

The Graduate School

Policies and Procedures

Policies

Academic Loads.....	3
Academic Warning.....	4
Admission: General.....	5
Annual Review of Admission Policies and Procedures.....	9
Application for a Graduate/Doctoral Degree.....	10
Graduate Faculty Appointments.....	11
Attendance at Commencement.....	13
Auditing Graduate Courses.....	14
Credit By Examination.....	15
Graduate Certificate Programs: Approving, Implementing and Administrating.....	16
Change of Program.....	19
Changes in The Graduate School Policies and Programs.....	20
Comprehensive Assessment Procedure.....	21
Comprehensive Assessment Procedure Committees.....	22
Comprehensive Assessment Procedure Failure and Continuance.....	23
Continuous Enrollment.....	24
Course Completion Deadlines.....	26
Course Numbering System.....	27
Courses Offered in Non-Traditional Formats.....	28
Doctoral Candidacy Request.....	29
Employment.....	30
Evaluation of Orientation and Advisement Programs.....	31
Faculty Advisers.....	32
Foreign Language.....	33
Grade Review Procedures.....	34
Grading System.....	35
Graduate Assistants.....	36
Graduate Council Membership and Voting Quorum.....	40
Graduate Degree Completion Requirements.....	41
Graduate Teaching Assistants: Training and English Language Competency.....	42
Honor System.....	43
Incomplete Grades.....	44
Off-Campus Courses.....	45
Participation in Graduation Ceremony Prior to Completion of Requirements.....	46
Permission to Take a Course at Another University after Enrollment.....	47
Reapplication.....	48
Receiving Credit.....	49
Requirements for Graduation Semester Registration.....	50
University Residency.....	51
Teaching Licenses.....	52

Dissertation and Thesis Committees 53

Dissertation and Thesis Requirements 54

Dissertation and Thesis Continuance 55

Dissertation and Thesis Grading..... 56

Time Limitations..... 57

Transfer Credit 58

Unsatisfactory Progress 59

Withdrawal from the University or a Graduate Program 60

Withdrawal from Courses 61

The Family Educational Rights and Privacy Act of 1974 (FERPA) 62

University Residency 63

Admission of Veterans 64

Criminal Background Check 65

Application Procedures 67

Appointment to the Graduate Faculty Procedure..... 69

Grade Review Procedures 71

Teaching Licenses Procedure..... 73

Transfer of Courses into a JMU Graduate Program 74

Procedures

Application Procedures 67

Appointment to the Graduate Faculty Procedure..... 69

Grade Review Procedures 71

Teaching Licenses Procedure 73

Transfer of Courses into a JMU Graduate Program 74

Policy Number	1000
Policy Name	Academic Loads
Date of Current Version	January 2001

Overview

Academic load guidelines apply to all categories of graduate students.

Policy

Status	Credit Hours
Full time	9 or more
Three-quarter time	6
Half time	5
Less than half time	4 or less

The classification of students, i.e. full time, etc. accepted into graduate programs is often considered in determining payment deferment on undergraduate student loans, eligibility for insurance benefits, etc.

To be eligible to receive an assistantship, each student must be unconditionally accepted into a graduate program at JMU. A student who is provisionally accepted will not be eligible for a graduate assistantship until he or she achieves unconditional acceptance into a graduate program. Note: Graduate programs have the right to impose additional criteria as they see fit. The following academic load guidelines apply to all categories of graduate assistants.

Graduate assistants are required to make significant progress toward their degrees, which means they must:

- Carry nine credit hours of graduate course work each semester. Note: Underload approval is required if a graduate assistant is not registered for nine graduate hours each semester. Underloads for fewer than six graduate credits are not approved. Only one underload may be granted during a graduate assistant's program of study.

For their courses to be covered by their assistantship, all Graduate Assistants must enroll each semester during the regular registration period(s) and prior to the tuition refund date as at <http://www.jmu.edu/registrar>. Students who register for any additional courses after this time period will be held personally responsible for additional tuition and fees. Students who drop courses after the tuition refund date will be responsible for fees and will receive a grade of "W" for the course. Exceptions may be made only for documented extenuating circumstances and will be handled on a case-by-case basis by the dean of The Graduate School. Students must contact the ~~JMU Ombudsperson, Huffman Hall A101~~ the Office of Student Withdrawal if all courses are dropped to withdraw from the university.

Appendices

[Underload Request form](#)

[Registration and Student Record Services Handbook](#)

Policy Number	1010
Policy Name	Academic Warning
Date of Current Version	February 2004

Overview

This policy explains academic warnings for graduate students.

Policy

Students must maintain an average of 3.0 or higher. With the receipt of two “C” grades, students will receive a notice of Academic Warning from The Graduate School. This academic warning will be noted on student transcripts.

Policy Number	1020
Policy Name	Admission: General
Date of Current Version	June 2008

Overview

This policy describes the requirements for general admission to The Graduate School.

Policy

All applicants to individual graduate programs at JMU must first satisfy the general application requirements of The Graduate School. These are:

- Graduation from a regionally accredited college or university.
- Satisfactory grade point average.
- Satisfactory test scores from an appropriate, national standardized test, such as the Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT) or Miller Analogy Test (MAT). Consult the individual programs for specific entry test requirements.
- Official transcripts from all colleges or universities attended. Note: Students may not substitute experiential learning for required academic credit.

An application is not considered complete until all required credentials and supporting documents have been received by The Graduate School. Prospective students must submit their applications and supplemental materials online. Applications that are not completed within 90 days of initial receipt will not be processed.

In accordance with the Southern Association of Colleges and Schools guidelines, graduate programs must establish both qualitative and quantitative requirements that result in the admission of students whose educational preparation indicates the potential for a high level of performance. Admission procedures include the requirement that an applicant submit, as part of the formal application process, evaluations by professionals in the field as to the readiness of an applicant for graduate work, and, if appropriate, credential evaluations. Standardized test admission criteria for each graduate program are established by the faculty responsible for instruction in that program. Contact the program directly or see the Web site for specific requirements.

General Application Procedures

Prospective students must submit their applications online through The Graduate School website at <http://www.jmu.edu/grad/prospective>. Students who need a paper format due to a disability should contact the Office of Disability Services to determine their eligibility for accommodations in the application process.

JMU does not allow students to apply to more than one graduate program per application form. Information regarding financial aid may be accessed online at <http://www.jmu.edu/grad/finassist.shtml> or <http://www.jmu.edu/finaid>. Class schedules are available online at <http://www.jmu.edu/registrar>.

The current graduate catalog may be purchased from the JMU Bookstore or accessed online through The Graduate School website at <http://www.jmu.edu/gradcatalog/08>.

The following information must be submitted online:

- Official graduate application form
- \$55 nonrefundable fee (paper applications require a \$65 fee. Graduate applications will not be processed without application fees. Application fees cannot be waived, except for McNair Scholars. Payment must be made online.

The following information must be sent to The Graduate School:

- Official transcripts sent directly from all previously attended institutions.
- The official standardized test scores (GRE, GMAT, etc.), sent directly from the testing center.

Application Deadlines

The Graduate School has a rolling admission policy. However, individual graduate programs may have different deadlines. Refer to specific academic programs for details. If no deadlines are given by academic units, applications should be submitted by the following dates for the best opportunity of admission.

Summer session – February 1

Spring semester – September 1

Fall semester – May 1

International Student Applications

JMU encourages applications for graduate study from qualified international students. To assure that the university qualifies with the U.S. government as an educational institution serving international students, certain criteria must be met.

All initial inquiries for international admissions must be conducted through The Graduate School. Correspondence with particular departments or program coordinators is strongly discouraged. Applicants residing outside the United States must allow 12 months between application for admission and the requested enrollment semester.

In addition to the general application requirements of The Graduate School, all international students applying for admission to a graduate program must:

- Have the necessary ability and educational background to benefit from experiences in this institution.
- Demonstrate proficiency in English sufficient to carry a full program of graduate study through submission of a satisfactory score on the Test of English as a Foreign Language (TOEFL). Examples of acceptable scores include 570 on the paper-based version and 88 on the internet-based version. For more information, visit <http://www.toefl.org>.
- Have all funds necessary for expenses during the entire period of the student's stay without resorting to employment while in the United States. A form for this purpose is accessible at <http://www.jmu.edu/grad/prospective/international.shtml>. Although the university has no financial assistance reserved exclusively for international students, after being enrolled for at least one full semester international students are permitted to compete for assistantships with other graduate students.
- Submit credential evaluation of the academic record to ensure that it is comparable to a U.S. baccalaureate degree. External evaluators are listed online at <http://www.jmu.edu/grad/prospective/international.shtml>.

- An International Student Adviser Form must be completed if the applicant is currently in the US on a student (F-1 or J-1) visa and wishes to transfer their visa to JMU. This form is available at <http://www.jmu.edu/grad/international/>.
- Enter the United States on a valid student or other visa.

For further information regarding international student applications, contact:

International Graduate Admissions
The Graduate School, MSC 6702
James Madison University
Harrisonburg, VA 22807
(540) 568-5160 / kilbywc@jmu.edu
<http://www.jmu.edu/grad/international/>

Requests for information concerning federal regulations, visa and health insurance should be directed to:

Director, Office of International Student and Scholar Services
James Madison University
MSC 5731
Harrisonburg, VA 22807
<http://www.jmu.edu/international/intlstudents/>

Offer of Admission to The Graduate School

The Graduate School will send official written offers of admission to applicants who have been accepted. This letter specifies the effective date of admission (which normally coincides with the semester requested on the application), the classification of admission being offered (unconditional, conditional, or provisional). After being accepted into a graduate program, students can defer enrollment only with the written approval of the graduate coordinator of their academic program and the dean of The Graduate School. Under no circumstances may the deferral be for more than one calendar year.

The applicant must notify The Graduate School regarding accepting or declining the admissions offer at least two weeks prior to the start date of the semester in which he or she has been admitted. This allows the specific program to invite other candidates. A student who enrolls at another institution is considered to have declined the university's offer of admission. An applicant who has received an offer of admission but who has not responded by the deadline is considered to have declined the university's offer of admission and must submit a new application and fee to be reconsidered for admission at a later date.

Admissions Classifications

Applicants may be admitted to The Graduate School under three classifications: unconditional, conditional or provisional admission.

Definitions

Unconditional Admission

Unconditional admission indicates that an applicant has met all the entry criteria of The Graduate School and the specific graduate program.

Conditional Admission

Conditional admission indicates that an applicant has met all the entry criteria of The Graduate School, but the graduate program has identified specific conditions that must be met before the applicant attains unconditional admission status.

Individual graduate programs determine the provisions of a conditional acceptance and decide when the provisions can be modified or removed. It is the student's responsibility to notify his or her adviser when the conditions of acceptance have been met. The adviser or graduate coordinator then contacts The Graduate School indicating the change of status. While applicants are encouraged to attain unconditional acceptance as soon as possible, some graduate programs' provisions cannot be completed until just before graduation, e.g., teacher licensure or competency in a foreign language(s). Master's and Educational Specialist students have a maximum of six years and doctoral students have a maximum of eight years to complete their graduate programs. All students must attain unconditional status prior to program completion.

Provisional Admission

Provisional admission indicates a probationary status; applicants who have not met all of the requirements of the graduate program to which they are applying may be granted admission under a provisional status as prospective candidates for a degree. Such students must have the removal of provisional conditions as their initial objective. An applicant may be admitted to a graduate program under provisional status if

- the previous academic record is weak,
- prerequisite course work is insufficient, or
- the applicant has majored in another field and has not yet clearly demonstrated abilities in the proposed new field.

The requirements for advancement to unconditional status are specified in each applicant's provisional admission letter. It is the student's responsibility to notify his or her adviser when the conditions of acceptance have been met. The adviser or graduate coordinator then contacts The Graduate School indicating the change of status.

The Graduate School determines if graduate credit earned while enrolled in a provisional status is acceptable based on the recommendation of the academic unit head. A student is limited to nine hours of graduate credit in this status. Regulations concerning unsatisfactory progress apply to this classification.

Appeal of Admission Decision

Although the official letter indicating an applicant's admission classification or denial of admission into a program emanates from The Graduate School, all admission decisions, including the denial of admission to a program, are made by the reviewing faculty of the program to which the student applies. As such, any appeal of an admission decision, including denial of admission, must be directed to the individual graduate program.

Appendix

[Application Procedures](#)

Policy Number	2000
Policy Name	Annual Review of Admission Policies and Procedures
Date of Current Version	November 2003

Overview

Graduate program faculty must annually review their admission policies and procedures.

Policy

James Madison University must be in compliance with the SACS requirement which states:

All graduate programs are required to review their admission policies and procedures each year and report any changes to the Dean of The Graduate School. Any modifications in admission policies and procedures must also be entered as revisions to the Graduate Catalog, the program Web site and any program recruitment publications.

Policy Number	1030
Policy Name	Application for a Graduate/Doctoral Degree
Date of Current Version	September 2006

Overview

In order to graduate, students must complete the Application for a Graduate/Doctoral Degree form.

Policy

Students are responsible for notifying both their major academic unit and The Graduate School when they plan to graduate. In order to graduate, students must complete the Application for a Graduate/Doctoral Degree form available online at <http://www.jmu.edu/grad/current/forms.shtml> or from The Graduate School. Students are also responsible for consulting their advisers or The Graduate School office regarding deadlines for graduation.

The Application for a Graduate/Doctoral Degree form must be approved by the student's adviser, the academic unit head, and the graduate program coordinator. Students are responsible for obtaining all necessary signatures to complete the Application for a Graduate/Doctoral Degree form.

Note: Students must complete all the conditions of the original admission in their degree program, e.g. conditional admission, at least one semester before they are scheduled to graduate before they can be permitted to graduate.

Only six credit hours of 501 workshop courses approved for inclusion in a graduate program may be applied toward a degree. If students plan to use transfer credits to fulfill degree requirements, these credits, along with official transcripts showing the credits and the transfer of credit form, must appear on the Application for a Graduate/Doctoral Degree form and be forwarded to The Graduate School.

Appendix

[Application for Graduate/Doctoral Degree form](#)

Policy Number	2102
Policy Name	Graduate Faculty Appointments
Date of Current Version	September 2006

Overview

Faculty members at James Madison University who teach graduate courses must be approved by The Graduate School as members of the graduate faculty.

Policy

The graduate faculty hold a position of honor at JMU. Through the Graduate Council, the graduate faculty members assist the dean in developing general policies and administrative procedures for graduate programs. The office of the dean of The Graduate School, assisted by the Graduate Council and the graduate faculty, has responsibility for final approval of graduate degrees to be awarded.

1. The faculty member seeking appointment initiates application for Graduate Faculty status by completing the *Graduate Faculty or Graduate Instructorship Application* and attaching a curriculum vita.
2. After acquiring the signature of the academic unit head, a paper copy of the completed application form, curriculum vita and signature page should be submitted to the chair of the college graduate governance committee. The electronic form and the applicant's curriculum vita should be posted to the curriculum Web site: <https://secureweb.jmu.edu/curric/>
3. Upon approval of the form by the chair of the college graduate governance committee, the paper copy of the completed form and the signature page should be delivered (not faxed) to their college dean's office.
4. After signature by the dean, the signed form and signature page should be delivered (not faxed) to the College of Graduate and Outreach Programs.
5. As chair of the Graduate Council, the dean of the College of Graduate and Outreach Programs will sign after approval by the Graduate Council. Upon approval, acknowledgement is sent to the individual and the academic unit head.

Appointment to Graduate Faculty status is not permanent. Status is reviewed annually by individual academic units. Members of the Graduate Faculty must continue to meet the criteria for appointment and satisfy university policies and professional standards.

Graduate Faculty Roles and Responsibilities

Graduate Faculty

A full member of the Graduate Faculty is a member of the full-time faculty of the university who is authorized to teach at the 500-level and above; chair and serve on comprehensive exam, thesis and dissertation committees; supervise practica and internships; and take on other responsibilities of graduate programming as assigned by the academic unit head. Graduate Faculty must meet mandatory criteria described on the *Graduate Faculty or Graduate Instructorship Application*.

Graduate Instructor

A Graduate Instructor is a member of the full-time university faculty who meets some but not all of the mandatory criteria described on the *Graduate Faculty or Graduate Instructorship Application*. Graduate Instructors can be authorized to perform the following activities as assigned by the academic unit head: teach at the 500 level and above; serve on comprehensive exam, thesis and dissertation committees but not chair them; supervise practica and internships; and take on additional responsibilities of graduate programming.

Emeritus Graduate Faculty

A Graduate Faculty member who retires from the university may continue to serve as an Emeritus Graduate Faculty member. Emeritus Graduate Faculty may perform any of their pre-retirement duties and responsibilities, as assigned by the academic unit head. Emeritus Graduate Faculty members are not expected to maintain scholarly productivity.

Adjunct Graduate Faculty

An Adjunct Graduate Faculty Member is an individual who is not a member of the full-time faculty of the university but who meets the mandatory criteria for Graduate Faculty Status. Adjunct Graduate Faculty can be authorized to perform the following activities as assigned by the academic unit head: teach at the 500 level and above; serve on comprehensive exam, thesis and dissertation committees but not chair them; supervise practica and internships; and take on additional responsibilities of graduate programming.

Adjunct Graduate Faculty members and Instructors are not automatically full Adjunct Faculty of the university. Departments may recognize long-term contributions to the university by an Adjunct Graduate Faculty member, by recommending to the president that Adjunct status be granted (JMU Policy # 2102).

Adjunct Graduate Instructor

An Adjunct Graduate Instructor is an individual who is not a member of the full-time faculty of the university and who meets some but not all of the mandatory criteria for Graduate Faculty Status described on the *Graduate Faculty or Graduate Instructorship Application*. Adjunct Graduate Instructors can be authorized to perform the following activities as assigned by the academic unit head: teach at the 500-level and above; supervise practica and internships; and take on additional responsibilities of graduate programming. Adjunct Graduate Instructors are not authorized to serve on comprehensive exam, thesis and dissertation committees.

Adjunct Clinical Graduate Instructor

An Adjunct Clinical Graduate Instructor is an individual who is not a member of the full-time faculty of the University but who has special expertise in an area relevant to a graduate program of the university. Adjunct Clinical Graduate Instructors can be authorized only to supervise practica and internships. Adjunct Clinical Graduate Instructors are not authorized to teach at the 500-level and above, nor to serve on comprehensive exam, thesis and dissertation committees.

Graduate Instructor status should generally be requested one semester in advance of the semester the individual expects to teach at the graduate level.

Appendix

[Recommendation for Appointment to Graduate Faculty](#)

Policy Number	1040
Policy Name	Attendance at Commencement
Date of Current Version	November 2000

Overview

Students are expected to attend graduation exercises.

Policy

Students are expected to attend graduation exercises. A student unable to be present for the graduation exercises **must** notify The Graduate School no later than 15 working days before commencement.

Policy Number	1050
Policy Name	Auditing Graduate Courses
Date of Current Version	August 2004

Overview

This policy describes The Graduate School's position on auditing graduate courses.

Policy

Graduate students may enroll in graduate courses using the "audit" option **for elective courses** only. These courses will not count as part of the student's program of study. Students must initially register for the course using the "audit" option. **Under no circumstances** may a course credit option be changed from "audit" to "credit" or "credit" to "audit." Students are required to pay for courses taken as "audit." Audit courses cannot be paid for using any university sources of funding, e.g., assistantship funding.

Policy Number	1120
Policy Name	Credit By Examination
Date of Current Version	July 2006

Overview

Policy

Credit by examination is an option that programs can include in their policies. Each program will use its own discretion in developing the form of the examination and in determining the procedure to be followed. A maximum of nine credit hours can be earned through credit by examination or transferred from institutions other than JMU, with no more than nine credit hours earned by a combination of exam or transfer.

Permission to take an examination for credit must be obtained from the head of an academic unit in which credit is sought. The cost for the exam will be \$50 per credit hour attempted. Successfully earning credit by examination will result in a grade of "CR," with credit given, on the transcript.

The Graduate Credit by Exam application with explanation of procedures is found at <http://www.jmu.edu/registrar/ForStudents.shtml>

Policy Number	2020
Policy Name	Graduate Certificate Programs: Approving, Implementing and Administrating
Date of Current Version	September 2008

Policy

1. Authority

The Graduate School governs the process for setting up and administering graduate certificate programs. Individuals who do not hold a baccalaureate degree and are seeking to apply for credit certificates must apply through the JMU Outreach program. Applicants who desire non-credit certificates must also apply through Outreach Programs. Applicants apply online through The Graduate School web site for an established graduate certificate program.

2. Definitions

A GRADUATE CERTIFICATE PROGRAM is any voluntary, non-degree, prescribed course of study that upon satisfactory completion results in the awarding of a certificate. A certificate program at the graduate level should consist of a minimum of 6 credit hours or 70 noncredit contact hours to a maximum of 18 credit hours. This distinguishes a “Certificate Program” from workshops, seminars, or conferences that provide participants with documentation of participation or attendance and/or less than 7 CEUs at the graduate level.

A GRADUATE CERTIFICATE PROGRAM COORDINATOR is the individual responsible for unit coordination, administration, and decision-making regarding the certificate program. This person serves as the primary contact with The Graduate School regarding the certificate program.

A GRADUATE CERTIFICATE PROGRAM ADVISER is an individual responsible for advising students on academic matters related to the certificate program. The Certificate Program Adviser also completes the certificate program audit when a student completes coursework.

TGS is the acronym for The Graduate School.

3. Program Development and Approval

A graduate certificate program may be created and developed by JMU Instructional or Administrative Faculty. The appropriate Deans and Unit Coordinators involved, as well as appropriate college C& I committees will review and approve all graduate certificate programs. Graduate certificate programs are developed **primarily** for non-degree seeking students, although programs for degree-seeking students are not excluded, and degree-seeking students may be permitted to enroll in a certificate program.

3.1 Graduate Certificate Program Approval

- 3.1.1 All graduate certificate programs should be comprised of only approved JMU credit courses. Under certain circumstances, approved credit courses from comparable institutions may comprise a portion of a program; JMU should be in official partnership with such institutions (e.g. a consortia).
- 3.1.2 The program should go through official C&I curriculum approval process for a new program. Credit courses comprising this type of certificate program must be approved through official C&I process or with the exception mentioned above.
- 3.1.5 Prior to the implementation of a graduate certificate program, the individual or department must complete the appropriate curriculum approval form.

4. Certificate Program Implementation

4.1. General

- 4.1.1 Faculty or administrators wishing to offer a JMU graduate certificate must submit the appropriate curriculum form indicating program approval with all appropriate signatures to the TGS.
- 4.1.2 A Graduate Certificate Program Coordinator and a Graduate Certificate Program Adviser must be designated for each Graduate Certificate Program. One person can serve in both positions for a program. A secondary coordinator/contact is desired.
- 4.1.3 Each graduate certificate program must have an applicable Graduate Certificate Program Plan Form. Students enrolled in graduate certificate programs must complete this form, in consultation with their Graduate Certificate Program adviser, prior to beginning coursework. The Graduate Certificate Program

Adviser/Coordinator and the student must sign the Graduate Certificate Program Plan form, and file a copy with the TGS.

4.2. Certificate Program Application Fees

- 4.2.1. An application fee of \$45 applies to each graduate certificate program. This fee is waived for JMU degree-seeking students.
- 4.2.2. Any prerequisite requirements for entry into the program should be stated on marketing materials and application instructions (for example: Baccalaureate degree, specific skills or abilities).
- 4.2.3. A current degree-seeking student must have a completed Certificate Program Application Form (non-degree seeking student), Change of Major/Minor/Certificate (undergraduate student), or Request to Add a Certificate Program form (graduate student) on file with the TGS in order for their file to be considered complete, and in order to receive a certificate.

4.3. Certificate Program Plan Form

- 4.3.1. Each program will have a Program Plan form.
- 4.3.2. The Program Plan form outlines a plan of study that the student must satisfactorily complete in order to receive the certificate. This form facilitates the certificate program audit when a student completes his/her program.
- 4.3.3. Each certificate-seeking student should complete the Program Plan form in consultation with his/her adviser. The adviser must sign the completed form.
- 4.3.4. A completed Program Plan form must be on file with the TGS in order for the student's file to be considered complete, and in order for the student to receive a certificate.

4.5. Withdrawal from a Graduate Certificate Program

- 4.5.1. Students must notify the program coordinator, TGS, and the Registrar's Office if they must withdraw from their graduate certificate program for any reason.
- 4.5.2. Due to the timely nature of a certificate program, students who wish to be readmitted to a program after they have withdrawn must reapply to that certificate program and pay the application fee. Exceptions to this policy may be granted for extenuating circumstances at the discretion of the program coordinator in consultation with the TGS.

5. Program Administration

5.1 General

- 5.1.1 General administration of a graduate certificate program will occur within the TGS.
- 5.1.2 The TGS will maintain a file for each student enrolled in a graduate certificate program. A copy of the application form, transcripts, the Certificate Program Plan Form, and documentation of the student's satisfactory completion of program requirements will compose the student's file. This documentation may include JMU transcripts, transcripts from other institutions where appropriate coursework was completed, letters of support, or other such documents deemed acceptable by the program adviser.
- 5.1.3 The TGS will issue the appropriate certificate to the student upon satisfactory completion of the program requirements.
- 5.1.4 A certificate will not be issued until all documentation is present in the student's file in the TGS, and the Certificate Program Plan Form is verified.
- 5.1.5 Completion of a graduate certificate program will be noted on the individual's official transcript.

5.2 Specific

- 5.2.1 Program-specific administration will occur within the appropriate department(s).
- 5.2.2 Changes to program prerequisites, requirements, or course of study options will occur at the program level and must go through the C& I process. Changes must be submitted to the TGS promptly.
- 5.2.3 Changes in program advisers and program coordinators will occur at the program level, and the TGS must be notified promptly.
- 5.2.4 Programs hold the authority to accept or decline application to the program, although it is recommended that such decisions be made in consultation with the TGS, particularly when a program is experimental.

5.3 Student Advising

- 5.3.1 Student advising will take place through the graduate program.
- 5.3.2 Each Graduate Certificate Program must have at least one Graduate Certificate Program Adviser.
- 5.3.3 An adviser may also hold the role of Graduate Certificate Program Coordinator.
- 5.3.4 The Graduate Certificate Program Coordinator conducts the audit of the certificate verifying the student's successful completion of program requirements.
- 5.3.5 A copy of the student's signed/verified (audited) Program Plan Form must be on file in the TGS before a certificate is issued and program completion is noted on a student's transcript.

6. Program Enrollment

- 6.1 The student must complete the certificate program's application form and submit the form to the TGS. Documentation of meeting prerequisites should accompany the form.
- 6.2 Program advisers will review applications and determine the applicants' acceptance or denial. Applicant interviews are permitted and encouraged.

7. Transfer Credit

- 7.1 The Graduate Program Coordinator will determine the maximum number of transfer credits (up to a maximum of 50% of the total program hours) that may be counted towards completion of the certificate program.
- 7.2 The program coordinator will also determine whether this credit may be transferred from institutions other than JMU or from within JMU, or both.

8. Timeline for Completion of a Program

- 8.1 The Program Coordinator determines the maximum time limit for completion of a certificate program (up to a maximum of one year per 3 credits after enrollment in a certificate program.) A student who exceeds this time limit must reapply for the program and pay all applicable fees. Students must complete the graduate certificate program requirements within three years of starting the certificate program. Exceptions may be granted for extenuating circumstances upon the request of the graduate program coordinator and approval of the dean of The Graduate School.

Policy Number	1060
Policy Name	Change of Program
Date of Current Version	August 2004

Overview

This policy describes The Graduate School's position on changing a program after acceptance.

Policy

Admission to TGS and a graduate program does not entitle a student to transfer to a program in another academic unit, as defined by The Graduate School.

Any student wishing to change graduate programs must submit a new application for admission, fee and any updated standardized test scores to The Graduate School. The student is responsible for meeting all academic unit requirements for the desired program.

Policy Number	1070
Policy Name	Changes in The Graduate School Policies and Programs
Date of Current Version	January 2002

Overview

The graduate degree requirements set the minimum standards acceptable by The Graduate School. The university endeavors to provide note of any change, through the advising process, or through other means of communications; however, it is the responsibility of each individual student to become and remain aware of all applicable requirements and provisions that may apply to the student.

Policy

It is the responsibility of each student to become and remain aware of all applicable requirements and provisions that may apply to the student.

It is the prerogative of each academic unit to make changes in programs at any time prior to graduation. Students typically complete the program requirements as described in the catalog of the year in which they entered their program. Students who do not conform to their catalog must complete a program of study, which is developed and approved by their advisers and submitted to The Graduate School.

Exceptions to Regulations

Exceptions to any of the published rules and regulations cited within the *Graduate Catalog* must be requested by petition to The Graduate School. Such petitions must be submitted in writing by the student's adviser or graduate coordinator and must detail the regulation and justify completely the exception being requested.

Policy Number	1170
Policy Name	Comprehensive Assessment Procedure
Date of Current Version	November 2003

Overview

This policy explains the formal assessment requirement for graduate programs at JMU.

Policy

A formal assessment of mastery designed to appraise the student's competence is required of each JMU student in order to complete his or her program of graduate study. Although the formal assessment typically takes the form of a comprehensive exam, other formal assessment formats may be acceptable as determined by the graduate program.

The format and timing of this assessment is at the discretion of the graduate program, provided it fairly and adequately documents the knowledge and skills the student has acquired. The nature of the comprehensive assessment should accurately reflect the content of the student's academic program. The assessment should require the integration and synthesis of what has been learned by the student. The student must demonstrate a breadth of knowledge in the discipline and depth in specific content areas to be determined by the graduate program faculty.

Policy Number	1080
Policy Name	Comprehensive Assessment Procedure Committees
Date of Current Version	August 2004; revised September 2007

Overview

This policy details the role and formation of a comprehensive assessment committee.

Policy

Each graduate program must have a comprehensive assessment committee for the program and/or for the individual student. Individual student comprehensive committees are selected by the student in consultation with and subsequently approved by the graduate program coordinator and/or program adviser. Each comprehensive assessment committee must consist of at least three JMU graduate faculty members with the background and interest necessary to evaluate the mastery of the student. At least two members must be from the student's graduate program.

Non-graduate faculty members of the comprehensive assessment committee, which may include persons external to the university, must be approved by The Graduate School. Such members shall make up no more than one-third of the total committee membership. Graduate instructors may also be appointed to committees with the approval of The Graduate School when their expertise clearly qualifies them; however, their appointment must be in addition to the required number of graduate faculty members.

Graduate students may not serve on the comprehensive assessment committees. Only a graduate faculty member from the student's graduate program may chair a comprehensive assessment committee.

Policy Number	1090
Policy Name	Comprehensive Assessment Procedure Failure and Continuance
Date of Current Version	August 2004; revised September 2007

Overview

This policy explains the ramifications for failure of the comprehensive assessment and continuance.

Policy

Comprehensive Assessment Procedure Failure

In the event a student fails the comprehensive evaluation, the student may request a re-examination. Unless there are extenuating circumstances, the re-examination must occur within six months of the date of failure. Only one re-examination will be allowed. Cases involving extenuating circumstances must be raised or supported by the graduate program faculty and presented in writing to the dean of the relevant college and the dean of The Graduate School for approval. If a student fails the second comprehensive assessment, his or her graduate program will be terminated.

Comprehensive Assessment Procedure Continuance

Students completing all degree requirements except the comprehensive assessment are required to enroll each semester until they have passed the comprehensive assessment. Students must register for comprehensive continuance credit hours during those semesters in which they are engaged in preparation for the comprehensive assessment. NOTE: The continuous enrollment course GRAD 597 cannot be used as a comprehensive continuance course. Credit hours for comprehensive continuance do not count toward graduate program requirements.

Policy Number:	1100
Policy Name:	Continuous Enrollment
Date of Current Version:	March 2004

Overview

All students enrolled in graduate degree programs must register for a minimum of 1 graduate credit hour each regular semester.

Policy

All students enrolled in graduate degree programs must enroll each regular semester for a minimum of one graduate credit hour. This registration must continue with no breaks from enrollment in the first graduate program course to graduation. This policy does not include summer sessions.

It is preferable that students enroll in courses relevant to their graduate program to facilitate timely completion. If it is not possible to do so, however, The Graduate School has established a one-credit continuous enrollment course, GRAD 597. The tuition for this course is \$50.00. No grade will be assigned for this course.

GRAD 597. Continuance. 1 credit.

To remain in good standing in their program, all graduate students must maintain continuous enrollment each semester in their program from entry until graduation. This course allows those students who are not intending to register for any other courses during the current semester to continue in their program in good standing. Course may be repeated as needed.

It is possible to receive an exemption from the Continuous Enrollment requirement. There are two possible types of exemption from the continuous enrollment requirement:

Leave of Absence: Continuous Enrollment is granted in individual cases when the student demonstrates sufficient cause (e.g., illness, or other personal circumstances). A request for this type of leave must be submitted by the student in writing (electronic mail is sufficient), indicating the reason(s). The student's request must be approved by the graduate coordinator of the student's program and the dean of The Graduate School.

Leave of Absence: Continuous Enrollment is granted for a specified time period that may not exceed three semesters total, excluding summer session. In no case may on-leave status exceed this maximum throughout the student's entire degree program. When a student on leave plans to resume graduate study, he or she must inform the program coordinator and TGS at least 30 days prior to the first class day of the return semester.

Planned Leave of Absence is granted to students for whom the unique design of their graduate program (not the manner in which they choose to complete their program) is such that the offering of courses is not on a continuous semester-to-semester basis. Planned Leave of Absence for students in a program is requested by the program faculty and must be approved by the dean of The Graduate School. Examples of programs suited for Planned Leave of Absence includes summer-only programs, programs using a distance learning format and "executive" programs. It is assumed that these programs will not require the continuous enrollment exemption for the entire length of the program. Thus, students whose graduate programs are pre-approved for Planned Leave of Absence must submit a Request for Planned Leave of Absence indicating each term for which leave is requested. It is also assumed that these students will complete all degree requirements within the time limits established in the *Graduate Catalog*. Both leaves must be approved by the dean of The Graduate School.

Rationale

The primary objectives of the Continuous Enrollment Policy are to:

1. encourage graduate student degree completion;
2. minimize time to degree for graduate students;
3. justify the use of faculty/staff time for record keeping, etc. and University resources, e.g. library, recreational facilities, book store, etc.;
4. provide the University with a more accurate account of active graduate students;
5. provide the University with an indication of student intent when students break registration; and,
6. bring JMU into compliance with SACS standards and into accord with most other major universities.

A graduate student who takes an unapproved break in registration by failing to maintain continuous enrollment or by failing to obtain a Leave of Absence: Continuous Enrollment will relinquish his or her graduate standing in the

university. Students who wish to be reinstated will be required to file an Application for Graduate Admission and pay the application fee.

The following are circumstance for which GRAD 597 is **not** appropriate:

During the graduation semester. A student cannot use GRAD 597 as the enrollment requirement during the semester he or she is scheduled to graduate. All graduate students must be enrolled in a course in their program, such as thesis or dissertation continuance, during the semester they are scheduled to graduate.

While completing a dissertation or thesis. If a student's graduation must be delayed a semester while he or she is completing a dissertation or thesis, he or she should register for thesis or dissertation continuance. GRAD 597 is not an option since the student will continue to receive feedback from the adviser and committee members while the thesis or dissertation is being completed.

When an "I" is received in a course during the anticipated graduation semester. If a student is scheduled to graduate but receives an "I" in a course, the student will not officially graduate until the course is completed. Because all course work must be completed by the final date of the student's graduation semester, a student failing to meet the deadline will not officially graduate until the following semester. The solution existing in the first example applies. Students must register for at least one hour of thesis or dissertation continuance, comprehensive continuance, reading and research, or other course options appropriate to their program of study.

Students in on-leave status may not:

- Use any university facilities,
- Make demands upon faculty time, or
- Receive a fellowship or financial aid.

Definitions

Leave of Absence: Continuous Enrollment is granted in individual cases when the student demonstrates sufficient cause (e.g., illness or other personal circumstances). A request for this type of leave must be submitted by the student in writing (electronic mail is sufficient), indicated the reason(s). The student's request *must be approved by the graduate coordinator* of the student's program and the dean of The Graduate School. Leave of Absence: Continuous Enrollment is granted for a specified time period that may not exceed three semesters total, excluding summer session. In no case may on-leave status exceed this maximum throughout the student's entire degree program. When a student on leave plans to resume graduate study, he or she must inform the program coordinator and TGS at least 30 days prior to the first class day of the return semester.

Planned Leave of Absence is granted to students for whom the unique design of their graduate program (not the manner in which they choose to complete their program) is such that the offering of courses is not on a continuous semester-to-semester basis. Planned Leave of Absence for students in a program is requested by the program faculty and must be approved by the dean of The Graduate School. Examples of programs suited for Planned Leave of Absence includes summer-only programs, programs using a distance learning format and "executive" programs. It is assumed that these programs will not require the continuous enrollment exemption for the entire length of the program. Thus, students whose graduate programs are pre-approved for Planned Leave of Absence must submit a Request for Planned Leave of Absence indicating *each term* for which leave is requested. It is also assumed that these students will complete all degree requirements within the time limits established in the *Graduate Catalog*.

Exclusions

Except for extenuating circumstances requiring approval of the dean of The Graduate School, time spent in on-leave status will be included in all time limits pertaining to the student's degree program.

Policy Number	1110
Policy Name	Course Completion Deadlines
Date of Current Version	August 2004

Overview

Course work must be completed by specific deadlines.

Policy

All course work must be completed by the final date of the student's final semester. Students failing to meet the deadline will have their names removed from the current graduation list and their degrees dated the following semester. Consult the calendar online at <http://www.jmu.edu/registrar> or at the front of the *Graduate Catalog* for exact dates.

Policy Number	2030
Policy Name	Course Numbering System
Date of Current Version	August 2004

Overview

This policy defines the procedure for assigning course numbers to graduate courses.

Policy

Courses numbered 500 through 900 are graduate courses and may be applied to a graduate program. Post-baccalaureate/post-master's students may enroll in graduate-level courses with prior written approval from the instructor. Some programs use dual-numbered courses that allow both graduate and undergraduate students. For example, such courses may offer content concurrently on the 400 and 500 levels. In such instances, higher quality and/or additional work is required students enrolled at the graduate level in these courses. The additional demands required of graduate students in these dual-numbered courses must be evident in the course syllabus and catalog description.

Course Level Requirements

All credits contained in the student's program leading to an advanced degree at JMU must be in courses designated for graduate students. Students should refer to their academic program for specific requirements. Only six hours of 501 workshop courses may be applied to a graduate degree program.

Policy Number	2040
Policy Name	Courses Offered in Non-Traditional Formats
Date of Current Version	October 2003

Overview

The levels of knowledge and competencies offered in non-traditional formats must be equivalent to those produced in traditional courses.

Policy

James Madison University must be in compliance with the SACS requirement which states:

Courses offered in non-traditional formats, e.g., concentrated or abbreviated time periods, must be designed to ensure an opportunity for preparation, reflection and analysis concerning the subject matter. At least one calendar week of reflection and analysis should be provided to students for each semester hour, or equivalent quarter hours, of graduate credit awarded. Graduate faculty must demonstrate that students completing these programs or courses have acquired equivalent levels of knowledge and competencies to those acquired in traditional formats.

Policy Number	1130
Policy Name	Doctoral Candidacy Request
Date of Current Version	August 2004

Overview

Students pursuing doctoral degrees must be approved for admittance into doctoral candidacy.

Policy

Doctoral students are admitted into candidacy for their graduate degree once they have completed all required course work, passed their comprehensive assessment and completed all conditions of the original admission into the individual's degree program. Once students have reached this point, the program coordinator informs the dean of The Graduate School electronically or by letter. This confirmation of successful completion of the comprehensive assessment is placed in the student's file, and he or she is considered a candidate for the doctoral degree. The student is then permitted to advance to completion of his or her dissertation and graduation.

Policy Number	1140
Policy Name	Employment
Date of Current Version	November 2001

Overview

This policy describes The Graduate School's position on employment.

Policy

The Graduate School recognizes that many graduate students depend upon part-time or full-time employment to meet expenses. Though there is no limit to the maximum number of credit hours employed students may take, students and advisers should realize that a course schedule should take into consideration the demands of employment.

Equal Employment Opportunity

James Madison University does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation or disability (in compliance with the Americans with Disabilities Act) with respect to employment or admissions, or in connection with its programs or activities.

Inquiries or requests for reasonable accommodation may be directed to the activity coordinator, the appropriate university office, or the Office of Equal Opportunity, MSC 5802, 1017 Harrison Street, Harrisonburg, VA 22807, phone (540) 568-6991 TDD (540) 568-2278, or fax (540) 568-7992. More information is available through the Office of Equal Opportunity Web site at <http://www.jmu.edu/oeo/>.

Policy Number	2050
Policy Name	Evaluation of Orientation and Advisement Programs
Date of Current Version	February 2004

Purpose

There should be regular evaluation of orientation and advisement programs.

Policy

James Madison University must be in compliance with the SACS requirement which states:

Orientation and advisement programs must be evaluated regularly and used to enhance effective assistance to students.

Policy Number	1150
Policy Name	Faculty Advisers
Date of Current Version	August 2004

Overview

All students admitted into to The Graduate School are assigned a faculty adviser. Graduate program coordinators/directors or designated members of the graduate faculty serve as faculty advisers.

Policy

After admission, students must meet with their advisers to select initial course work and plan their programs of study. Programs of study should be developed prior to initial registration.

Policy Number	1160
Policy Name	Foreign Language
Date of Current Version	August 2004

Overview

This policy describes the position of The Graduate School regarding foreign languages.

Policy

Passing a third year foreign language course, a reading knowledge of a foreign language or successful completion of a foreign language exam is required in those academic units which so specify. Consult the degree requirements of the academic programs for individual requirements.

Policy Number	1180
Policy Name	Grade Review Procedures
Date of Current Version	August 2004

Overview

This policy describes The Graduate School's position on appealing grades in graduate courses.

Policy

Evaluation of student work and assignment of grades on the basis of academic criteria are the responsibilities and prerogative of the faculty. The university and its faculty members also recognize that grading can be a subjective process and students may feel their grade has been inappropriately assigned. If such disagreements occur, students have a right to be fairly heard. The crucial agency in graduate student evaluation is the graduate program in which the student's work is focused. Principal evaluators must be faculty members of the student's graduate program. It is assumed that disputes over unsatisfactory progress will be informally discussed and reconciled at the program or academic unit level. Discussions of this type will commonly occur among the student, major professor and other faculty members in the graduate program. Refer to Procedure 1180.5 for a detailed explanation of this procedure.

Reinstatement Policy

Graduate students dismissed for academic reasons are never automatically reinstated. Students are suspended until reinstated by a decision of the dean of The Graduate School. Reinstatement will only be made on the recommendation of the academic unit graduate appeals committee and the academic unit head. Suspension appeals will be heard promptly. Students may not enroll in any graduate-level courses while on academic suspension.

Appendices

[Grade Review Procedure](#)

[Grade Appeal form](#)

Policy Number	1190
Policy Name	Grading System
Date of Current Version	June 2006

Overview

The following policy reflects the description & numerical value of letter grades assigned in graduate courses.

Policy

Letter Grade	Description	Numerical Value
A	Excellent	4.0
A-		3.7
B+	Very Good	3.3
B	Good	3.0
B-		2.7
C	Poor	2.0
F	Failure	0.0
I	Incomplete	
IP	In Progress	
W	Withdrawal	
WP	Withdrawal while passing	
WF	Withdrawal while failing	
S/U	Satisfactory/Unsatisfactory [Thesis/dissertation and selected other courses. See course descriptions.]	
NP	Not Processed	
NC	No Credit	

- The +/- grading scale is optional for faculty; the course grading system must be stated in the course syllabus.
- A grade point average is calculated by dividing the accumulated number of grade points earned by the accumulated number of credit hours attempted. All graduate credits attempted and all graduate grades earned, whether passing or failing, will be used to calculate a student's grade point average.
- The student's grade point average appears on his or her transcript.
- Students must take all courses on a letter grade ("A-F") or satisfactory/unsatisfactory (S/U) basis, based on how the particular course was approved. Students do not have flexibility in choosing a grading option.
- A grade of "W" will be assigned to students who withdraw from a course after the add/drop deadline but before the end of the course adjustment deadline.
- A grade of "WP" or "WF" (according to the status of the student at the time of withdrawal) will be assigned to students who withdraw after the course adjustment deadline at the discretion of the instructor. The "WP" or "WF" will be recorded and remain on the student's transcript. Only the instructor can assign a "WP" or "WF."
- A grade of "IP" (in progress) will be posted automatically for dissertation, thesis or research project courses until the dissertation, thesis or research project is complete. Faculty and students may view this grade on e-campus. After the thesis, dissertation or research project is completed and delivered to The Graduate School for final processing, the final grade of satisfactory or unsatisfactory will be entered by the Registrar's Office.
- If students have completed the maximum number of hours allowed by their program for thesis, dissertation or research project courses but have not completed the work, they will register for thesis, dissertation or research project continuance each semester while completing their research or writing. A grade of "NC" (no credit) will be automatically entered for continuance hours.
- Students should keep in mind that earning a "B-" grade may bring the GPA below 3.0 and prevent the student from graduating.
- In order to graduate, students must satisfy grade requirements specified by their individual academic program.

Policy Number	2103
Policy Name	Graduate Assistants
Date of Current Version	January 2005; revised September 2008

Each year, James Madison University makes funds available through the graduate assistantship program. Although limited in number, assistantships contribute significantly to academic and non-academic areas of the university. Assistantships provide financial assistance to qualified students who otherwise might be unable to pursue graduate degrees. They also offer opportunities for students to gain worthwhile teaching and other experiences relevant to their chosen disciplines. This policy provides for the appointment and use of graduate assistants at James Madison University. Students will be awarded assistantships for a maximum of four academic semesters (exclusive of summer session) and a maximum of three years in the Master of Fine Arts, Educational Specialist, and doctoral programs. Assistantships are limited to nine paid graduate hours of tuition each fall and spring semester, although contracts are usually written for an academic year. Students must pay for any additional hours each semester at the tuition rate based on residency status. Tuition will be covered at the on-campus rate for the hours stated on the contract. Any additional charges for Web-based courses will be the responsibility of the student. Under no circumstances will payment from assistantship funds be used for audited course work or undergraduate hours. Assistantships do not cover students' room and board expenses. No tuition or stipend is paid through the assistantship program for summer sessions.

Classification of Assistantships

Doctoral Assistant

A Doctoral Assistant is assigned to an academic unit to assist faculty members in their responsibilities of teaching and/or research. Students in doctoral programs may also serve as Teaching Assistants. Doctoral Assistants must be enrolled in a doctoral program at JMU. Some Doctoral Assistantships may cover more than the regular amount of tuition, may pay a higher stipend and may remain in effect through all or part of the summer term.

Graduate Assistant

A Graduate Assistant is assigned to an academic unit, support program or administrative office to assist faculty members in preparing for instruction, leading discussion groups, grading papers, conducting research, preparing laboratories, performing departmental administrative tasks, etc. Specific duties will vary according to the needs of the department.

Teaching Assistant

A limited number of Teaching Assistantships are available in academic units offering major programs of graduate study. The use of Graduate Assistants in teaching is governed by SACS (Southern Association of Colleges and Schools) guidelines. A Teaching Assistant is assigned to an academic unit and is required to instruct one course or three credit hours of course work each semester or an equivalent of three credit hours of laboratory work each semester. Students may also be awarded teaching assistantships to assist faculty members within the department with instructor related duties. Teaching Assistants must have completed a minimum of 18 hours of appropriate graduate course work. A Teaching Assistant must be directly supervised by a graduate faculty member.

Applicability

This policy applies to all students contracted into graduate assistantships at the university, regardless of type.

Assignment of Graduate Assistants

Graduate assistants will be assigned to a unit of the university only when:

- The assignment of graduate assistants contributes substantially and productively to the mission of the academic unit, the program or the university.
- Assigned duties and responsibilities are meaningful in terms of complementing the student's formal academic work and add to the student's professional development.

Eligibility

To be eligible to receive an assistantship, each student must be unconditionally or conditionally accepted into a graduate program at JMU. A student who is provisionally accepted will not be eligible for a Graduate Assistantship until he or she achieves unconditional or conditional acceptance into a graduate program. Note: Graduate programs have the right to impose additional criteria.

For their courses to be covered by their assistantship, all Graduate Assistants must enroll each semester during the regular registration period and prior to the tuition refund date as outlined at <http://www.jmu.edu/registrar>. Students who register for additional courses after this time period will be held responsible for additional tuition and fees. Students who drop courses after the add/drop deadline but before the end of the course adjustment deadline will be responsible for fees and will receive a grade of “W” for the course. A grade of “WP” or “WF” (according to the status of the student at the time of withdrawal) will be assigned at the discretion of the instructor to the students who withdraw after the course adjustment deadline. The “WP” or “WF” will be recorded and remain on the student’s transcript. Exceptions may be made only for documented extenuating circumstances and will be handled on a case-by-case basis by the dean of The Graduate School. Students must contact the JMU Office of Student Withdrawal if all courses are dropped to withdraw from the university.

Assistantship Hours

In accordance with university policy guidelines, graduate assistants will provide an average of 20 hours of assistance each week. Graduate assistants cannot be asked to perform more than an average of 20 hours per week unless special permission is granted from The Graduate School. Visa requirements stipulate that international students may not in any circumstances work more than 20 hours per week. Students may not begin their assessment prior to completion and submission of all required forms.

Conditions of Continuation in Assistantship

Graduate assistants are required to make significant progress toward their degrees, which means they must:

- Carry nine hours of graduate coursework each semester. Note: Underload approval is required if a graduate assistant is not registered for nine graduate hours each semester. Underloads for fewer than six graduate credits are not approved. Only one underload may be granted during a graduate assistant’s program of study.
- Maintain at least a 3.0 graduate GPA in order to retain or reapply for the assistantship.
- Students may receive assistantships for a maximum of four semesters (fall and spring) or two academic years, except for Doctoral Assistants, students in the Master of Fine Arts program or students seeking the Education Specialist degree.

Resource Allocation

Prior to the beginning of the academic year, the Dean of The Graduate School will make recommendations to the Provost/Vice President of Academic Affairs concerning the total number of Graduate, Doctoral and Teaching Assistantships available, as well as the amount of the stipends available to be paid within the Division of Academic Affairs. Final approval for these allocations rests with the Provost/Vice President of Academic Affairs. This total will not include allocation for Assistants in Student Affairs, Athletics or Grants. Final approval for allocations of funding for Graduate Assistants in Athletics rests with the Senior Vice President for Administration and Finance. Final approval for allocations of funding for Graduate Assistants in Student Affairs rests with the Senior Vice President for Student Affairs. Each Vice President shall be responsible for approval of allocations for Graduate Assistants within their divisions.

The Dean of The Graduate School, in conjunction with the Associate Vice President of Resource Planning and Analysis, will oversee the allocation of the assistantships among the colleges and administrative offices in Academic Affairs.

Academic deans will determine the allocation of assistantships according to academic units within their colleges and will inform the Dean of The Graduate School of their allocations.

Application Process

A student interested in a graduate assistantship should inform the graduate program to which he or she is applying of his or her interest in an assistantship. If there is not an assistantship available, the student may apply for a posted internship through another department.

The Graduate School posts a list of academic units offering graduate assistantships on its Web site (<http://www.jmu.edu/grad/current/assishire.shtml>)

Students may apply for assistantship positions on JMU’s JobLink Web site (<http://www.jmu.edu/humanresources/emp/joblink.shtml>)

Award of Assistantship

Assistantship departments will choose assistants from the applications submitted for their positions. Academic unit heads and directors will review applications and set up interviews. If the award of an assistantship is recommended, the

academic unit head or director will obtain a signed contract from the student for the approved time period and will submit a signed SWEC position description to The Graduate School stipulating the various assistantship duties.

The signed contract, position description, tax forms, I-9 form and direct deposit forms will be forwarded to The Graduate School for distribution to other university offices, (i.e., Financial Aid and Scholarships, Payroll and University Business Office).

Students who are reappointed from one academic year to the next will be required to complete the Graduate Assistantship Contract Form and SWEC position description only. Deadline for submitting Rehire Contracts is April 24.

All graduate assistants should be appointed and all contract materials should be submitted to The Graduate School no later than 30 days prior to the contract start date. Failure to submit contracts 30 days prior will result in delayed financial aid or a revised award package as well as delays, including late stipend payment, tuition payments and loan disbursement. Completed and signed I-9 forms are required to be in SWEC no later than 2 days after the first work day of the contract. Failure to submit the I-9 form in a timely manner will result in the student's assistantship being terminated. The student will not be paid for time contributed and the student will not be eligible for contract renewal. In no instance will the student be allowed to continue past the due date for the I-9 form. Violation of this time requirement may subject the university to criminal penalties. The Dean of The Graduate School may reallocate to other academic units or programs any full academic year assistantships that remain unfilled by the beginning of classes each semester.

Obligations of Graduate Assistant

Students who accept assistantships must be available for planning, orientation, training and/or workshops approximately one week prior to the beginning of the contract period as requested by the academic units or programs granting the assistantships.

Students who are granted graduate assistantships are required to abide by university policy, state and federal law.

Stipends and Tuition Allocations

In all cases, the hiring department or program area pays the stipend. Stipends are paid in semi-monthly installments, and are taxable income. Stipends are not wages, and the Graduate Assistant is not primarily engaged in providing services, but instead is being provided training by the university in a work setting.

The university's Budget Office determines if the university (through The Graduate School), the hiring department or the program area will pay for tuition allocations.

- The terms for tuition allocations are as follows: In no case may an assistantship cover undergraduate hours or audited hours.
- Assistantships pay nine in-state credit hours of graduate coursework each semester, unless an underload is approved.
- The student is responsible for payment of tuition for all additional hours taken above the designated number of hours covered by the contract.
- Some graduate assistantship positions pay out-of-state tuition: however, out-of-state tuition is not fully funded for all assistantship positions. If an out-of-state student is hired in an "in-state funded position," the student is responsible for payment of the difference between the in-state and out-of-state tuition rates. The contract will specify the tuition classification.
- Distant Learning tuition rates will be paid up to, but not exceeding, the on-campus rate for credit hours as designated in the contract.

For new assistantship positions, The Graduate School, working with the Budget Office, will verify that funds are available and assign new position numbers.

Forfeiture of Assistantship

Students who leave the university, fail to perform the duties under their assistantships, lose their eligibility for the assistantship, or violate a university policy or state or federal law will forfeit their graduate assistantships. In such cases, the university may withdraw tuition payment and will have no further obligation to continue to pay a stipend.

Additional JMU Employment for Graduate Assistants

Graduate students receiving stipends from Virginia state funds are occasionally permitted to accept JMU employment in addition to the 20 assistantship hours. Permission for such employment must come from The Graduate School in response to a request by the student's graduate coordinator or adviser. The student and the

coordinator or adviser should carefully consider the overall effect of additional employment on the student's academic performance.

Evaluation of Graduate Assistants

SACS requires the evaluation of all graduate assistants.

Responsibilities

The division heads are responsible for allocation of funds within their divisions to provide for graduate assistantships.

- The Provost/Vice President for Academic Affairs is responsible for approval of Graduate Assistantships within the Division of Academic Affairs, and for the final approval of reallocations of graduate assistantships across college lines.
- The Senior Vice President for Administration and Finance is responsible for approval of graduate assistantships in Athletics.
- The Senior Vice President for Student Affairs is responsible for approval of graduate assistantships in Student Affairs.

The Dean of The Graduate School is responsible for the general supervision of the assistantship program and has responsibility for:

- Overseeing tuition budget for assistantships and managing the contract and allocation process;
- Approving the appointment of graduate assistants recommended by the department or academic unit head and concurred in by the appropriate dean and vice president;
- Ensuring that Teaching Assistants are contracted in accordance with the guidelines set forth by the Southern Association of Colleges and Schools.

The academic unit, department or program heads have responsibilities for:

- Completing and reviewing contracts for graduate assistants;
- Budgeting for assistantship stipends and tuition allocations (unless tuition is paid by The Graduate School);
- Ensuring that position descriptions for assistantships are submitted to the Student Employment Work Center and are on file in the appropriate academic units;
- Monitoring the performance of graduate assistants within their academic units;
- Submitting official notification to the Dean of The Graduate School of each resignation before the position is reassigned;
- Enforcing the rule that graduate assistants may not begin their assignments prior to completion and submission of all required forms.

Sanctions

Failure to follow these procedures in hiring graduate assistants may result in appropriate sanctions, up to and including termination of the assistantship contract or the employment of the individual violating this policy.

Appendices

[Graduate Assistant Factsheet](#)

[Underload Request form](#)

Policy Number	2060
Policy Name	Graduate Council Membership and Voting Quorum
Date of Current Version	October 2001

Overview

The administration of The Graduate School is governed by the Graduate Council, the graduate faculty as a body, and the Dean of The Graduate School. To accomplish the university's comprehensive objectives, The Graduate School develops broad policies and long-range plans. Graduate Council approval is required for the following:

- New program proposals
- Deletion of graduate programs
- Standards for graduate faculty
- Broad graduate admission policies
- Graduate courses
- Graduate faculty appointments

Policy

Graduate Council Membership

The Graduate council voting membership shall consist of a representative from each graduate program, the dean of The Graduate School, who will chair Council meetings, a representative from the JMU library system, and two graduate students. In the absence of the dean, an alternate chair (chosen by the membership) shall preside.

Graduate Council Quorum

A quorum for the Graduate Council shall consist of a simple majority of voting members present at the meeting provided at least 50% of the Council membership is present. This will also be the case for decisions made by electronic vote.

Policy Number	1200
Policy Name	Graduate Degree Completion Requirements
Date of Current Version	October 2003

Overview

In order to receive graduate degrees, students must complete certain requirements.

Policy

The office of the dean of The Graduate School, assisted by the graduate faculty, is responsible for final approval of graduate degrees to be awarded. It is the responsibility of each student to ensure that courses selected are acceptable to the program being pursued. A student cannot graduate with a GPA below 3.0.

The Graduate School mandates the following general degree completion requirements in order for students to receive their graduate degrees. Each graduate student must:

- Complete a written graduate plan of study by the end of the student's first semester and submit it to The Graduate School. NOTE: At least one-half of the courses in the student's required plan of study must be at the 600 course level or above.
- Be continuously enrolled in the graduate program from admission to graduation (unless specifically exempt).
- Have satisfied any conditions of his or her admission, such as provisional or conditional admission.
- Complete the graduate program with a 3.0 or higher GPA. Exceptions must be requested from the dean of The Graduate School.
- All graduate students are required to be enrolled during the semester they receive their degree. If students are not enrolled in regular course work, they must enroll for either comprehensive, thesis or dissertation continuance, or directed research, whichever is appropriate. The continuous enrollment course GRAD 597 cannot be used during the graduation semester. Complete all requirements of the graduate program and The Graduate School within six calendar years (master's and education specialist degrees) or eight years (doctoral degrees).
- Successfully achieve doctoral candidacy (doctoral students only).
- Successfully complete a comprehensive assessment or equivalent as determined by the individual graduate program. NOTE: The graduate program must notify The Graduate School that the student has successfully completed the comprehensive assessment procedure.
- Submit a thesis, dissertation or research project, if required by the academic program, to The Graduate School that meet the format requirements set forth in *The Graduate School Thesis and Dissertation Manual*.
- Complete the minimum period of residency established by his or her program. NOTE: While the traditional period of required residency is optimal, the technological revolution that facilitates distance learning of all varieties may not allow for the traditional approach to residency. Accordingly, all enrolled students are strongly encouraged to take advantage of all available avenues of learning, including accessing the JMU faculty, staff and other students, as well as our library, laboratories and other facilities that nurture the academic experience.

In addition to meeting the general completion requirements set forth by The Graduate School, each student must meet the graduation requirements of the individual graduate program.

Appendix

[The Graduate School Thesis/Dissertation Manual](#)

Policy Number	1210
Policy Name	Graduate Teaching Assistants: Training and English Language Competency
Date of Current Version	October 2003

Overview

Graduate teaching assistants have proper training and meet English language competencies.

Policy

Supervision of Graduate Teaching Assistants

The academic unit must assign a full time faculty member to supervise the teaching assignment of the GTA. The faculty supervisor must meet with the GTA on a regular basis, at least once every two weeks. In addition to assigning a faculty supervisor, the GTA must experience a course and/or workshop designed to teach the GTA about methods of college level instruction.

GTA Selection Criteria

All students being considered for GTA assignments must:

- Possess a minimum of 18 graduate credit hours of course work in the discipline in which they will be teaching.
- Demonstrate an acceptable understanding of appropriate methods and techniques required for instruction of college level students. All GTA candidates must be allowed to demonstrate this understanding by teaching at least one, observed full class session.
- Demonstrate a sufficient level of English proficiency and fluency, and understanding of the learning style of students attending JMU. All international students must demonstrate that they have achieved a satisfactory score (as determined by the individual graduate program) on the Test of English as Foreign Language (TOEFL). In addition, a sufficient level of English proficiency must be demonstrated under actual class circumstances where the students being taught by the GTA can participate in evaluating the student's English proficiency.
- Have their teaching evaluated by their faculty supervisor mid-way and at the end of the teaching semester. The results of the evaluation must be conveyed directly to the GTA by the supervisor.
- Have their teaching evaluated by their students in same manner used by their academic unit. The GTA must share the results of the student's evaluation with their supervisor.
- In those cases where an international graduate student has been accepted with the understanding that he or she will receive an assistantship but, after arriving cannot satisfy one or more of the GTA selection criteria, every effort should be made to honor the assistantship offer until the students is able to teach.

Definitions

Graduate Teaching Assistant (GTA): Any graduate student who has teaching responsibility.

Teaching Responsibility: Teaching or assisting in the teaching of a course, a lab section of a course, or more than one class session in a course.

Appendix

[Graduate Assistant Factsheet](#)

Policy Number	1220
Policy Name	Honor System
Date of Current Version	September 2006

Overview

This policy describes The Graduate School's position on the James Madison University Honor System.

Policy

JMU operates under an Honor System that dates back to the 1909-10 academic session. Students adopted the Honor System in order to uphold individual and community integrity. Each student is expected to observe complete honesty in all academic matters and to report instances where another student has violated the Honor System. A student Honor Council administers the Honor System, and every student who matriculates at the university, whether graduate or undergraduate, becomes a member of the Honor System. The university expects the cooperation of faculty members and administrators in upholding this Honor System. The *Student Handbook* provides full information on the Honor System, and the Honor Council office provides students with assistance in understanding Honor System policy.

The Honor Council encourages all members of the JMU community to familiarize themselves with the Honor Code and Honor System procedures. The Honor Council Web site is <http://www.jmu.edu/honor/>.

All incoming JMU students, including graduate students, are required to watch a web-video containing information about the JMU Honor Code. Students must then take a web-based test on the material at their convenience from any location. The test must be completed by the end of the student's first semester at JMU. The Honor Code Tutorial video, test information, and test are available at: <http://www.jmu.edu/honor/test.shtml>.

Students with documented disabilities which impact learning may contact the Office of Disability Services for assistance (<http://www.jmu.edu/ods/>).

Contacts are listed on the Honor Code Test Web site above.

Policy Number	1230
Policy Name	Incomplete Grades
Date of Current Version	August 2004

Overview

This policy describes The Graduate School's position on incomplete grades in graduate courses.

Policy

The grade of "I" is used to indicate incomplete work in a course. Courses in which a student received a grade of "I" must be completed by the end of the next regular semester, or the grade is reported permanently as an "F" or "U" (depending on the grading scale used for the course). An extension will be granted upon request by the faculty member for only one additional semester.

Students should consult academic unit guidelines regarding such courses. It is the responsibility of the student to ensure grade changes are reported to the Office of the Registrar by the deadline. See the university calendar in the *Graduate Catalog* for the date by which grade changes must be submitted.

All course work must be completed by the final date of each student's final semester. Students failing to meet the deadline will not graduate and will have their degrees dated the following semester. Consult the university calendar in the *Registration and Student Record Services Handbook*, online at <http://www.jmu.edu/registrar> or in the front of the *Graduate Catalog* for dates.

Appendix

[Registration and Student Record Services Handbook](#)

Policy Number	1240
Policy Name	Off-Campus Courses
Date of Current Version	September 2002; revised September 2008

Overview

This policy sets the parameters of off-campus courses.

Policy

Off-campus courses are occasionally offered to part-time students enrolled in a graduate program but who are not in residence on the JMU campus. Credit for such courses may be allowed toward the graduate degree provided the course is taught by a member of the graduate faculty of the institution, and the course has the prior approval of the student's adviser and the dean of The Graduate School. Only six hours of 501 workshop courses may be applied to a degree program.

Students who take their last courses to fulfill their programs of study at institutions other than JMU cannot graduate during that semester unless prior approval is obtained through The Dean of The Graduate School. Students must be enrolled at JMU during the semester they graduate.

Policy Number	1250
Policy Name	Participation in Graduation Ceremony Prior to Completion of Requirements
Date of Current Version	November 2001

Overview

This policy applies to graduate students requesting permission to participate in the graduation ceremony just prior to the full completion of their graduate program requirements.

Policy

Each program will include a statement in their graduate program catalog description that clearly states the individual program policy for students requesting participation in graduation ceremonies prior to the completion of their program requirements. Any request for exception to the individual program policy must be made to the coordinator of the graduate program.

Policy Number	1260
Policy Name	Permission to Take a Course at Another University after Enrollment
Date of Current Version	January 2004

Overview

This policy defines the circumstances regarding permission to take courses at another university after enrolling in a graduate program at JMU.

Policy

Students enrolled in a graduate program may take graduate courses at another accredited institution. While prior approval is not required, students should secure permission from their adviser, academic unit head, graduate coordinator, and The Graduate School to ensure that the course will transfer to JMU.

It is the student's responsibility to request transfer credit for such courses upon completion and to have official transcripts submitted to The Graduate School office. Transfer credit forms are available at The Graduate School office or online at <http://www.jmu.edu/TGS/forms.html>.

Students who take their last courses to fulfill their programs of study at institutions other than JMU cannot graduate during that semester unless prior approval is obtained through the Dean of The Graduate School. Students must be enrolled at JMU during the semester they graduate.

Correspondence Study

No credit toward the graduate degree will be allowed for courses taken by correspondence study.

Appendix

[Approval of Transfer credit form](#)

Policy Number	1270
Policy Name	Reapplication
Date of Current Version	August 2004

Overview

This policy describes the process of reapplying to The Graduate School.

Policy

Students who are accepted but who cannot enroll at the time of the offer and wish to reapply at a later date must complete a new application form and pay all fees as stated in the application process.

Policy Number	1280
Policy Name	Receiving Credit
Date of Current Version	August 2004

Policy

To receive credit for courses, it is students' responsibility to ensure that courses selected are acceptable to the program being pursued.

Policy Number	1290
Policy Name	Requirements for Graduation Semester Registration
Date of Current Version	August 2004

Overview

All graduate students are required to be registered in a course other than GRAD 597 during the semester they receive their degree.

Policy

If students are not enrolled in regular course work, they must enroll for either comprehensive, thesis or dissertation continuance, or directed research, whichever is appropriate. NOTE: The continuous enrollment course GRAD 597 cannot be used during the graduation semester.

Policy Number	1310
Policy Name	University Residency
Date of Current Version	March 2001

Overview

This policy describes the College of Graduate and Outreach Program's position on residency requirements for graduate students.

Policy

Graduate students must register a local address with The Graduate School office prior to initial registration for classes. All changes in local address must be registered with the Office of the Registrar. This can be done through e-campus, online at <http://www.jmu.edu/registrar>.

Policy Number	1330
Policy Name	Teaching Licenses
Date of Current Version	March 2004

Overview

This policy describes The Graduate School’s position on teaching licenses for graduate students.

Policy

Some candidates in programs leading to the Master of Arts in Teaching, Master of Science in Education or Master of Education degrees do not hold the Collegiate Professional License. Refer to Procedure 1330.5 for additional information.

Appendix

[Procedure 1330.5](#)

Policy Number	1340
Policy Name	Dissertation and Thesis Committees
Date of Current Version	August 2004

Overview

This policy details the role and formation of a thesis or dissertation committee.

Policy

Students pursuing degrees requiring completion of a thesis or dissertation must have a thesis or dissertation committee to oversee progress toward the degree. Students should select a graduate faculty member from their graduate program to act as the chair of the committee and select the remaining committee members with the guidance of their committee chair.

The following govern the selection of committee members:

- Each committee must consist of at least three approved members of the JMU graduate faculty.
- At least two of the three committee members must be from the students' graduate program.
- The dean of TGS must approve non-graduate faculty members for thesis, research project or dissertation committees.
- Non-graduate faculty members may include persons external to the university.
- Non-graduate faculty members shall make up no more than one-third of the total committee membership.
- In addition to the three required committee members, a graduate instructor, when his or her expertise clearly qualifies him or her, may be appointed to a committee with the approval of the dean of TGS.
- The Committee Approval form must be completed and submitted to The Graduate School no later than the second week of the semester in which the students register for dissertation or thesis.

Policy Number	1350
Policy Name	Dissertation and Thesis Requirements
Date of Current Version	September 2002

Overview

A dissertation is required of all candidates for the Doctor of Audiology, Doctor of Psychology and Doctor of Philosophy degrees. A Doctor of Musical Arts Lecture Recital and Doctor of Musical Arts Document are required of all candidates for the Doctor of Musical Arts degree.

A thesis is required in several Master's and Ed.S. programs. In other master's degree programs, a research project and the writing of a thesis is an option which may be elected by the student in consultation with and subsequently approved by his or her adviser. Graduate students are required to register for the minimum hours of thesis or dissertation credit required in their programs. Students must register for thesis or dissertation for credit hours during those semesters in which they are engaged in the research or in the writing of the thesis or dissertation. NOTE: The continuous enrollment course GRAD 597 cannot be used as a thesis or dissertation continuance course.

Policy

The general requirements for the preparation of a thesis or dissertation pertain primarily to formatting. These requirements provide a degree of uniformity and ensure that each thesis or dissertation is in a form suitable for binding, is fully legible, and can be preserved.

Students who submit a thesis or dissertation in partial fulfillment of the requirement for a graduate degree at JMU should consult the *JMU Graduate School Thesis and Dissertation Manual* for detailed guidelines to submission. A general overview includes these steps:

Students should:

- Consult their program requirements for guidelines on registering for their thesis or dissertation.
- Select a graduate faculty member as committee chair.
- Identify the remaining members of the committee with guidance from the committee chair.
- Submit the Committee Approval form to The Graduate School.
- Begin the project using the style guide recommended by their program.
- Schedule an appointment with TGS to review the format of their project.
- Make necessary formatting changes.
- Obtain approval signatures.
- Turn in final copies of their work and approval sheets to TGS.
- Deliver boxed copies to the library and their program coordinator.

Titles of dissertations will be printed in the graduation program if the information is received by the appropriate deadline. In addition, two copies of each student's thesis or dissertation will be cataloged in Carrier Library.

Appendix

[JMU Graduate School Thesis and Dissertation Manual](#)

Policy Number	1360
Policy Name	Dissertation and Thesis Continuance
Date of Current Version	March 2004

Overview

This policy explains the continuance necessary while completing a thesis or dissertation.

Policy

Graduate students are required to register for the minimum hours of thesis or dissertation credit required by their graduate program. Students must register for thesis or dissertation in the appropriate increments of credit hours (determined by their program) during those semesters in which they are engaged in the research or in the writing of the thesis or dissertation. If students have completed the maximum number of hours allowed by their program for thesis, dissertation or research project courses but still have not completed the final document, they must register for at least one hour of Thesis Continuance, Dissertation Continuance or Research Project Continuance each semester while they are completing their research or writing. NOTE: The continuous enrollment course GRAD 597 cannot be used as a thesis or dissertation continuance course.

Policy Number	1300
Policy Name	Dissertation and Thesis Grading
Date of Current Version	July 2006

Overview

This policy explains the process of grading a thesis or dissertation.

Policy

An IP (in progress) grade will be automatically posted for a thesis, dissertation or research project until the thesis, dissertation or research project has been completed and approved by the thesis/dissertation committee. Faculty and students may view this grade on e-campus. A grade of NC (no credit) will be automatically entered for Thesis, Dissertation or Research Project Continuance hours. After the thesis, dissertation or research paper is completed and delivered to The Graduate School for final processing, the Registrar's Office will be notified to enter a final grade of satisfactory or unsatisfactory.

Policy Number	1370
Policy Name	Time Limitations
Date of Current Version	February 2003

Overview

This policy describes The Graduate School's position on time limitations for graduate credits earned.

Policy

Master's and Educational Specialist Students

Master's and educational specialist students must complete all degree requirements within six years. Academic credit, including transfer credits taken before enrollment in the graduate program, that was completed more than six years before the date at which the master's or educational specialist degree is awarded may **not** be used to satisfy the degree requirements. Students may submit a written petition through their adviser, graduate program coordinator, and academic unit head to the dean of The Graduate School to receive extensions of time in the event of extenuating circumstances. Such requests must be received at least one month prior to the end of the student's original six-year time limit.

A student whose status is deactivated, but later is reactivated through reapplication to The Graduate School, may not count the six-year time limit as beginning on the date of reactivation.

Doctoral Students

Doctoral students must complete all degree requirements within eight years. Academic work, including transfer credits taken before enrollment in the graduate program, that was completed more than eight years before the date at which the doctoral degree is awarded may not be used to satisfy the degree requirements. Students may submit a written petition through their adviser, graduate program coordinator, and academic unit head to The Graduate School to receive extensions of time in the event of extenuating circumstances. Such requests must be received at least one month prior to the end of the student's original eight-year time limit.

A student whose status is deactivated, but later is reactivated through reapplication to The Graduate School, may not count the eight-year time limit as beginning on the date of reactivation.

Policy Number	1380
Policy Name	Transfer Credit
Date of Current Version	February 2003

Overview

Students who wish to receive graduate credit for courses taken prior to entering a JMU graduate program must submit requests to their adviser during the first semester of enrollment. The Approval of Transfer Credit form is available online at <http://www.jmu.edu/grad/current/forms.shtml>.

Policy

A grade of “B” or better must be earned in courses requested for transfer credit. Courses taken for pass/fail or satisfactory/unsatisfactory grades will not be accepted for transfer graduate credit. An official transcript showing the credits approved for transfer must be forwarded to The Graduate School.

Under no circumstances will more than one-half of the total graduate credits required for completion of a program be considered for transfer/inclusion in the student’s program of study. This includes any hours taken at JMU prior to acceptance. In the case of variable credit programs, the one-half maximum transfer hours allowed will be calculated based on the minimum number of hours required for the degree. Students may not transfer in more than 9 credit hours from institutions other than JMU.

Transfer credit applications must be approved by the major adviser, academic unit head, and the dean of The Graduate School. Exceptions to the policy may be considered on a case-by-case basis.

It is the student’s responsibility to furnish evidence that any course presented for transfer of credit is applicable to a comparable degree at the accredited institution where the course was taken. If the necessary information is not on the official transcript, it must be obtained in writing from the appropriate dean of the institution where the course work was earned. In all cases, courses considered for transfer of credit must be applicable to a comparable degree at JMU. Courses that are not intended by the institution offering them to be part of a degree program, such as extension and in-service courses, are not acceptable for transfer to JMU.

Credits earned to complete a previous graduate degree may not be applied to a second graduate program at JMU at the same degree level. However, previously earned graduate credit earned as a part of a master’s degree program from an accredited institution may be counted toward the degree requirements of a higher level degree, such as the Master of Fine Arts, Educational Specialist and doctoral degrees. Academic work, including transfer credit, taken more than six years before the master’s degree award date or eight years before the doctoral degree award date may not be used to satisfy the degree requirements. No transfer credit will be approved while a student is in provisional status.

Students must familiarize themselves with their specific program requirements as discussed in the academic sections of the *Graduate Catalog*. Individual programs will have detailed information relative to the acceptance of credit hours toward their degrees.

Policy Number	1390
Policy Name	Unsatisfactory Progress
Date of Current Version	February 2004

Overview

If, at any time, a graduate student fails to make satisfactory progress toward the degree, the student may be denied permission to continue in the program. Such a decision may be reached by the student's major adviser, academic unit head, or graduate program coordinator and will be referred to The Graduate School for final action.

Policy

A student will be dismissed from the degree program or provisional status will be revoked if the student receives an "F" or "U" in any graduate course or a total of three "C" grades in his or her graduate program. A student dismissed from the degree program may not enroll in any graduate-level courses for a period of one year. Students who want to return to the university must re-apply and be re-accepted in the usual manner.

Students who receive two "C" grades in graduate courses or a GPA of below 3.0 will be placed on academic warning and will receive written notification. This academic warning will be noted on the student's transcript. All credits attempted and all grades earned, whether passing or failing, will be used to calculate a student's grade point average.

In some cases, graduate students may take undergraduate courses as part of their program of graduate study. The GPA includes undergraduate courses taken during graduate study. However, if an undergraduate course places a student's GPA below 3.0, it will not place the student on academic warning or prevent the student from graduating.

Policy Number	1400
Policy Name	Withdrawal from the University or a Graduate Program
Date of Current Version	August 2004; revised September 2008

Overview

This policy describes The Graduate School's requirements for withdrawing from the university or a graduate program.

Policy

Graduate students withdraw from their programs when they terminate enrollment before completing a regular semester or summer session for which they have enrolled. Students who decide to withdraw during the first three weeks of the semester must complete the Cancellation/Non-Returning/Leave of Absence Notice available at <http://www.jmu.edu/registrar/forms.shtml> and submit it to the Office of the Registrar. Students desiring to withdraw after the third week of the semester must contact the Office of Student Withdrawal at (540) 568-6183.

The Office of Student Withdrawal must approve such withdrawal requests, set the official withdrawal date and notify other university offices of the withdrawal. Strict compliance with this requirement is mandatory.

A student who voluntarily withdraws from his or her graduate program without receiving official approval will receive a grade of "F" for all courses in which he or she is enrolled. A student voluntarily withdrawing with official approval will receive a grade of "W," "WP" or "WF" in all courses. A grade of "W" will be assigned to students who withdraw from a course after the add/drop deadline but before the end of the course adjustment deadline. A grade of "WP" or "WF" (according to the status of the student at the time of withdrawal) will be assigned to students who withdraw after the course adjustment deadline at the discretion of the instructor.

It may also be necessary for a graduate student to withdraw due to extenuating circumstances. Withdrawal for extenuating circumstances must be approved by the student's graduate coordinator and the dean of The Graduate School. A student who withdraws because of extenuating circumstances will also receive a grade of "W," "WP" or "WF" in all courses.

Students who withdraw from their graduate program will be responsible for tuition as determined by the Office of the Registrar and may be subject to a change in their financial aid status.

No adjustment in charges will be made unless the withdrawal form is received by the Office of Student Withdrawal within 30 days after the student leaves the campus or does not attend classes.

Withdrawal from a graduate program is the equivalent of withdrawal from the university.

Policy Number	1410
Policy Name	Withdrawal from Courses
Date of Current Version	August 2004

Overview

This policy describes The Graduate School's requirements for withdrawing from courses.

Policy

A student may terminate enrollment in a course by withdrawing from the course after the drop deadline. A student who withdraws from a course will receive a grade of "W" for the course, and this grade will be recorded (and remain) on the student's transcript regardless of the status of the student in the course at the time of the withdrawal. In extraordinary situations, a student who becomes unable to complete some course requirements after the course adjustment deadline has passed may request a grade of "WP" or "WF" from the instructor. The form (e.g., verbal, written) and timing of such requests are determined by individual instructors; the student is responsible for ensuring that the request is made in an appropriate manner and at an appropriate time. In response to such a request, the instructor may choose to record a grade of "WP" or "WF" but is not obligated to do so (and may record any grade other than "W"). The course instructor may also suggest that the student contact the JMU Office of Student Withdrawal about withdrawing from the university. Withdrawing from a course will not result in a tuition reduction.

Students considering withdrawing from a course should be aware that graduate and professional schools and future employers might hold differing opinions on a student's withdrawal from a course. For this reason, a student should withdraw from a course only after serious consideration.

Policy Number	1430
Policy Name	The Family Educational Rights and Privacy Act of 1974 (FERPA)
Date of Current Version	July 2006

Overview

James Madison University adheres to and annually informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This act, with which the institution intends to fully comply, was designated to protect the privacy of educational records. Under the Family Educational Rights and Privacy Act (FERPA) students have certain rights with respect to their education records.

Policy

These rights include:

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access

Students should submit to the registrar, dean, head of the academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading

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

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent

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

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

The right to file a complaint with the U.S. Department of Education concerning alleged failures by James Madison University to comply with the requirements of FERPA

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

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

Policy Number	1440
Policy Name	University Residency
Date of Current Version	July 2006

Overview

Policy

Graduate students must register a local address with The Graduate School office prior to initial registration for classes. All changes in local address must be registered with the Office of the Registrar. This can be done through e-campus, online at <http://www.jmu.edu/registrar>.

Policy Number	1450
Policy Name	Admission of Veterans
Date of Current Version	July 2006

Overview

Policy

The Graduate School encourages veterans to apply for admission as full- or part-time students. For information, contact:

Veterans Coordinator

Office of the Registrar, MSC 3528

James Madison University

Harrisonburg, VA 22807

(540) 568-6569

Policy Number	1460
Policy Name	Criminal Background Check
Date of Current Version	July 2006

Overview

Policy

Programs may require a criminal history check as part of the final admissions process. The applicant should consult the program to which he or she is applying for more detailed information. Applicants are responsible for any fees associated with background checks.

Procedures

Application Procedures.....	67
Supplement to Policy 1020.5, Application	
Appointment to the Graduate Faculty Procedure.....	69
Supplement to Policy 2102, Appointment to Graduate Faculty	
Grade Review Procedures.....	71
Supplement to Policy 1180, Grade Review	
Teaching Licenses Procedure	73
Supplement to Policy 1330, Teaching Licenses	
Transfer of Courses into a JMU Graduate Program Procedure	74
Supplement to Policy 1380, Transfer of Courses into a JMU Graduate Program	

Procedure Number	1020.5
Procedure Name	Application Procedures
Date of Current Version	September 2006; revised September 2008

Overview

This policy describes the approved methods for applying for admission to The Graduate School.

Policy

Prospective students must submit their applications and supplemental materials online through The Graduate School Web site at <http://www.jmu.edu/grad/prospective/>. Students who need a paper format due to a disability should contact the Office of Disability Services to determine their eligibility for accommodations in the application process (paper applications require a \$65 fee).

JMU does not allow students to apply to more than one graduate program per application form. Information regarding financial aid may be accessed online at <http://www.jmu.edu/grad/finassist.shtml> or <http://www.jmu.edu/finaid>. Class schedules are available online at <http://www.jmu.edu/registrar>.

The current graduate catalog may be purchased from the JMU Bookstore, or accessed online through The Graduate School Web site at <http://www.jmu.edu/gradcatalog/08>.

The following information must be submitted online:

- Official graduate application form
- \$55 nonrefundable fee¹

¹ Graduate applications will not be processed without application fees. Application fees cannot be waived, except for McNair Scholars. Payment must be made online: The JMU Graduate School will not accept paper checks with applications submitted online.

The following information must be sent to The Graduate School:

- Official transcripts sent directly from all previously attended institutions.
- Official standardized tests scores (GRE, GMAT, etc.), sent directly from the testing center.

Transcripts should be mailed to:

The Graduate School, MSC 6702
James Madison University
Harrisonburg, VA 22807

Many graduate programs have specific deadlines for application review: Consult the specific academic program.

International Student Applications

JMU encourages applications for graduate study from qualified international students. To assure that the university qualifies with the U.S. government as an educational institution serving international students, certain criteria must be met.

All initial inquiries for international admissions must be conducted through The Graduate School. Correspondence with particular departments or program coordinators is strongly discouraged. Applicants residing outside the United States must allow 12 months between application for admission and the requested enrollment semester.

In addition to the general application requirements of The Graduate School, all international students applying for admission to a graduate program must:

- Have the necessary ability and educational background to benefit from experiences in this institution.
- Demonstrate proficiency in English sufficient to carry a full program of graduate study through submission of a satisfactory score on the Test of English as a Foreign Language (TOEFL). Examples of acceptable scores include 570 on the paper-based version and 88 on the internet-based version. For more information, visit <http://www.toefl.org>.
- Have all funds necessary for expenses during the entire period of the student's stay without resorting to employment while in the United States. A form for this purpose is accessible at: <http://www.jmu.edu/grad/prospective/international.shtml>. Although the university has no financial assistance reserved exclusively for international students, after being enrolled for at least one full semester international students are permitted to compete for financial aid with other graduate students.
- Submit a credential evaluation of the academic record to ensure that it is comparable to a U.S. baccalaureate degree. External evaluators are listed online at <http://www.jmu.edu/grad/prospective/international.shtml>.

- An International Student Adviser form must be completed if the applicant is currently in the U.S. on a student (F-1 or J-1) visa and wishes to transfer the visa to JMU. This form is available at <http://www.jmu.edu/grad/international/>.
- Enter the United States on a valid student or other visa.

For further information regarding international student applications, contact:

International Graduate Admissions
The Graduate School, MSC 6702
James Madison University
Harrisonburg, VA 22807
(540) 568-5160

kilbywc@jmu.edu

Requests for information concerning federal regulations, visa and health insurance should be directed to:

Director, Office of International Student and Faculty Programs
MSC 8003
James Madison University
Harrisonburg, VA 22807

<http://www.jmu.edu/international/intlstudents/>

Appendix

[Official graduate application form](#)

Procedure Number	2102.5
Procedure Name	Appointment to the Graduate Faculty Procedure
Date of Current Version	August 2006 revised September 2008

Overview

Faculty members at James Madison University who teach graduate courses must be approved by The Graduate School as members of the graduate faculty.

Procedures

New Graduate Faculty Appointment

The faculty member seeking appointment initiates application for Graduate Faculty status by completing the form *Recommendation for Initial Appointment to Graduate Faculty, Graduate Instructorship or Adjunct Faculty* available electronically on The Graduate School Curriculum Board. A curriculum vita must also be uploaded to the Curriculum Board. All items must be posted on the website at least fifteen (15) days prior to the scheduled meeting date of the Graduate Council.

The electronic form must be approved by the appropriate academic unit head, the chair of the college Graduate Governance Committee if applicable, and the college dean. The Graduate Council reviews and votes electronically on applications submitted. As chair of the Graduate Council, the dean of The Graduate School approves the application after affirmative vote by the Graduate Council.

Upon approval, acknowledgement is sent to the individual, the academic unit head, and the college dean.

Appointment to the Graduate Faculty status is not permanent. Status is reviewed annually by individual academic units. Members of the Graduate Faculty must continue to meet the criteria for appointment and satisfy university policies and professionals standards.

New faculty hired with the expectation that their responsibilities include graduate instruction, advising and supervision will apply to be appointed as either Graduate Faculty or Graduate Instructor according to the criteria listed on the Recommendation form and any additional departmental criteria on file with The Graduate School.

New faculty hired to departments that do not offer graduate programs and/or with no expectation that their responsibilities will include graduate instruction, advising and supervision, are not normally expected to apply for graduate faculty/instructor status.

Reappointment of Graduate Faculty

Prior the beginning of the fall semester, The Graduate School will submit to the head of each academic unit a list of current graduate faculty, graduate instructors, emeritus graduate faculty, adjunct graduate faculty, adjunct graduate instructors, and adjunct clinical graduate instructors on the Graduate Faculty/Instructor Annual Update Report form, with instructions for completing the form. By mid-September, the academic unit head will return the completed form to The Graduate School, confirming the following for each graduate faculty member in each category:

The continue to meet eligibility criteria

They received at least a satisfactory annual performance evaluation.

If eligibility criteria are met and/or performance is unsatisfactory, graduate faculty status will expire.

At the time of this annual review, academic unit heads may change the status of graduate instructors if they now meet the criteria for graduate faculty.

Withdrawal of Graduate Faculty Membership

Withdrawal of Graduate Faculty membership may be accomplished by recommendation of the appropriate academic unit head or when a periodic review reveals that the member no longer meets eligibility criteria.

Appendix

[Recommendation for Appointment to Graduate Faculty](#)

Procedure Number	1180.5
Procedure Name	Grade Review Procedures
Date of Current Version	August 2004

Grade Change Review Procedure

The only basis for a grade change appeal is an error in grade assignment or calculation. If a student believes that a grade was assigned in error because of a mistake in calculation or an error in recording, to resolve the discrepancy, the student should consult the professor(s) involved before the Friday of the second full week of classes in the regular semester following the semester of the contested grade. Requests for review of spring semester or summer session grades must be initiated no later than the Monday of the third full week of classes in the subsequent fall semester. If the professor agrees that a change should be made, the professor should submit a Grade Change form and forward it to the academic unit head or graduate coordinator for signature. A copy will be forwarded to the dean of The Graduate School.

Grade Review Procedure

If a student disputes a grade for any other reason than error in grade assignment or calculation, the student can initiate a formal grade review process. To activate the grade review process, the student must follow these steps.

1. The student submits a [Grade Review form](#) to the appropriate professor by Monday of the third full week of classes in the regular semester that follows the semester for which the contested grade was given. The student must attach a written explanation of reasons for the appeal, including any documentation relating to the disputed grade. Requests for review of spring semester or summer session grades must be initiated no later than the Monday of the third full week of classes in the subsequent fall semester.
2. The student meets with the course instructor by Friday of the third full week of classes to attempt to resolve the concern.
 - If the student and the course instructor reach an agreement that the grade should be changed, the course instructor changes the grade by submitting a [Grade Change form](#) to the appropriate academic unit head or graduate coordinator for that individual's signature. A copy of this signed Grade Change form will be forwarded to the dean of The Graduate School. For graduate students whose grade of "C," "U" or "F" is to be changed, notice of the grade change must be sent to The Graduate School before that change occurs.
 - If no resolution is reached, the instructor signs the Grade Review form and records a written response on the reverse side of the form. The instructor returns the original copy of this form to the student, retains a copy of the form for his or her personal records and forwards a copy to the relevant academic unit head or graduate coordinator by Friday of the fourth full week of classes.
3. The student must contact the relevant academic unit head or graduate coordinator by Friday of the fifth full week of classes in order to request review of statement and response.
4. The academic unit head or graduate coordinator meets with the student and confers with the relevant course instructor.
 - The academic unit head or graduate coordinator signs the Grade Review form and records a written response on the reverse side of the form by Friday of the seventh full week of classes. The student receives the original copy of this form. The relevant course instructor receives a copy of the form and the sender retains a copy of the form.
 - If all involved parties agree that the grade should be changed, the course instructor submits a Grade Change form to the academic unit head or graduate coordinator and the appropriate individual signs the form. A copy of the form will be forwarded to the dean of The Graduate School. Notice of the grade change must also be sent to The Graduate School before the grade change occurs for graduate students who have a grade of "C," "U" or "F" changed to some other grade.

After the review process outlined above has been completed, a student can also request that the form, documentation and responses be reviewed by the dean of the college in which the course was taught. The college dean's responsibility is only to ascertain whether all parties have had an opportunity to present all relevant facts and have received a fair and impartial hearing at each level. To enter this phase of the process, a student must follow this procedure.

1. The student contacts the dean by Friday of the eighth full week of classes and requests that the dean review the overall process.

2. The dean of the relevant college reviews the process to be sure the student and the faculty member have had a fair hearing.
 - If the relevant college dean believes that due process was not followed during the review process, he or she consults with the relevant professor and academic unit head or graduate coordinator to resolve the dispute.
3. The dean sends a written response to all involved parties by Friday of the 10th full week of classes. This written response is appended to the Grade Review form. The dean returns the original copy to the student, retains a copy and sends a copy to the relevant academic unit head or graduate coordinator and the relevant instructor.
 - If it is agreed that the student's grade should be changed, the relevant course instructor submits a Grade Change form to the academic unit head or graduate coordinator. The recipient then signs the form and forwards a copy to the dean. Notice of the grade change must also be sent to The Graduate School before the grade change occurs for graduate students who have a grade of "C," "U" or "F" changed to some other grade.

There is no further review beyond the dean of the relevant college. The entire process will not extend past the end of the semester following the contested grade with the exception of grades given for summer session courses.

Procedure Number	1330.5
Procedure Name	Teaching Licenses Procedure
Date of Current Version	March 2004

Procedure

Some candidates in programs leading to the Master of Arts in Teaching, Master of Science in Education or Master of Education degrees do not hold the Collegiate Professional License. These candidates must meet requirements for admission and retention in the JMU Teacher Education Program and should contact the Education Support Center, Maury Hall, Room 110, or their education adviser immediately upon acceptance into their program of study. The requirements for licensure must be met before the degree is conferred.

This requirement may be waived by the dean of The Graduate School in exceptional cases, upon the petition of the graduate program coordinator. As a general rule, however, students with a minor in higher education are not required to hold the Collegiate Professional License.

Procedure Number	1380.5
Procedure Name	Transfer of Courses into a JMU Graduate Program
Date of Current Version	February 2003

Procedure

Students who wish to receive graduate credit for courses taken prior to entering a JMU graduate program must submit requests to their adviser during the first semester of enrollment. The Approval of Transfer Credit form is available online at <http://www.jmu.edu/grad/current/forms.shtml>.

Transfer credit applications must be approved by the major adviser, minor adviser (if applicable), major academic unit head, and the dean of The Graduate School. Exceptions to the policy may be considered on a case-by-case basis.

Appendix

[Approval of Transfer Credit form](#)