

# IS 200 Student Handbook

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# Introduction to The Adult Degree Program

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The Adult Degree Program provides adults over 25 years old with the opportunity to continue their education in a program that addresses individualized needs, goals, and time schedules. The program recognizes that traditional, highly structured four-year degree programs do not always accommodate the educational needs or lifestyles of adults. Physical, cultural, family, or job-related factors and commitments can make a return to school difficult even for the most intellectually motivated or qualified adults.

James Madison University's (JMU) Adult Degree Program was created in 1977 as an interdisciplinary program for adult students. The Adult Degree Program was designed specifically to make opportunities available for adults to pursue an undergraduate degree that fits their lifestyles. JMU faculty members and administrators serve as academic advisers, portfolio reviewers, independent study instructors, and departmental test administrators for Adult Degree Program students.

By design, the Adult Degree Program has no prescribed curriculum. JMU faculty members help each student create an individualized program that incorporates a professional core concentration of at least 30 credit hours and includes all the elements necessary to earn a bachelor's degree. In addition, the General Education Requirements for students in the Adult Degree Program are more flexible than those of traditional students. Students typically follow their individual paths to work toward a Bachelor of Individualized Study (BIS) degree. Students also have the option of pursuing Bachelor of Arts and Bachelor of Science degrees.

This handbook is designed to help you during your time at JMU. The bulk of the handbook focuses on different aspects of the Adult Degree Program. The Adult Degree Program realizes, however, that you are more than just a member of the program; you are a member of the JMU community. For that reason, we have included Appendices A-D in this handbook, which include useful information about the university you might need during your time as a JMU student.

## Academic Adviser

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In the Adult Degree Program, you are responsible for choosing your adviser. Your adviser can be a professor from any JMU academic unit; we suggest you choose an adviser who works in a field closely related to the concentration you choose. Choosing your adviser is one of the most important things you will do in the Adult Degree Program. Your adviser works with you to identify and achieve your educational goals and helps you design your concentration. Please see Appendix E for a list of advisers who have worked with the Adult Degree Program.

When you approach a potential adviser, make sure that person is aware that your adviser should

- help you select an appropriate name for your concentration.
- help you develop your program agreement form.
- approve your final program agreement.
- help you select a Senior Project topic and a project instructor.
- help you arrange independent study courses when appropriate.
- approve amendments (if necessary) to your final degree program.
- provide moral support, career counseling, and professional comradeship when needed.
- attend the Annual Spring Banquet and Senior Project Forum if possible.

### Potential Advisers

Send an introductory email to your potential adviser, asking the professor to meet with you to discuss your BIS concentration plan and your need for an adviser.

During the meeting, explain you are an Adult Degree Program student and explain your educational goals to the professor. Talk about what you envision as the content/purpose of your concentration and how it fits with the professor's academic unit and interests. We recommend that you initially say you are looking for an adviser in the professor's academic unit and ask the professor if he or she can recommend anyone. If you feel comfortable with the professor and believe he or she understands your goals, you should ask the professor to serve as your adviser. If you do not feel the professor is a good fit, repeat the procedure with another professor until you secure an appropriate adviser.

Below is a sample email from a student to a potential adviser. Use the sample email as an example of what your introductory email should look like. Remember, establishing a personal connection is always a good choice! Do not worry if you cannot personalize your email; just do your best.

#### *Sample networking email to a potential adviser*

Dear Dr. \_\_\_\_\_,

We met in Richmond recently at "The Great Virginia Teach In." You and Dr. Kyger presented information about the Special Education Department at JMU. I was so impressed with your program I decided to apply to JMU. I have recently been accepted to the Adult Degree Program.

I know Brenda Seal, who is on the faculty, and asked her advice about choosing an adviser. She referred me to you. I want to become a special education kindergarten teacher. I am an educational interpreter and have been VQAS screened at a level II for transliterating and Level I for interpreting. Brenda informed me you have a deaf education background. *(These two paragraphs establish a personal connection with the adviser.)*

I am writing to ask your advice about selecting an adviser. In the Adult Degree Program, we are not assigned advisers; we select our own advisers. I have 69 credits from college course work, half of that from JMU in 1972-73. I am beginning to put together a portfolio of my experiential learning. *(This paragraph establishes the student's academic experience.)*

My main goal is to teach kindergarten and early elementary school in a special education classroom. I would like to earn professional study competencies in hearing impairment, learning disabilities, and mental retardation. *(This paragraph states the student's professional goals.)*

Currently, I work in a wonderful functional skills high-school classroom as an educational interpreter with students who are moderately to severely disabled. The special education teacher I work with has taught me so much. I watch her work with students, teacher's assistants, a variety of OT's and PT's, a speech and language pathologist, a hearing impaired teacher, and a vision specialist. *(This paragraph states the student's professional experience.)*

I will be so grateful if you consider who might be a potential adviser for me. Brenda did not know if you advised students yourself because you are a department head. She thought you might know someone who would be a good match. Perhaps Dr. Kyger, if she advises students, would consider being my adviser. I would also be very honored and grateful if you were to accept me as your advisee. *(This paragraph concludes the email and thanks the faculty member.)*

Thank you so very much for your time in considering my request.

Sincerely,

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## The Adviser Form

Once you have found a faculty member to serve as your adviser, you will need that faculty member to sign an adviser form. Adviser forms are located on Blackboard in the Adult Degree Program Student-to-Student Chat Group section. To complete the form, fill in as much information as you can and arrange a time to meet with your adviser to sign the form. After your adviser signs the form, take the form to your adviser's academic unit and ask the academic unit head to sign the form. Leave the form with the academic unit's secretary in an envelope addressed to Pamela Brown, Learning Service Coordinator, Adult Degree Program, MSC 6913. Instruct the secretary to forward the form to Ms. Brown.

## Program Agreement Guidelines

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Because the Adult Degree Program is unique and interdisciplinary, its requirements differ from other majors and programs. To receive a BIS degree, you must

- earn a minimum of 120 credit hours acceptable at JMU.
- earn a minimum of 30 credit hours at JMU. You cannot count more than eight credit hours of non-traditional credit toward your 30 JMU credit hours (CLEP tests, Experiential Portfolios, Real Estate License Credit).
- earn a minimum of 60 credit hours from four-year colleges or universities. You may not count more than 60 non-traditional credit hours toward your 120 credit hour total.
- complete the courses you choose on your program agreement.
- complete the General Education Requirements.

Below is information you should consult when you develop your Adult Degree Program program agreement. After you complete your program agreement, you must get the approval of both your faculty adviser and the Learning Service Coordinator.

**Note:** If you plan on pursuing a Bachelor of Science (BS) degree or a Bachelor of Arts (BA) degree rather than a BIS degree, you will have different requirements. For example, students pursuing BA degrees must show a proficiency in a foreign language. To review the requirements for BA and BS degrees, please consult the JMU course catalog Web site at <http://www.jmu.edu/catalog/> or contact your adviser.

### Necessary Materials

Before you begin your program agreement form, make sure you have

- the registrar's evaluation of your transfer credit.
- the current JMU catalog.
  - A hard copy of the catalog will be distributed in class.
  - An online version of the catalog is located at <http://www.jmu.edu/catalog/>.
- a copy of the program agreement form.

### Program Agreement Form

The program agreement form is available on Blackboard. To locate the form, click on the IS 200 section on Blackboard; then click on Course Documents. You can then download the form.

As you complete the form, your adviser and your IS 200 instructor will advise you and help you edit the document. Keeping an electronic copy of the program agreement is vital. When you visit your adviser or the Adult Degree Program office, bring an electronic copy of the program agreement (as well as a hard copy) so you can edit the form immediately.

Please type all form entries. You must use Microsoft Word to fill out the form. To use the form's checkboxes, place your cursor on the appropriate box and double click on the box. A

separate tab will open. Under “Default Value,” click on “Checked.” Then click on “OK.” The box will now be checked.

### *Section 1: Personal Information*

Enter your personal information in the first section of the program agreement form. Your PeopleSoft ID# is the same as your JMU ID#. You can find it on your JACard.

### *Section 2: Concentration Information*

In your program agreement form, you must name your BIS concentration. You should choose a name that appropriately describes the knowledge base on which you are focusing your concentration. **You cannot use the name of an existing major.** Make sure you consult JMU’s course catalog to ensure you do not choose a concentration name that is the same as an existing major. All BIS concentration titles require the approval of your adviser and the approval of the Learning Service Coordinator.

**Naming education concentrations:** BIS majors who plan to obtain a teaching license must name their education concentration as follows: "the name of your content area/the name of your education area" (e.g. Math/Middle School Education).

### *Section 3: Test Information*

As a JMU student, you are required to take the Tech Level 1 tests, the Information Seeking Skills Test (ISST), and the Honor Code test.

Tech Level 1 tests assess your ability and knowledge of Microsoft Word, Microsoft Excel, and Microsoft PowerPoint; the ISST evaluates your ability to find information in the library. Tutorials for the Tech Level 1 tests are available at <http://www.jmu.edu/gened/tutorial.html>. To practice your research skills, complete the Go for the Gold workshop online at <http://www.lib.jmu.edu/gold/default.aspx>.

You must complete both these tests prior to graduation. However, you are encouraged to take the tests early in your academic career because these skills will be invaluable to you in your classes, especially upper level classes.

Both tests are administered in Ashby Lab 7. For more information, go to

[http://www.jmu.edu/gened/info\\_lit\\_general.html](http://www.jmu.edu/gened/info_lit_general.html)

You are responsible for printing out your test scores and results and bringing a copy of them to the Adult Degree Program office. The Learning Service Coordinator will not sign off on any graduation applications if the results are not in your file.

For the Honor Code test, you are required to take the tutorial and then pass the test. You can find more information at <http://www.jmu.edu/honor/test.shtml>. You must complete this test during IS 200: Orientation to Individualized Study.

On your program agreement form, indicate when you have taken these tests or the date you plan to take them.

#### *Section 4: General Education Requirements*

In the General Education Requirements section, use your transfer credit evaluation sheet to determine whether you have satisfied JMU's General Education Requirements. The program agreement form has detailed instructions on filling out this section of the form. Note that the requirements differ depending on the degree you are pursuing. Please contact either your faculty adviser or the Learning Service Coordinator for further assistance.

#### *Section 5: Concentration Courses*

In this section, list the courses you will use to earn your degree. This section is the most important part of the program agreement, so take your time filling it out. Before you begin this section, go through JMU's undergraduate course catalog and identify courses that you plan to take to work toward your concentration. When you identify a course that you believe will help you achieve your concentration goal, enter the information in the table.

Your concentration must have at least 30 credits, and a minimum of 24 of these credits must be at the 300 or 400 level. It is important to note that the College of Business has different restrictions than other colleges at JMU. If you plan on taking courses with the ACTG, BLAW, COB, ECON, FIN, HTM, IT, MGT, or MKTG prefixes, read the section below.

**College of Business policy:** Because of accreditation rules the College of Business (COB) must follow, a non-COB major can only count 30 COB credit hours toward the 120 credit hours needed to receive a degree. As an Adult Degree Program student, you are in the College of Education and limited by this rule.

You may apply to the Associate Dean of the College of Business to attempt to have this rule waived. Call or e-mail the dean to set up an appointment. The dean will need a copy of your transcripts and your student I.D. number. Write a brief statement outlining your academic plans and explaining why COB courses are important for your plans. In addition, include a copy of your program agreement. Send these pieces, via email, to

Dr. Philip Dubose, Associate Dean for Academic Programs  
College of Business  
ZSH 640—MSC 0207  
Office phone: (540) 568 3235  
E-mail: [dubosepb@jmu.edu](mailto:dubosepb@jmu.edu)

Ask Dr. Dubose to send the Adult Degree Program office a letter on official letterhead granting the request. He can send the letter via campus mail to MSC 6913.

#### *Section 6: Elective Courses*

In this section, list the courses you plan to use as your electives. Electives are classes you either have taken or will take that do not count toward either your General Education Requirement or your Concentration courses. You can count classes from other schools toward your elective requirement. You will list IS 200 here.

The number of electives you take depends on you. If you choose to take more than 30 credits in your Concentration, you will take fewer elective courses. The end goal is to have your

General Education credits, your Concentration credits, and your Elective credits equal or exceed 120 credit hours. In the space beneath the Electives table, add your General Education credits, your Concentration credits, and your Elective credits to make sure they equal or exceed 120 credits. If they do not, go back and add more courses to either your Concentration or your Electives.

### *Section 7: Signatures*

For this section, have the Learning Service Coordinator and your academic adviser sign the program agreement form. Once you have finished the agreement, acquired the appropriate signatures and signed the form yourself, turn it in to the Adult Degree Program office. If you have to make changes after you have submitted your final program agreement, you will need to fill out a program amendment form and have it approved by your academic adviser and your Learning Service Coordinator. You can find program amendment forms on Blackboard.

## Credit toward Your Degree

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The Adult Degree Program offers you a few different ways to earn credit toward your degree. Below are details describing the different ways students typically earn credit in the Adult Degree Program. Each student will earn credit in different ways, so please contact the Adult Degree Program if you have questions about any of the areas discussed below.

### *Courses*

Adult Degree Program students can earn college credit from courses taken at other universities or community colleges, courses taken in any JMU academic unit, and courses taken in the Adult Degree Program. The Adult Degree Program courses include

**IS 250 – Service Learning:** an internship within the community with documented goals and learning outcomes.

**IS 270 – Selected Topics:** an in-depth research experience focusing on current issues in your area of interest.

**IS 290 and IS 490 – Special Studies:** a lower division and an upper division independent study class supervised by a JMU faculty member.

**IS 300 – Sponsored Learning:** a structured learning activity related to the student's concentration and sponsored by an employer, volunteer agency, or some other appropriate organization.

**IS 498 – Senior Project** – a required course for all Adult Degree Program majors, IS 498 is an independent study course. It is the capstone of your academic career at JMU.

**IS 499 – Honors Senior Project:** a course for Adult Degree Program students selected by the University Honors Program to participate in a two-semester, six-credit independent study.

### *College Level Examination Program*

You can also earn credit toward your degree through the College Level Examination Program (CLEP). For more CLEP information, please contact the Adult Degree Program.

### *Experiential Portfolios*

You may be able to submit a portfolio of your professional work for class credit. For more information on experiential portfolios, consult the experiential portfolio section on page 10 in this handbook.

### *Additional Ways to Earn Credit*

Please consult Appendices F-I in this handbook to review whether your experiences make you eligible to receive additional class credit.

# Student Autobiography

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As an Adult Degree Program student, you are required to write an autobiography. Writing your autobiography will be your first piece of academic writing in the Adult Degree Program. Writing about a familiar topic is the best way to develop your writing skills. Your autobiography should serve three purposes:

- To introduce yourself to the program staff and your academic adviser
- To seek exemption from **GWRIT 103** if you have not yet met this General Education Requirement
- To introduce yourself and your work to faculty who will review your academic experiential learning portfolio if you pursue that avenue for credit

## *Objective*

Write an autobiography that analyzes your growth and development as a unique human being and introduces you to your adviser, other JMU faculty, and the Adult Degree Program staff.

## *Guidelines*

The guidelines detailed below will help you stimulate your thinking and construct your autobiography. Remember, these are merely guidelines. You should follow most of them; however, if a few of these guidelines are not appropriate for your autobiography, do not worry about following them.

- Focus your autobiography on your post-high school years. Do not feel constrained, however, by this guideline. If you feel you had significant childhood events, you should discuss them in your autobiography.
- Include some of the following topics in your autobiography:
  - Changes in your values
  - The foundation of your knowledge
  - Skill development
  - The influence of individuals and/or groups on your life
  - Areas of strength and areas of weakness
  - Other topics of importance to you
- Include very personal information only if it is directly relevant to your educational and professional pursuits.
- Develop your autobiography in chronological order and relate events in enough detail to give the reader a general understanding of each event's impact on your life.
- Conclude your autobiography with a paragraph indicating how your life experiences have led you to the Adult Degree Program.
- Do not worry about the specific length of the paper; the paper should be 3-10 double-spaced typed pages.

## *Format*

Unlike the guidelines above, you **MUST** follow each one of these formatting guidelines.

- Center the word **AUTOBIOGRAPHY**, in capital letters, at the top of the first page.
- Skip three lines and begin your paper.
- Use 1" margins.

- Double space text.
- Staple the paper in the upper left-hand corner – Do not put the paper in a binder.
- Include your name on the title page with your student ID number.
- Include a recent color photograph. A snapshot is fine, but you should be clearly recognizable.

## Autobiography Assessment

The Adult Degree Program staff will evaluate your autobiography in the following five areas:

- **Content:** Your autobiography must demonstrate a clear sense of the purpose of the document and an understanding of the audience. Make sure the personal information you include is entirely relevant to both your purpose and your audience.
- **Organization:** Your autobiography's structure should be logical and clear. In addition, your autobiography must display a clear sense of chronology.
- **Grammar:** Your autobiography should have no major spelling or grammatical errors.
- **Style (diction and tone):** Your autobiography should have no lapses in formality. The style must be appropriate for the purpose of the document and for the primary audience.
- **Overall impression:** Your autobiography must clearly present your relevant life experiences in chronological order and explain why you are pursuing a degree through the Adult Degree Program.

## Autobiography Checklist

Here is a checklist to help you complete the final draft of your autobiography. Before you turn in your autobiography, make sure you go over this list.

1. Have I proofread my autobiography for spelling and grammar errors?
2. Does each paragraph focus on a major point I want the reader to know?
3. Does each paragraph have a topic sentence that introduces that point?
4. Have I kept the events in chronological order?
5. Do I have good transitions between paragraphs and/or events?
6. Have I included enough detail for the reader to understand the impact the event had on my life?
7. Have I focused on my adult life (after high school)? If I did focus on a childhood event, did it have a major impact on my life?
8. Is all the personal information I included relevant to my educational and professional goals?
9. Have I concluded my autobiography with a paragraph that explains how my life has led me to the Adult Degree Program?
10. Have I kept the tone of my writing formal (not conversational) throughout my autobiography?
11. Have I included a color picture?

# Experiential Learning Portfolios

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The Southern Association of Colleges and Schools acknowledges that not all learning occurs within the four walls of the traditional classroom. The Adult Degree Program recognizes that, in some cases, your professional experience has taught you as much as any classroom could. At JMU, you have the opportunity to use that experience to build toward a college degree through experiential portfolios.

In a portfolio of prior learning experience, you demonstrate knowledge and skills you have gained through work experience, volunteer work, or even self-study, and relate the skills to learning that takes place in a traditional JMU classroom. Your portfolio is evaluated by a faculty member in the appropriate academic unit for credit.

You may request up to 30 credits of portfolio credit and up to 15 credits per academic unit.

Preparing and submitting a portfolio is an option open to all Adult Degree Program students, but it is not a requirement for a degree. During IS 200: Orientation to Individualized Study, you will do preliminary work to identify learning competencies. Students deciding to submit at least one portfolio are required to register for IS 203, a one-credit, portfolio development workshop.

## Experiential Portfolio Assessment and Restrictions

The list below highlights a few of the restrictions of the experiential portfolio process.

- It is your responsibility to convey learning and provide evidence of learning through narrative, documentation, and interview.
- Professors grant class credit for college-level learning that meets JMU's academic standards.
- You cannot duplicate credit you earn from your experiential portfolio through any other mechanism for earning credit.
- Experiential learning credit is not transferable to other majors.
- There is no maximum credit award. However, all Adult Degree Program students must earn a minimum of 22 traditional credits at JMU. Experiential portfolio credit does not count as traditional credit.

## Credit Assessment Appeals

The Portfolio Credit Appeal Procedure provides you with a chance to appeal your experiential portfolio's credit evaluation. If you choose to appeal your portfolio's credit evaluation, you must do so by the last day of classes that term.

To begin the appeal process, you must meet with the faculty member to whom you originally submitted your experiential portfolio. At this conference, you should state the reason or reasons why you feel your portfolio should have received credit. At this meeting, the faculty member has the obligation to explain why he or she decided to not

give you credit for your portfolio. If the faculty member does not feel a change is warranted, you may then appeal, in the following order, to

1. the head of the academic unit from which you are trying to receive class credit.
2. the director of the Adult Degree Program.
3. the dean of the College of Education.
4. the Provost.

## Senior Project

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All Adult Degree Program students complete a Senior Project, which counts as a three-credit class. You may register for the class after you have accumulated 90 credit hours. Typically, you earn three credits for the Senior Project, but, with the permission of your Learning Service Coordinator, you can earn up to six credits.

The Senior Project is the capstone of your concentration; it is your best chance to distinguish yourself. You will work with a faculty member in your concentration area to develop the project. Your project can be a research paper, a video, a training workshop, even a novel. The possibilities are endless—as long as your project relates to your concentration.

There are two pieces to the Senior Project: the process of creating and developing your Senior Project and the Senior Project Forum.

### Senior Project Process

The first step in your Senior Project is choosing your Senior Project adviser. You can use your academic adviser as your Senior Project adviser, or you can choose a different faculty member. You will work with your Senior Project adviser to identify what you hope to learn and what you will do to achieve that learning. You will also discuss how your Senior Project adviser will evaluate your final product.

Your Senior Project adviser will also help you complete your Course Agreement form, which is located on Blackboard. In the Course Agreement form, title your project, write a brief summary of the project, and explain how the project relates to your concentration, identity, what you will learn, and what you will do in the future.

The Adult Degree Program office should have the completed form at least two weeks before the first day of class. Once the Adult Degree Program receives and approves the form, the Learning Service Coordinator will ask the Registrar's office to create the class. Once the class is created, we will notify you, and you can register for the class on e-Campus.

**Note:** You must register for Adult Degree Program 498 like any other class. We can create the class, **but we cannot register for you!**

### *Honors Project*

The JMU Honors Program will contact students who have maintained a high academic GPA to participate in an Honors Project. This project (IS 499) is a six-credit, two-semester independent study and serves as your Senior Project. Students who successfully complete the honors project will graduate with distinction. To register for the honors project, you need to bring both the completed Course Agreement form and the signature sheet provided by the Honors Program to the Adult Degree Program office.

## Senior Project Forum

Because Adult Degree Program students are often juggling school, work, and families, they do not have the time or the opportunity to participate in many of the university's graduation events. To honor our students and their hard work, the Adult Degree Program office holds a Senior Project Forum on the last Friday of the fall and spring semesters.

At the Senior Project Forum, you will present a 10-minute summary of your project. Your presentation should include a visual aid, such as a PowerPoint slideshow or the actual project. You will also hand in a two-page summary two weeks before the Senior Project Forum that explains what you did for your project and what you learned.

# Graduation Information

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## Graduation Applications

You must complete a graduation application to graduate. The form is not available online. The form is only available at the Registration Center, which is located on the third floor of Warren Hall.

Once you have the graduation application follow the steps listed below to complete the form:

1. Go to e-campus and print off a copy of your unofficial transcript.
2. Find your signed, approved program agreement form.
3. Compare your unofficial transcript with your program agreement. Make sure you have completed all the courses in your program agreement.
4. List the courses you are currently completing on the graduation application.
5. Take the application to your adviser for his or her approval and signature.
6. Bring the form to the Adult Degree Program office.

**Note:** You should submit your graduation form to the Adult Degree Program office as early as possible during your final semester at JMU. The deadlines to submit the form change each semester, and if you miss the deadline, it could delay your graduation.

## Graduation Ceremony

You are strongly encouraged to attend the graduation ceremony. You will graduate with the College of Education. The following Web sites provide more information on the graduation ceremony:

<http://www.jmu.edu/commencement/>

<http://www.jmu.edu/commencement/Education.html>

**Note:** You must go to the JMU bookstore to purchase your cap and gown for the graduation ceremony. As an Adult Degree Program student, you must wear a **silver** tassel when you graduate. Silver is the program's official color.

## Alumni Status

After you graduate, please keep in touch with our office. Let us know of your address and employment changes and your successes. Play a roll in the Alumni Association. As a graduate, you are a key to the future success of this program.

## Independent Study Major Alumni Chapter

The Independent Study Alumni Chapter is open to all Adult Degree Program graduates and current students. Contact the Adult Degree Program office for more information.

The Alumni chapter also awards scholarships annually at the Spring Senior Banquet. The Elizabeth Finlayson Scholarship and the Dwight D. Sours Scholarship honor the memory of the past presidents of the Alumni Association and recognize the academic achievement and commitment of Adult Degree Program students.

## Academic Standing and Continued Enrollment

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**Note:** The following information was taken directly from JMU's website ([http://www.jmu.edu/registrar/academic\\_standing.shtml](http://www.jmu.edu/registrar/academic_standing.shtml)).

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

### *Academic Good Standing*

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

### *Academic Probation*

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

### *Academic Suspension*

A student will be placed on academic suspension if that student's cumulative grade point average is below the minimum required for continued enrollment. (These requirements are set forth in the following table.) As a rule, academic suspension will be invoked at the end of spring semester (and summer session for students who attend summer session); however, in exceptional cases where academic performance is persistently unsatisfactory, or in cases where students fail to meet reinstatement conditions, the institution may choose to suspend students at the end of fall semester. If you are suspended at the end of fall semester you must submit an Intent to Enroll form by April 1 to return for summer session. The form is available in the Office of the Registrar or at

[http://www.jmu.edu/registrar/wm\\_library/Intent%20to%20Enroll.pdf](http://www.jmu.edu/registrar/wm_library/Intent%20to%20Enroll.pdf).

Suspended students who wish to rectify their academic deficiencies may enroll in the immediately following summer session. If the student uses a summer session to raise his or her cumulative grade point average to at least the minimum required for continued enrollment on academic probation, then that student will be eligible to enroll for the fall semester under the restrictions described under academic probation. Students unable to raise

their grade point average to the minimum required conditions for continued enrollment will be academically suspended and ineligible for continued enrollment at JMU.

<b>Total Number of Hours for Standing<sup>1</sup></b>	<b>Cumulative GPA for Academic Suspension</b>
1-27	less than 1.500
28-44	less than 1.650
45-59	less than 1.750
60-74	less than 1.850
75-89	less than 1.900
90-104	less than 1.994
105-119	less than 1.999
120 or above	less than 2.000

<sup>1</sup>Total Number of Hours for Standing includes all hours attempted at JMU plus

1. Credit hours transferred to JMU
2. Credit hours earned by departmental exam and AP credit and
3. Credit hours for courses taken on a credit/no credit basis (whether the final grade was CR or NC). For instance, in the example below a student has attempted 60 credit hours at JMU and received 30 credits for transfer work and 2 hours of no credit work. The hours attempted plus the no credit and transfer hours place this student in the 92 credit hour category, even though the total number of hours earned is equal to 82. With a cumulative GPA of 1.991, the student is subject to suspension.

<b>JMU Hrs Attempted</b>	<b>Trans Hrs</b>	<b>NC Hrs</b>	<b>JMU Hrs Earned</b>	<b>Cum Hrs Earned</b>	<b>Hrs for Standing</b>	<b>Cum Quality Pts Earned</b>	<b>Cum GPA</b>
60	30	2	52	82	92	119.5	1.991

### *Academic Dismissal*

A student who is suspended a third time will be permanently dismissed from the university. No appeal of this dismissal will be considered, nor will students dismissed for academic deficiency be allowed to exercise the transfer equivalent option.

## Student Grievance Procedure

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Policy No:	006	Date: 2/12/07
Supersedes Policy No:	006	Date: 4/21/00
Responsible Office:	Adult Degree Program	

### *Purpose*

This policy applies to student grievances against faculty members.

### *Procedure*

To begin the grievance process, contact the Learning Service Coordinator.

The Adult Degree Program director has designated an Adult Degree Program advisory committee to hear student grievances. The Adult Degree Program advisory committee consists of faculty representatives from each college as well as student representatives from the Adult Degree Program. The committee may take any of the following actions:

- Examine materials submitted by the student and the faculty member
- Interview the student and the faculty member
- Interview any witnesses requested by the student, the faculty member, or the committee
- Request additional materials from any person or entity relevant to the charges
- Make a recommendation on the grievance to the program director

The Adult Degree Program director may take any of the following actions:

- Accept the recommendation of the committee
- Reject the recommendation of the committee
- Partially accept and partially reject the recommendation of the committee
- Take any action he or she deems appropriate on the grievance.

If the student is dissatisfied with the action taken by the Adult Degree Program director, the student may appeal to the dean of the College of Education. The dean's decision is final.

If the Adult Degree Program director is the party against whom the student files the grievance, the dean of the College of Education will receive the committee's report. If the dean of the College of Education is the party against whom the student files the grievance, the Provost will handle the appeal.

## Appendix A: Frequently Asked Questions

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- 1. What is the Bachelor of Individualized Study (BIS) degree?** The Bachelor of Individualized Study is one of eight bachelor's degrees JMU awards. Many employers encourage their employees to enroll in the Adult Degree Program (and will often provide tuition and other assistance) because of the flexibility and other unique features it offers. Approximately 40 percent of Adult Degree Program graduates seek advanced degrees. You can also earn a Bachelor of Science or a Bachelor of Art degree through the program.
- 2. I'm thinking of changing career fields, but I'm not sure what I want to do. What do you advise?** During your IS 200 class, you will explore your interests and skills. IS 200 will help you focus on a concentration that best meets your academic and career goals.
- 3. I regret that I did not apply myself when I was in college before. Can I still get into your program if my earlier grades weren't good?** Only courses in which you received a "C" or above are transferable. The actual grades do not transfer, only the credit you earned. The Adult Degree Program is an opportunity to start over. There is no minimum GPA to enter the program, but you must have completed at least 30 college credits for which you have received a grade of "C" or better.
- 4. Will I be able to find my way around the library and find the materials I will need for my classes?** Candace Miller, Reference Librarian at the Carrier Library, is willing to assist Adult Degree Program students. Candace has served on the Adult Degree Program advisory committee and will work one-on-one with you to teach you about research methods and resources. After you are enrolled in the program, you may call her at (540) 568-6899 to schedule an appointment.
- 5. How much will it cost?** The cost of the program is based on the number of credit hours you elect to take. You can find details at the University Business Office page at <http://www.jmu.edu/ubo>. Another site with quick information is <http://edtech.jmu.edu/bis/infopack/TuitionFees.htm>.
- 6. Is financial aid available?** Yes! However, since financial aid is based on complex formulas and specific guidelines, we refer all questions concerning aid and scholarships to the financial aid office. You may reach the financial aid office at (540) 568-7820 or stop by the office, which is located on the third floor of Warren Hall. Counselors for the Office of Financial Aid & Scholarships are available between the hours of 8:00 a.m. and 4:30 p.m. Monday - Friday. The home page is <http://www.jmu.edu/finaid>. You will find additional information at <http://edtech.jmu.edu/bis/orientation/OrientationFinances.htm>. You can also go to <http://fastweb.com> for additional resources.

- 7. I work during the day. Are classes available at night or on the Internet?** Some classes are available at night, but some academic units offer classes primarily during the daytime hours. The majority of our students attend school part-time at nights. Because distance learning is such a new technology, not many classes are available on the Internet except during the summer. You will need to check with the individual academic unit to see if distance learning is an option. IS 200: Orientation to Individualized Study is offered at night.
- 8. I'm interested in becoming a teacher. Can the Adult Degree Program provide teaching licensure?** We have had many students go through our program and earn teaching licensure. The Virginia Standards of Learning for teachers is currently going through changes, and students must obtain licensure through the School of Education. Currently, Adult Degree Program students may develop their concentrations with the courses required for teacher licensure. If you are interested in applying for licensure, please contact the School of Education at (540) 568-6274.
- 9. I'd like to do my concentration in business. Is this possible?** The number of credit hours you can take in the College of Business that count toward your degree is limited to 30. However, there are a few exceptions to this guideline. If you wish to do your concentration in business, please review the College of Business policy, explained on page 6 of this handbook.
- 10. I served in the military. Does this count for any college credit?** Students who have a DD-214 discharge form from any branch of the military will receive a total of six credits in health and kinesiology. Students may be granted college credit for other military training. See the information included in Appendix G of this handbook or contact the Adult Degree Program office for more information.
- 11. When and how do I register for classes?** Class schedules are available on the Internet several weeks prior to registration start times. Go to <http://ecampus.jmu.edu> to search for classes. E-campus will always have the most up-to-date class listings.
- 12. How long will it take to complete my degree in the Adult Degree Program?** The average time it takes a student to complete the program is under three years; however, each adult student enters the program with differing amounts of transfer credit, experiential college level learning, and time available to take classes. Consequently, it is impossible to state a definite length of time it will take to complete a degree. You must have 120 semester hours to graduate from James Madison University, and you must earn a minimum of 30 hours at JMU. You may earn some credit in non-traditional ways.
- 13. What is the Adult Degree Program's curriculum?** Your major in the Adult Degree Program is called "Individualized Study." You will individualize your curriculum, and work with your adviser to develop a concentration of at least 30 credits. The concentration must contain a minimum of 24 upper level credit hours and at least 15

credits earned at JMU. The concentration is usually interdisciplinary and has a professional and academically valid focus.

- 14. How will a Bachelor of Individualized Study degree benefit me?** Adult Degree Program graduates are employed in business, industry and government positions. Many companies and organizations benefit from having their employees complete the Adult Degree Program. Forty percent of the program's graduates go on to earn a Master's degree. Many graduates have completed doctoral degrees.
- 15. How will employers and graduate schools view a non-traditional degree?** We send a follow-up survey to our graduates and one of the questions relates to how their degree is perceived by employers and graduate schools. The response has been that employers consider all bachelor's degrees equal for employment purposes. Prestigious graduate schools, such as The University of Virginia, Harvard, and Washington and Lee have all accepted the program's graduates without reservation.
- 16. Do I have to hold a minimum GPA throughout my time in the program?** Yes and no. You cannot graduate without a 2.0 cumulative GPA, and your concentration GPA must be at least 2.0; however, your GPA can and will go up and down as you take classes. Go to the Academic Standing section in this handbook on page \_\_\_\_ for the official statement on "Academic Standing and Continued Enrollment." All the rules described in that section apply to Adult Degree Program students.
- 17. Will the program assist me in finding a position in my field once I have completed the courses required for my degree?** JMU can assist you in this area. The Career and Academic Planning office offers these services. All Adult Degree Program students can take advantage of this office. The Career and Academic Planning home page is <http://www.jmu.edu/aacd/index.html>.
- 18. How difficult will it be to collect 30 upper level JMU credits if I cannot attend regular classes? How hard is it to get into non-traditional classes such as theater arts, music, etc. other than the "Appreciation" classes? Will I be able to take the classes I need in the evenings? Do the professors usually work with students who have odd schedules?** Getting into classes at JMU can be a challenge for traditional and non-traditional students alike. You have probably read stories that discuss traditional students needing at least five years to receive an undergraduate degree because of the lack of classes. The Adult Degree Program cannot guarantee you that each class you want will be available and open every time you need to register. We only have jurisdiction over the Adult Degree Program classes. However, most Adult Degree Program students work and go to school part-time and still sign up for the classes they need.

In addition, there are methods that can help you get into classes that look full:

- If a class you want is closed, contact the professor and ask for an "override" or a "permission number." Once you get that, you can register for the class.

- If a class you want meets at a time that does not work for you, contact the professor and ask if you can arrange to take the class as independent study.
- Contact the academic unit secretaries. They know the secrets to everything.
- Go in person when you contact professors and secretaries. When people see you are an adult, they are sometimes more likely to listen to you.
- Mention you are in the Adult Degree Program. It really can help!

**19. Can I take classes at another college or university to fulfill my JMU requirements?** Yes but only if you complete the necessary paperwork. Contact the Adult Degree Program office for more information.

## Appendix B: Additional Information

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### Student Assessment Day

All students who have earned 45-70 credit hours are required to participate in assessment day, which is usually in February. On assessment day, there are no classes between 8:00 a.m. and 4:00 p.m. Classes beginning 4:00 p.m. or later meet as scheduled. If JMU notifies you that you need to take the assessment tests, you **MUST** take them. **There are no exceptions.** You should receive an email from the university administration about assessment. Go to <http://www.jmu.edu/assessment/faq.shtml> for more information.

### Classes with Labs

Some classes, such as certain science and history classes, are four-credit classes instead of three. You receive three-credits for the main class and a fourth credit for the lab, which can include actual lab work or discussion groups. Please realize that four-credit classes will likely demand more of your time than three-credit classes.

### Veteran Benefits

If you are an Armed Services veteran, you may be entitled to certain educational benefits. The Registrar's office will assist you in determining if you have the right to these benefits. Go to <http://www.jmu.edu/registrar/veterans/> for more information.

As a veteran, make sure you send us a DD214 form. It entitles you to three-credits of **GKIN 100** and three-credits of **HTH 100**.

### GCOM 121—Credit by Examination

As an Adult Degree Program student, you have the option of receiving credit for **GCOM 121** by taking advantage of the Credit by Examination option. Credit by Examination is an alternative to enrolling and successfully completing **GCOM 121**. The following links will give you more information:

<http://www.jmu.edu/assessment/writ&oral.htm>

[http://www.jmu.edu/assessment/wm\\_library/GCOM.pdf](http://www.jmu.edu/assessment/wm_library/GCOM.pdf)

If you have any questions, contact Vicki Wise ([wisev1@jmu.edu](mailto:wisev1@jmu.edu)) at the Center for Assessment and Research Studies (540) 568-4305.

### University Graduation Honors

If your academic career at JMU is particularly successful, you may be able to graduate with honors. To graduate with honors, you must meet the following criteria:

- 3.5 GPA at JMU
- 60 credits at JMU
- Four regular semesters at JMU

## Financial Aid Information

If you apply for financial aid, you must undergo a standardized needs analysis to determine your eligibility. The financial aid programs that require a standardized analysis are the Federal Work-Study Program, the Virginia Work Study Program, the Federal Pell Grant, the College Scholarship Assistance Program, the General Undergraduate Scholarship, the Federal Supplemental Education Opportunity Grant, the Federal Subsidized Stanford Loan, the Federal Unsubsidized Stanford Loan, and the Federal Perkins Loan. The amount of financial assistance you receive depends on your eligibility, which is determined after your financial resources are reviewed. While we have nothing to do with the administration of student financial services, we strongly encourage all students to apply for financial aid.

Office of Financial Aid and Scholarships contact information:

Office of Financial Aid and Scholarships, MSC 3519

James Madison University

Warren Hall

Harrisonburg, VA 22807

Telephone: (540) 568-7820

Fax: (540) 568-7994

Web site: <http://www.jmu.edu/finaid>

E-mail: [fin\\_aid@jmu.edu](mailto:fin_aid@jmu.edu)

**Note:** Students classified as “special” students are not eligible for financial aid.

## University Business Office

The University Business Office is the office that will handle your money matters at JMU. On the University Business Office Web site, you can find information about current tuition and fees, payment due dates, and other financial information.

University Business Office contact information:

University Business Office, MSC 3516

James Madison University

Warren Hall, Room 302

Harrisonburg, VA 22807

Telephone: (540) 568-6505 or 6291

Fax: (540) 568-7363

Web site: <http://www.jmu.edu/ubo/>

E-mail: [ubo@jmu.edu](mailto:ubo@jmu.edu)

## JACard (Student ID)

The James Madison University Access Card (JACard) acts as your student ID, library card, meal card, and vending card. To get your card, go to Card Services on the third floor of Warren Hall (540) 568-6446. You are required to have a JACard while enrolled in the program.

## Dining Services

James Madison University offers a number of meal plans to commuters. You can review your dining options at <http://www.jmu.edu/cardctr/mealinfo.shtml>.

## Health Form Information

Health forms are not required for Adult Degree Program students. Each semester, the Learning Service Coordinator forwards a list of Adult Degree Program students to the Health Center, so you should be removed from the Health Center's list. If you do receive an email or letter from the center stating that a hold has been put on your account until your health form is received, please contact the Adult Degree Program office as soon as possible.

## Transportation Information

### *Parking*

If you plan on parking at JMU, you **MUST** register your vehicle and pay the parking fee. Any student who parks in a JMU lot is required to show a valid parking permit. To register your vehicle, contact Parking Services.

Parking Services contact information:

Parking Services, MSC1301  
James Madison University  
381 Bluestone Drive  
Harrisonburg, VA 22807  
Phone: (540) 568-3300  
Fax: (540) 568-8060  
Web site: <http://web.jmu.edu/parking/>  
E-mail: [parkingquestions@jmu.edu](mailto:parkingquestions@jmu.edu)

### *Buses*

If you do not wish to drive, you can ride the campus buses for free. You can locate the bus schedule at <http://www.ci.harrisonburg.va.us/index.php?id=857>.

### *BRCC Shuttle*

The BRCC shuttle service offers free transportation for students from Rockingham and Augusta counties, Harrisonburg, Staunton, and Waynesboro. You can find details at <http://www.brcc.edu/Student/shuttle.htm>.

## Off Campus Housing

The Off Campus Life Web site is located at <http://web.jmu.edu/ocl/>. The Office of Off Campus Life offers assistance and support to full-time commuting students.

## The University Recreation Center (UREC)

James Madison University offers a state-of-the-art recreation center to all of its full-time students and employees. To get into UREC, you must bring your JACard. The UREC Web site is <http://www.jmu.edu/recreation>.

## Appendix C: Using E-campus

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### Adding a Class

To register for classes, follow the steps below:

1. Open an Internet browser (Internet Explorer, Firefox, Opera, etc.)
2. Go to <https://ecampus.jmu.edu/psp/ecampus/SELFSERV/?cmd=login>
3. Enter your JMU e-ID and your password
4. Click **Sign In**
5. Click **Student Center**
6. Click **Add a Class**, which is located in the **Academics** tab
7. Click the **Search** button, which is located beside the **Search for Classes** textbox
8. Click the **Course Description** dropdown box. In this box, select the academic area in which you want to search for classes (for example, Accounting or Communications)
9. Ignore the **Subject Search, Course Number and Course Career** boxes and click the yellow **Search** button
10. Browse the listed courses to find a course that interests you. When you find a class that interests you, click the **select class** box
11. Choose in the **Grading** dropdown box if you want the class to be graded or pass/fail
12. Click the **Next** box
13. Click the **Proceed to Step 2 of 3** box
14. Click the **Finish Enrolling** box
15. Repeat this process until you have registered for all of your classes

### Dropping a Class

To drop a class, follow the steps below:

1. Open an Internet browser (Internet Explorer, Firefox, Opera, etc.)
2. Go to <https://ecampus.jmu.edu/psp/ecampus/SELFSERV/?cmd=login>
3. Enter your JMU e-ID and your password
4. Click **Sign In**
5. Click **Student Center**
6. Click **Drop a Class**, which is located in the **Academics** tab
7. Click the box next to the class you want to drop
8. Click the **Drop Selected Class** button

### Viewing Your Unofficial Transcript

You should occasionally look at your unofficial transcript. Your unofficial transcript shows you what classes you have taken. You will need it when you fill out your graduation application. To view your unofficial transcript, follow the steps below:

1. Open an Internet browser (Internet Explorer, Firefox, Opera, etc.)
2. Go to <https://ecampus.jmu.edu/psp/ecampus/SELFSERV/?cmd=login>
3. Enter your JMU e-ID and your password
4. Click **Sign In**
5. Click **Student Center**
6. Click the **other academic** dropdown box located under the **Academics** tab and go down to **Unofficial Transcript**

7. Click the circle next to the **other academic** dropdown box
8. Click the **go** box

## Viewing Your Transfer Credit Report

To view your transfer credit report, follow the steps below:

1. Open an Internet browser (Internet Explorer, Firefox, Opera, etc.)
2. Go to *https://ecampus.jmu.edu/psp/ecampus/SELFSERV/?cmd=login*
3. Enter your JMU e-ID and your password
4. Click **Sign In**
5. Click **Student Center**
6. Click the **other academic** dropdown box, located under the **Academics** tab and go down to **Transfer Credit Report**
7. Click the circle next to the **other academic** dropdown box
8. Click the **go** box

## Viewing Your Financial Information

E-campus is not just for registering for classes. You can also view your financial information. The e-campus page has a Financial section; it tells you if you owe the university money. To view your account activity, follow the steps below:

1. Open an Internet browser (Internet Explorer, Firefox, Opera, etc.)
2. Go to *https://ecampus.jmu.edu/psp/ecampus/SELFSERV/?cmd=login*
3. Enter your JMU e-ID and your password
4. Click **Sign In**
5. Click **Student Center**
6. Click the **other finances** dropdown box, located under the **Finances** tab and go down to **Account Activity**
7. Click the circle next to the **other finances** dropdown box

## Appendix D: Computer Information

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You need a computer to go to college. The Adult Degree Program has computers you can use in the CLEP Testing Center in Memorial Hall, room 7320. Check with the Learning Service Coordinator in room 7345-D to make sure the computers are available.

In addition, the JMU Bookstore offers computer systems, software, and peripherals at special contract pricing. Customized Dell and Apple computer systems are available and are configured to meet JMU network and academic guidelines. For more information, please call (540) 568-3989 or go to the book store Web site at <http://www.jmu.edu/bookstore/>.

Wireless networking is now available on campus. The Cisco VPN Client is required to connect to the JMU Wireless Network. The VPN client establishes a secure connection to the Wireless LAN gateway using your JMU e-ID and password for authentication. There are no client or access point specific settings that need to be configured to connect to the JMU Wireless Network. For more specific information on this service, please go to <http://www.jmu.edu/computing/network/wireless.shtml>.

There are also many computer labs on campus. These labs

- are open to all JMU students.
- are located in multiple buildings around campus.
- provide computers for completing assignments.
- have both PC and Macintosh platforms. The platform varies by lab.
- are networked.
- contain standard and class-specific applications.
- have laser printers (cost is \$.05 per page).
- provide labs that are open 24 hours daily (hours vary depending on the lab).
- have lab assistants available in some labs.

Consult the following Web sites for more information:

- Locations: <http://www.jmu.edu/computing/labs/locations/>
- Hours: <http://www.jmu.edu/computing/labs/hours.shtml>

You will need your JACard to access most general labs. You will not need your JACard to use the computers in the CLEP testing center in Memorial Hall.

## Appendix E: List of Previous Advisers

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This list was updated in Fall 2005; remember that some of the faculty members listed may no longer be with the university.

This list is not exhaustive. This list only contains faculty members that have served as advisers in the past. Do not be afraid to contact a professor who is not on this list. To find contact information on these people or anyone else at James Madison University, go to <http://www.jmu.edu/jmuweb/search/people.shtml>. Enter the name of the person you are looking for, and you will be given that person's contact information.

SCHOOL/ACADEMIC UNIT	ADVISER	CONCENTRATION(S)
Accounting	David Fordham	<ul style="list-style-type: none"> <li>Accounting Studies</li> </ul>
Human Resource Development	Diane Foucar-Szocki	<ul style="list-style-type: none"> <li>Human Resources Development</li> </ul>
	Greg Wang	<ul style="list-style-type: none"> <li>Human Resource Management/Development</li> </ul>
	Oris Griffin	<ul style="list-style-type: none"> <li>Adult Education/Human Resource Development and Communications</li> <li>Human Resource Development and Business Management</li> <li>Human Relations In Organizational Settings</li> <li>Resource Administration and Development</li> </ul>
Art and Art History	Corinne Martin Diop	<ul style="list-style-type: none"> <li>Photojournalism</li> <li>Graphic Design</li> <li>Interactive Education</li> <li>Graphic Art and Design</li> </ul>
Art and Art History	Gary Chatelain	<ul style="list-style-type: none"> <li>Interior Design Studio</li> <li>Interior Design</li> </ul>
Biology	Jim Dendinger	<ul style="list-style-type: none"> <li>Wildlife Biology</li> </ul>
	Kimberly Slekar	<ul style="list-style-type: none"> <li>Counseling with Genetics</li> </ul>
Business	Young Choi	<ul style="list-style-type: none"> <li>Computer Information Systems and Operations Management</li> </ul>
College of Business	Ronald Cereola	<ul style="list-style-type: none"> <li>Business</li> </ul>
	Stephen Welpott	<ul style="list-style-type: none"> <li>Specialization in Special Events and Meeting Planning</li> </ul>
Communication Sciences and Disorders	Brenda Seal	<ul style="list-style-type: none"> <li>Sign Language Studies</li> </ul>
	Sara Runyan	<ul style="list-style-type: none"> <li>Assessment and Treatment of Language, Speech and Hearing Disorders</li> <li>Adaptive Communication Specialist</li> </ul>
Communication Studies	Anne Gabbard-Alley	<ul style="list-style-type: none"> <li>Interactive Communication</li> </ul>

	John Stone	<ul style="list-style-type: none"> <li>• Communication History</li> </ul>
	Melissa Aleman	<ul style="list-style-type: none"> <li>• Communications and Human Resources</li> </ul>
	Michael Smilowitz	<ul style="list-style-type: none"> <li>• Graphic Design of Web Development in Health Communications</li> <li>• Communication Studies</li> </ul>
	William Kimsey	<ul style="list-style-type: none"> <li>• Real Estate Negotiation and Conflict Resolution</li> </ul>
Computer Information Systems and Operations Management	Carey Cole	<ul style="list-style-type: none"> <li>• Information Advisory Services</li> </ul>
	Donald Musselman	<ul style="list-style-type: none"> <li>• Computer Information Management</li> </ul>
	Glenn Smith	<ul style="list-style-type: none"> <li>• Web Based Information Systems</li> <li>• Computer Systems Engineering</li> <li>• Administrative and Information Systems Management</li> </ul>
	Harry Reif	<ul style="list-style-type: none"> <li>• Computer Science and Mathematics</li> <li>• Computer Information Systems Specialist</li> <li>• Information Systems &amp; Telecommunication</li> <li>• Information Technology and Telecommunications</li> <li>• Communication Technologies</li> <li>• Information Systems Technology</li> </ul>
	Michael Busing	<ul style="list-style-type: none"> <li>• Management and Computer Science</li> </ul>
	Michael Carrier	<ul style="list-style-type: none"> <li>• Retirement and Estate Planning</li> </ul>
	Thomas Dillon	<ul style="list-style-type: none"> <li>• Internet Business</li> </ul>
	Thomas Wood	<ul style="list-style-type: none"> <li>• Business Operations Management</li> </ul>
	Chris Fox	<ul style="list-style-type: none"> <li>• Information Technology Management</li> <li>• Information Technology</li> <li>• Computers</li> <li>• Computer Science and Graphic Technology</li> <li>• Information Technology Management</li> <li>• Computing in Environmental Science</li> <li>• Clinical Laboratory &amp; Information Systems</li> <li>• Computer Science In Business</li> </ul>

		<ul style="list-style-type: none"> <li>• Computer Science</li> <li>• Computer Networking and Systems</li> <li>• Computer Science for Business</li> <li>• Network Information Systems</li> </ul>
	Malcolm Lane	<ul style="list-style-type: none"> <li>• Database Management &amp; Design</li> </ul>
Early Childhood Education	Teresa Harris	<ul style="list-style-type: none"> <li>• Interdisciplinary Liberal Studies/Early Childhood Education</li> </ul>
Economics	Ehsan Ahmed	<ul style="list-style-type: none"> <li>• International Managerial Economics</li> </ul>
Education	Diane Foucar-Szocki	<ul style="list-style-type: none"> <li>• Human Resource Development</li> </ul>
	Les Bolt	<ul style="list-style-type: none"> <li>• Mathematics Education</li> <li>• Business Education</li> <li>• Management/Development/Human Resources</li> <li>• Vocational Skills for Business and Marketing/Secondary Alternative Education</li> </ul>
	Martha Ross	<ul style="list-style-type: none"> <li>• Early Childhood Education Pre K-3</li> <li>• Liberal Arts</li> <li>• Social Studies</li> <li>• Early Childhood Education</li> <li>• Early Childhood Education in a Multicultural Society</li> <li>• Social Studies &amp; Multicultural Issues</li> <li>• Educational Enhancement through Psychology</li> </ul>
Educational Technology and Media Center	Richard Clemens	<ul style="list-style-type: none"> <li>• Education in Technology</li> </ul>
English	Dabney Bankert	<ul style="list-style-type: none"> <li>• Literature and Communication</li> </ul>
	Sharon Cote	<ul style="list-style-type: none"> <li>• Technical and Creative Composition</li> </ul>
	Susan Facknitz	<ul style="list-style-type: none"> <li>• Creative Writing</li> </ul>
Foreign Language and Literatures	Jose Barrio-Olano	<ul style="list-style-type: none"> <li>• Foreign Communication and Public Relations</li> </ul>
	Giulliana Fazzion	<ul style="list-style-type: none"> <li>• Foreign Language Cultures</li> </ul>
Geographic Science	John Gentile	<ul style="list-style-type: none"> <li>• Creative Sciences</li> </ul>
Geology and Environmental Science	Stan Ulanski	<ul style="list-style-type: none"> <li>• Pre-environmental Law</li> <li>• Geophysical Studies</li> <li>• Earth Science Middle Education</li> </ul>
Health Sciences	David Cockley	<ul style="list-style-type: none"> <li>• Health Information Management</li> </ul>
	James Hammond	<ul style="list-style-type: none"> <li>• Physician Assistant</li> </ul>
	Janet Gloeckner	<ul style="list-style-type: none"> <li>• Dietetics/Nutrition</li> <li>• Nutritional Management</li> </ul>
	Jeffrey Loveland	<ul style="list-style-type: none"> <li>• Occupational Therapy</li> </ul>
	Jon Thompson	<ul style="list-style-type: none"> <li>• Managed Care and Health Administration</li> <li>• Health Services Administration</li> <li>• Computerized Health Administration</li> <li>• Health Service Administration</li> </ul>

	Maria Theresa Wessel	<ul style="list-style-type: none"> <li>• Heath and Wellness</li> </ul>
Health Sciences	Patricia Brevard	<ul style="list-style-type: none"> <li>• Dietetics and Nutrition Systems and Management</li> <li>• Dietetics Management</li> </ul>
	Stephen Stewart	<ul style="list-style-type: none"> <li>• Health Information Management</li> <li>• Physical Therapy</li> <li>• Medical Profession Preparation</li> </ul>
History	Dorothy Boyd-Bragg	<ul style="list-style-type: none"> <li>• American History (Minor: Kinesiology)</li> </ul>
	Gabrielle Lanier	<ul style="list-style-type: none"> <li>• Museum Management</li> <li>• Public History</li> <li>• Education and Public History</li> </ul>
	John Christopher Arndt	<ul style="list-style-type: none"> <li>• American Studies</li> </ul>
	Philip Dillard	<ul style="list-style-type: none"> <li>• Military History, Leadership and Management</li> <li>• Military Conflict</li> </ul>
	Steven Reich	<ul style="list-style-type: none"> <li>• Historical Studies</li> </ul>
Hospitality and Tourism Management	Reginald Foucar-Szocki	<ul style="list-style-type: none"> <li>• Service Management</li> <li>• Events Planning and Public Relations Management Consultant</li> <li>• Management and Philosophy in the Culinary Arts</li> <li>• Quality Control in the Hospitality and Tourism Industry</li> <li>• Business and the Humanities</li> <li>• Hotel Restaurant Management</li> </ul>
Human Resource Development	Diane Foucar-Szocki	<ul style="list-style-type: none"> <li>• Management and Human Resources</li> </ul>
Integrated Science and Technology	Cynthia Klevickis	<ul style="list-style-type: none"> <li>• Human Biotechnology</li> </ul>
	Geoffrey Egekwu	<ul style="list-style-type: none"> <li>• Materials and Business Management</li> <li>• Manufacturing and Computer Technology</li> </ul>
	Mohamed Zarrugh	<ul style="list-style-type: none"> <li>• Manufacturing and Product Development</li> </ul>
	Paul Goodall	<ul style="list-style-type: none"> <li>• Manufacturing Technology Management</li> </ul>
	Paul Henriksen	<ul style="list-style-type: none"> <li>• Integrated Science and Technology</li> </ul>
	Steven Frysinger	<ul style="list-style-type: none"> <li>• Environmental and Natural Resources Management</li> <li>• Occupational Health and Safety Management</li> </ul>
International Business	Marion White	<ul style="list-style-type: none"> <li>• Technology Management</li> </ul>
Adult Degree ProgramAT	Thomas R. Benzing	<ul style="list-style-type: none"> <li>• Natural Resources Conservation</li> </ul>
Management	Daniel Gallagher	<ul style="list-style-type: none"> <li>• Labor-Management Relations</li> </ul>

	Kent Zimmerman	<ul style="list-style-type: none"> <li>• Business and Systems Management</li> <li>• Business Leadership &amp; Management</li> <li>• Family Business Management</li> <li>• Management/Business</li> </ul>
Marketing	Irvine Clarke	<ul style="list-style-type: none"> <li>• Business Marketing with Spanish</li> </ul>
Mathematics and Statistics	Jeanne Fitzgerald	<ul style="list-style-type: none"> <li>• Mathematics Studies</li> </ul>
	Peter Kohn	<ul style="list-style-type: none"> <li>• Mathematics with certification in Secondary Education</li> </ul>
Media Arts and Design	Dona Gilliam	<ul style="list-style-type: none"> <li>• Fine Arts Marketing</li> </ul>
	George Johnson	<ul style="list-style-type: none"> <li>• Digital Media</li> <li>• Educational/Documentary TV Production</li> <li>• Media Arts and Communication</li> <li>• Journalism</li> <li>• Music and Media Arts</li> </ul>
	John Woody	<ul style="list-style-type: none"> <li>• Information Technology in New Media</li> </ul>
	Kevin Reynolds	<ul style="list-style-type: none"> <li>• Internet Development and Business</li> <li>• Film Studies and Russian Studies</li> </ul>
	Dona Gilliam	<ul style="list-style-type: none"> <li>• Financial Aspects of the Music Industry</li> </ul>
Middle Education	Lou Ann Lovin	<ul style="list-style-type: none"> <li>• Middle School Education (Math/Science Concentration)</li> </ul>
Music	Gary Ritcher	<ul style="list-style-type: none"> <li>• Instrumental Music</li> <li>• Music Education</li> </ul>
	John Hilliard	<ul style="list-style-type: none"> <li>• Music Studies</li> </ul>
	Richard DiGiallonardo	<ul style="list-style-type: none"> <li>• Computer Management and the Arts</li> <li>• Applied Music and Music Technology</li> <li>• Music Industry</li> </ul>
Nursing	Merle Mast	<ul style="list-style-type: none"> <li>• Patient Care and Assessment</li> </ul>
Philosophy and Religion	Sallie King	<ul style="list-style-type: none"> <li>• Religion and Women's Studies</li> <li>• Philosophy/Applied Music</li> </ul>
Political Science	Doug Skelley	<ul style="list-style-type: none"> <li>• Public and Criminal Justice Administration</li> <li>• Policy Analysis</li> <li>• Law and Administration</li> <li>• Emergency Services Management</li> <li>• Criminal Journalism</li> <li>• Nonprofit Organization Structure</li> <li>• Administration in Criminal Justice</li> <li>• Community Leadership</li> <li>• Human Services</li> <li>• Military Policy</li> <li>• Public Management</li> <li>• Business &amp; Public Services-PA</li> <li>• Public Administration of Community Organizations</li> </ul>
	Glen Hastedt	<ul style="list-style-type: none"> <li>• Aviation Political Science</li> </ul>
	Robert Roberts	<ul style="list-style-type: none"> <li>• Criminal Justice Management</li> <li>• Criminal Justice Administration</li> <li>• Community Management &amp; Administration</li> </ul>

	Virginia Haysley-Jordan	<ul style="list-style-type: none"> <li>• Governmental Relations-Management, Communications, &amp; Health Policy</li> </ul>
Psychology	Angela Staton	<ul style="list-style-type: none"> <li>• Psychology and Sociology in the Workplace-Conflict Resolution</li> </ul>
	Harriet Cobb	<ul style="list-style-type: none"> <li>• Psychology &amp; Expressive Therapies</li> </ul>
	Lennis Echterling	<ul style="list-style-type: none"> <li>• Pre-counseling</li> <li>• Counseling Psychology</li> <li>• Pre-Counseling Studies</li> </ul>
Secondary Education	Les Bolt	<ul style="list-style-type: none"> <li>• Secondary/Post Secondary Career &amp; Technical Education</li> </ul>
Social Work	Ann Myers	<ul style="list-style-type: none"> <li>• Human Services</li> <li>• Human Services for Families</li> <li>• Educational Advocacy/Family Support Services</li> <li>• Human Services for Families</li> </ul>
Sociology and Anthropology	Fletcher Linder	<ul style="list-style-type: none"> <li>• Behavioral Science and Public Health</li> </ul>
	Peggy Plass	<ul style="list-style-type: none"> <li>• Restorative Criminal Justice</li> </ul>
Special Education	Frank Luth	<ul style="list-style-type: none"> <li>• Sociology of School Resource Education</li> </ul>
Special Education	Karen Santos	<ul style="list-style-type: none"> <li>• Pre-Professional Special Education</li> <li>• Special Education</li> <li>• Interdisciplinary Liberal Studies Major, Special Education</li> <li>• Disability Studies (Minor in Special Education)</li> <li>• Special Education</li> <li>• Management and Nutrition in Early Childhood Special Education</li> <li>• Special Education, ASD</li> <li>• SPED/Pre-Professional Program (Teacher Licensure)</li> <li>• Special Education (Teacher Licensure)</li> <li>• Special Education (Teacher Licensure)</li> </ul>
	Magaret Kyger	<ul style="list-style-type: none"> <li>• Cross Categorical Special Education</li> </ul>
	Reid Linn	<ul style="list-style-type: none"> <li>• Community Mental Health Services</li> <li>• Special Education</li> </ul>
Technical and Scientific Communication	Alice Philbin	<ul style="list-style-type: none"> <li>• Law and Society</li> <li>• Technical Legal Communication</li> <li>• Information Development and Management</li> </ul>
University and College Centers	David Barnes	<ul style="list-style-type: none"> <li>• Administration and Finance Management</li> <li>• Higher Education Administration</li> </ul>

## Appendix F: Community Service Learning Credit Policy

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Policy No: 007 Date: 4/1/08  
Supersedes Policy No: 007 Date: 2/27/04  
Subject: Community Service Learning Credit  
Responsible Office: Adult Degree Program

### *Purpose*

The Community Service Learning Credit Policy recognizes academic learning that results from involvement by non-traditional students in community service activities. The Educational Support Program considers service learning to be “an intentional service experience that meets the mutual needs of the community and the participants. Service Learning places equal emphasis on both the service as well as the learning component. Reflection is integrated to enhance the learning process and promote citizenship development.”

### *Requirements*

- The student must register for and complete IS 250: Service Learning.
- The student must submit a Service Learning Portfolio to the Educational Support Program for evaluation for college credit. Please contact the Educational Support Program at (540) 568-6274 for more information.
- The student must schedule an interview with the Director of the Educational Support Program. The interview should focus on the learning and personal growth the student experienced while participating in service learning.

### *Credit Earned*

- Service learning credit is assigned an IS: 250 course title and is worth 1-6 credits.
- Credit cannot be awarded for competencies with duplicate content.
- Service Learning credit accepted by the Adult Degree Program is not transferable to traditional programs.
- Students may earn no more than 60 non-traditional credits that count toward their degree.

## Appendix G: Military Credit Policy

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**Note:** The following information was taken directly from JMU's 2007-2008 undergraduate catalog.

JMU encourages veterans to apply for admission as full-time or part-time students. Information regarding VA Educational Benefits is available from the veterans' coordinator, Warren Hall 504.

Veterans who have one or more years of active military duty will be granted six hours of health and kinesiology elective credit (providing they have no previous credit in this area). Students must submit a Report of Separation (DD-214) to receive this credit.

Additional credit may be given for successfully completing certain service schools. This credit will be determined based on recommendations in *A Guide to the Evaluation of Educational Experiences in the Armed Services*. The Office of the Registrar should be consulted.

Credit is allowed for courses taken at the Defense Language Institute. The amount of credit varies with the type of courses successfully completed. JMU must receive an official transcript. Credit allowed is based on the recommendation in *A Guide to the Evaluation of Educational Experiences in the Armed Services*. For those languages not offered at JMU, a maximum of 12 hours is accepted.

## Appendix H: Real Estate License and Broker's License Credit Policy

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Policy No:	009	Date: 2/6/2008
Supersedes Policy No:	009	Date: 11/9/01
Subject:	Transfer of credit for a Real Estate License	
Responsible Office:	Adult Degree Program	

### *Purpose*

If a student has earned a real estate license, the student will earn three credits. These credits will take the place of FIN 210. If the student has earned a broker's license, the student will receive three credits that will take the place of BLAW 314.

### *Requirements*

The student must provide a copy of the real estate license and/or the broker's license to the Adult Degree Program office.

### *Additional Information*

- Real Estate and Broker's License Credit counts toward the BIS degree unless the student has duplicate courses that transfer from another college or university, in which case, the transferring courses will supersede the license credit.
- These credits are considered non-traditional credits.
- Real Estate and Broker's License Credit is not transferable to any other academic major.
- The student may use Real Estate and Broker's License Credit in any appropriate section of his or her individual program.

## Appendix I: Transfer Credit from International Institutions

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Policy No:	011	Date: November 8, 2002
Supersedes Policy No:	N/A	Date: N/A
Responsible Office:	Adult Degree Program	

### *Purpose*

Transfer students seeking credit for academic courses taken from non-U.S. based schools, colleges and universities must obtain a course-by-course foreign transcript evaluation from a U.S.-based credential evaluation service. JMU has approved the following credential evaluation services:

Global Credential Evaluators  
P.O. Box 36  
28 Westhampton Way  
Richmond, VA 23173-0036  
Telephone: 804/639-3660  
E-mail: jringer@mail.myriad.net  
URL: www.gcevaluators.com

World Education Services, Inc.  
P.O. Box 57026  
Washington, D.C. 20037-7206  
Telephone: 202/331-2925  
E-mail: dc@wes.org  
Fax: 202/331-2927  
URL: www.wes.org

### *Additional Information*

- Students can obtain the application form for the evaluation of foreign education credentials by contacting the credentialing services above.
- Students must have foreign academic institutions mail official transcripts directly to both the Adult Degree Program office and to the credential evaluation service.
- Students are required to pay the costs associated with obtaining the evaluation.
- Obtaining an external international credit evaluation does not ensure acceptance or awarding of credit by JMU.
- International students must receive a course-by-course evaluation of foreign credits by a U.S.-based credential evaluation service before being admitted to the Adult Degree Program.