. These facilities must be requested through the Director of Student Activities. The forming organizations may maintain this temporary status for a period of one semester only. If it has not achieved recognition within one semester, use of facilities will be withdrawn until the organization has had its constitution approved by the Student Clubs & Organizations Sub-committee, the Commission on Student Services, and the President of the College.

When the group has completed its constitution and obtained its charter members, the Chairman of the Student Clubs & Organizations Sub-committee (Director of Student Activities) should be contacted, so that a date may be set for review of the constitution by that committee. The forming organization will be expected to prepare twenty (20) copies of its constitution one week prior to the review. They will also be expected to have an advisor and at least one member present at the review.

If the forming organization is approved by the Student Clubs & Organizations Sub-committee, then the Chairman (Director of Student Activities) will submit the constitution to the Commission on Student Services Chairman (Vice President for Student Affairs). The Commission on Student Services will review the constitution and forward it to the President for final approval.
B. Disbandment of Student Organizations: There are two ways an existing organization may be disbanded:

1. During the Fourth eight weeks of each school year, the Director of Student Activities will request that each recognized organization submit a list of new officers and an up-to-date version of its constitution with changes marked. Three weeks prior to the end of the second semester if an organization has not provided this information, it will be considered non-functioning and can be disbanded by a vote of the Student Clubs & Organizations Sub-committee.

2. Each year the Student Clubs & Organizations Sub-committee will review a portion of all recognized organizations in an attempt to ensure that existing organizations meet the same criteria by which newly forming organizations are judged. If these criteria cannot be met by an organization, it may be disbanded.

An organization which has been disbanded by either of these procedures, must go through the recognition process if it is again to be considered recognized.

C. Allocation and Disbursement of Student Fees: At the beginning of each school year funds from student fees will be allocated by the Board of Visitors to recognized student clubs designated by SGA. These funds are designed to support a balanced program of social, cultural, and recreational student activities.

Procedures for Allocations:

1. In the Spring of the year there will be a meeting of the Comptroller, Director of Student Activities, Vice President for Student Affairs, Budget Director, President of Student Government, Treasurer of Student Government, and two members of the Campus Fees Committee of SGA to project total amount of student fees available for the following year and to discuss general philosophy and percentage allocations.

2. The Executive Council of the Student Government Association will hold budget hearings for all recognized student groups seeking funds. The Director of Student Activities will be available for budget hearings if needed.

3. The Executive Council of Student Government will draft budget recommendations when budget hearings are completed. The Advisory Committee, comprised of the University Director of Budget, Executive Council of the Student Government Association, Comptroller of the University, Director of Student Activities, and Vice President for Student Affairs, will develop an understanding of the
organizations to be funded and the objectives of funding.

4. The President and Treasurer of Student Government will present the budgets to the Student Government Senate for confirmation.

5. The Comptroller will establish separate accounts for each funded organization. An accounting manual will be developed by the Comptroller, President of Student Government, the Treasurer of Student Government, and the Director of Student Activities for the funded organizations.

6. The fiscal year operating budget printout for each funded organization and the accounting manuals will be distributed by the Director of Student Activities to the appropriate organizations. The Director of Student Activities will be available during regular office hours to consult with funded groups on questions involving the expenditure of funds.

Procedure for Expending Funds:

Once the allocations are made, groups may begin to draw on their accounts. The following procedure will be observed:

1. Signature cards will be made available by SGA to the appropriate student organizations. These cards should be signed by the person responsible for the clubs' finances. (This same signature must appear on the two pink purchase requisitions.) The cards will then be delivered by S.G.A. to the University Business Office.

2. In order to draw on the accounts, two (2) pink purchase requisitions must be completed and the appropriate signature must appear on both requisitions. When appropriate the invoice must accompany the two pink purchase requisitions.

3. The Director of Student Activities will sign each requisition, other than those for S.G.A., and will be available when assistance is necessary.

4. The purchase requisitions must then be taken to the University Business Office. A check in the amount requested will then be written to the party indicated on the pink requisition.

D. Space Requisitions: Recognized student organizations and members of the faculty and staff desiring to requisition space for activities such as meetings, dances, productions, picnics, bonfires, etc., will submit the request in person, through the Student Activities Office. A James Madison University Activity Request and Space Contract will then be prepared for the activity. After the form has been initialed by approving authorities and returned to the Student Activities office, the space is
then reserved for the organization or individual for the time requested. Special services to be made available to members of the campus community are listed on the form (attached). Copies of the Space Contract form will be available at the Campus Center Director's office. Requests for space assignments should be made at least one week prior to the scheduled event.

The following are available to be requisitioned through the Student Activities office, located in Room 102, Warren Campus Center, telephone 6330.

Auditoriums (except Anthony-Seeger and Duke)
Campus Center
Chandler Hall Meeting Rooms
Classrooms (for student club meetings or similar meetings)
R.M.H. Hall
Sinclair Gym
University Farm

Classroom requests for student club meetings or similar activities are initiated in the Student Activities office, Room 102, Campus Center. The space is then cleared through the Records Office, Wilson Hall, directly.

NOTE: The coordination and control of the activity remains with the reserving agent.

E. **Sound Amplification Equipment:** Sound amplification equipment may be used for such outdoor student activities as concerts, sing-ins,
or programs of a similar nature at or near the Campus Center, the East Patio of Godwin Hall, and the patio of the N Complex residence halls. All outdoor student activity programs on campus will conclude no later than 11 p.m.

F. **Movie Projector Operation Information:** Any individual and/or group showing films in Wilson Hall will be assessed the fees listed below to help defray the cost of operating and maintaining the projectors in Wilson. Recognized student organizations, faculty and staff must follow the requisitioning procedure outlined in the Handbook when scheduling films. The fees are as follows:

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodial Fee</td>
<td>$30.00 per showing</td>
</tr>
<tr>
<td>Maintenance Fee</td>
<td>$5.00 per showing</td>
</tr>
<tr>
<td>Projectionist Fee</td>
<td>$8.00 per showing</td>
</tr>
</tbody>
</table>

G. **Campus Center House Rules**

1. The requisitioning of Campus Center space must be done in advance at the Student Activities Office. Approval for selling, canvassing, or promotion of materials or goods must be given by the Director of Student Activities.

2. Classes, laboratories, tests, or any type of academic activity shall not be scheduled in the Center.

3. Groups reserving space in the Center shall be responsible for the behavior of their members and guests and are responsible for any negligent damage of Campus Center property.

4. Equipment and furnishings assigned to the Center shall not be removed for any reason. The addition of equipment or furnishings to the Center can be done only with the approval of the Director of Student Activities. Re-arrangement of furnishings or equipment must also have his approval.

5. All decorations and equipment used in events must be removed one hour after the event. All bands must stop playing one hour before the building closes. Any decorations to be placed on walls, ceilings, or doors must be approved by the Director.

6. Bannering or picketing of any event which interferes with the normal operations of the building will not be permitted.

7. All food or drink served during events in the Center must be obtained from the Food Services department. No outside catering will be permitted.

8. Food and drink will not be permitted outside the 2nd floor unless specifically approved by the Director of Student Activities.
9. No intoxicating beverages, except beer dispensed by Food Services, will be allowed in the building. Beer will not leave the confines of the 2nd floor.

10. Display of posters and notices must be approved by the Campus Center staff and bear the Student Activities stamp. Materials are to be placed only on bulletin boards or in display cases. Personal announcements are limited to 4” x 6” cards.

11. No one shall remain in the Center after it is closed without the written permission of the Director of Student Activities.

12. Animals shall not be permitted in the building at any time.

13. Bicycles shall not be permitted in the building at any time.

14. Persons having a Madison I.D. are welcome in the Center and may bring in guests. College I.D.’s other than Madison’s will also be honored.
RECREATION AND SPORTS PROGRAMS

Mr. Dean O. Ehlers, Director
Intercollegiate Athletics
Godwin Hall, Rm. 206A
Tel. No. 433-6693

Dr. Leotus Morrison, Assoc. Director
Intercollegiate Athletics for Women
Godwin Hall, Rm. 207
Tel. No. 433-6248

Mr. George Toliver, Manager of Recreational Activities
Godwin Hall, Rm. 102  Tel. No. 433-6669

James Madison University provides ample opportunities for participation in recreational, intramural and intercollegiate sports programs.

Recreational free play opportunities are provided on a regular basis. Students with current, validated I.D. cards may use Savage Pool, Sinclair gymnasium, squash and handball courts, the conditioning room, the tennis courts, the Astrotrack, the Astrofield, and Keezel Pool during free play hours. The handball, squash, and tennis courts may be reserved in advance by calling the Recreational Activities office. Guests of students may participate in free play activities for a minimal fee.
The intramural program is open to all students and a variety of activities are sponsored during the school year. Interested students should contact the Recreational Activities office for a list of activities, sign-up dates, team sign-ups, and specific sport seasons.

Women's intercollegiate teams compete in archery, basketball, cross country, equitation, fencing, field hockey, golf, gymnastics, lacrosse, swimming, tennis, track and field, and volleyball. Men's intercollegiate teams participate in archery, baseball, basketball, cross country, equitation, football, gymnastics, golf, soccer, swimming, tennis, track and field, and wrestling. Potential candidates for intercollegiate teams should contact the coach of the sport involved. Inquiries regarding the general intercollegiate program should be directed to the Athletic Director.
### DIRECTORY OF INFORMATION

#### OFFICE:  
**Students Affairs**  
*Vice President*  
*Associate Directors* and *Ombudsman*  
*Residence Halls and Commuter Student Services*  
*Student Activities*  
*Counseling Center*  
*Health Center*  
**Other Student Services**  
*Honor Council*  
*Treasurer's Office*  
*Admissions*  
*Financial Aid*  
*Records Office*  
*Academic Advising*  
*Summer School/Student Orientation*  
*Career Planning /Placement*  
*Food Service*

#### PHONE:  
- 6226  
- 6218  
- 6167  
- 6475  
- 6275  
- 6489  
- 6321  
- 6217  
- 6552  
- 6177  
- 6616  
- 6291  
- 6147  
- 6644  
- 6281  
- 6411  
- 6207  
- 6229  
- 6252

#### QUESTIONS CONCERNING:

**Students Affairs**  
- All areas of student services and administrative policies.  
- Withdrawals, judicial procedures, minority affairs, fraternity and sorority affairs, general information and referrals, student personnel records, legal questions, leadership development, landlord tenant problems and special projects.  
- Residence hall problems, educational programming, R.A. selection, volunteer action programs, Inter-Hall Council, residence hall room assignments, off-campus apartments, commuter student services and activities.  
- Clubs and organizations, Campus Program Board, using University buildings, scheduling activities, use of Student Center.  
- Personal concerns, study skills, involvement in personal growth groups, tutoring, information in area of mental health.  
- Minor illness, emergencies, health and accident insurance forms.

**Other Student Services**  
- Obtaining information about the Honor System, reporting Honor violations.  
- Charges, refunds, damage bills.  
- Application procedures, advanced placements, transfer and readmission.  
- Student loans, grants and scholarships.  
- Transcripts, academic records, completed add / drop slips, Veterans Affairs and Social Security validations.  
- Summer School course catalog, Freshmen academic advising, Summer Orientation program.  
- Planning your career, occupational and company literature, resume writing interviewing techniques.  
- Dining-Hall contracts, banquet facilities, catering.