

# *The Graduate School*

## *Policies and Procedures*

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Policy Number	1000
Policy Name	<b>Academic Loads</b>
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 conditionally or 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 conditional or 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 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	<b>Academic Warning</b>
Date of Current Version	July 2015

**Overview**

This policy explains academic warnings for graduate students.

**Policy**

A graduate student will receive a notice of academic warning upon receiving a grade of "C" in any two graduate courses or if the student's grade point average falls below 3.0. 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.

Policy Number	1020
Policy Name	<b>Admission: General</b>
Date of Current Version	June 2008; Revised May 2013; Revised July 2015

## 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 Commission on Colleges 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 website for specific requirements.

### ***General Application Procedures***

Prospective students must submit their applications online through [The Graduate School website](#). For details, refer to <http://www.jmu.edu/grad/prospective>. As an applicant, a student will have access to JMU's MyMadison interactive applicant center which allows users to view their application status, read JMU news and announcements, and utilize tutorials and frequently asked questions for applicants. Upon successful submission of an application, the applicant will receive an electronic response confirming receipt of the online application, as well as instructions on activating their JMU electronic identification (eID) as an applicant. Applicants can access the Applicant Center on [MyMadison](#), JMU's student information system, to track the status of applications. Once the application has been reviewed by the program to which the prospective student applied, the program will submit a recommendation to [The Graduate School](#). Applicants will be able to view their admission decision in the Applicant Center. 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/finaid>. Class schedules are available online at <http://www.jmu.edu/registrar>.

### ***Submission of Materials for Application***

The following information must be submitted online:

- Official graduate application
- \$55 nonrefundable fee <sup>1</sup>
- Transcripts of all prior undergraduate and graduate course work and degree confirmations should be submitted with the electronic application in the space provided, which will be used by the department for consideration for admission. Accurate but unofficial transcripts are acceptable. Do not have official transcripts sent to The Graduate School unless notified to do so by [The Graduate School](#).

- The official standardized tests scores ([GRE](#), [GMAT](#), etc.) sent directly from the testing center. The JMU graduate institution code is 5392 (1043 for CSDCAS applicants).
- Letters of Recommendation (if applicable)
- Program specific requirements (if applicable)

1 Paper applications require a \$65 fee. Graduate applications will not be processed without application fees. Payment must be made online. Application fees cannot be waived, except for McNair Scholars. Contact the Director of Graduate Admissions and Student Records for required documentation.

### ***Application Deadlines***

The Graduate School has a rolling admission policy. However, many individual graduate programs may have different deadlines. Refer to specific academic programs for details at <http://www.jmu.edu/grad/programs/index.shtml>.

### ***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 directors 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) or the International English Language Testing System (IELTS). Examples of acceptable TOEFL scores include 570 on the paper-based version, 88 on the internet-based version, or 7.0 on the International English Language Testing System (IELTS). For more information, visit <http://www.toefl.org> or [www.ielts.org](http://www.ielts.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/index.shtml>
- 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/credential\\_evaluations.shtml](http://www.jmu.edu/grad/prospective/international/credential_evaluations.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/prospective/international/index.shtml>.
- Enter the United States on a valid student or other visa.

International students requiring English language preparation should refer to [http://www.jmu.edu/grad/prospective/international/english\\_language\\_training.shtml](http://www.jmu.edu/grad/prospective/international/english_language_training.shtml).

Students who are conditionally admitted to JMU's graduate degree programs may fulfill their English language requirements by enrolling in EMU's Intensive English Program (IEP).

For further information regarding international student applications, contact:

International Graduate Admissions  
The Graduate School, MSC 6702  
James Madison University  
Harrisonburg, VA 22807  
(540) 568-6131  
<http://www.jmu.edu/grad/prospective/international/index.shtml>

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/iss>

### ***Application Status***

***MyMadison is a real-time accounting of the status of applications. Applicants have access to the interactive Applicant Center, which allows them to view their application status, read JMU news and announcements, and utilize tutorials and frequently asked questions for applicants.***

### ***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 program director 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 accept or decline 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 program director 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 program director 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	1450
Policy Name	<b>Admission of Veterans</b>
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  
[www.jmu.edu/registrar](http://www.jmu.edu/registrar)

Policy Number	2000
Policy Name	<b>Annual Review of Admission Policies and Procedures</b>
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 SACSCOC 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 website and any program recruitment publications.

Policy Number	1030
Policy Name	<b>Application for a Graduate/Doctoral Degree</b>
Date of Current Version	September 2006; Revised July 2015

## Overview

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

## Policy

Students must submit an application for graduation, available from The Graduate School website. Students are also responsible for consulting their advisers or The Graduate School website regarding deadlines for graduation.

The Application for Graduate Degree form must be approved by the student's adviser and the academic unit head or graduate program director. Students are responsible for obtaining all necessary signatures to complete the Application for Graduate Degree form. Students should complete all requirements of their catalog of record or complete a program of study. 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 Degree form and be forwarded to The Graduate School.

Students completing a dissertation must submit the dissertation title to The Graduate School by the deadline set by The Graduate School for this information to be included in the commencement program

## Appendix

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

Policy Number	1040
Policy Name	<b>Attendance at Commencement</b>
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	<b>Auditing Graduate Courses</b>
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	<b>Credit By Examination</b>
Date of Current Version	July 2006

## Overview

Credit by examination is an option that programs can exercise.

## 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.

Policy Number	1060
Policy Name	<b>Change of Program</b>
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 (indicating "Change of Program"), 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.

The student will be notified by letter if the change of program request has been accepted or denied by the graduate program director.

Policy Number	1070
Policy Name	<b>Changes in The Graduate School Policies and Programs</b>
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 program director and must detail the regulation and justify completely the exception being requested.

Policy Number	1170
Policy Name	<b>Comprehensive Assessment</b>
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	<b>Comprehensive Assessment Committees</b>
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 director 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	<b>Comprehensive Assessment Failure and Continuance</b>
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 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 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:	<b>Continuous Enrollment</b>
Date of Current Version:	March 2004; Revised July 2015

## Overview

All students enrolled in graduate degree programs must register for a minimum of one 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.

The following are circumstances 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 required for their program of study during the semester they are scheduled to graduate.
- If a student's graduation must be delayed while he or she completes a dissertation or thesis, the student should register for thesis or dissertation continuance rather than GRAD 597.
- If a student's graduation must be delayed because he or she received 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 option appropriate to their program of study.

### ***Exemption from the Continuous Enrollment Requirement***

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

1. **Leave of Absence:** The Office of the Dean of Students may grant a temporary leave of absence to students who demonstrate sufficient cause to justify such a leave. Students who feel their circumstances justify a leave should contact the Office of the Dean of Students to discuss the possibility of a leave of absence, the consequences of interrupting their program of study and the conditions that will need to be satisfied to return to the university. The Office of the Dean of Students is responsible for granting these leaves. The Office of the Dean of Students works with the graduate program director and The Graduate School when determining if and when a student on leave can return to the university.

Whenever possible, students should discuss with their adviser and/or program director the impact a leave of absence would have on their ability to eventually complete their program of study. In some programs, it may be difficult or impossible for a student to complete their program of study when they do not continue with their cohort.

2. **Planned Leave of Absence:** Occasionally, students may not be expected to enroll in courses every semester because of the design of their academic program. Examples include programs designed for working professionals that may only offer classes during summer sessions or some programs offered online. The Dean of The Graduate School approves the offering of courses in these special formats, and students enrolled in these special format programs may be automatically exempt from the continuous enrollment requirement. Students enrolled in these special format programs must complete all degree requirements within the time limits established by The Graduate School.

Except for extenuating circumstances requiring approval from 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.

Students in on-leave status may not:

- use any university facilities
- make demands upon faculty time
- receive a fellowship or financial aid

A graduate student who takes an unapproved break in enrollment by failing to maintain continuous enrollment or by failing to obtain a Leave of Absence 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.

### ***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 SACSCOC 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 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.

### **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	<b>Course Completion Deadlines</b>
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 the *Graduate Catalog* for exact dates.

Policy Number	2030
Policy Name	<b>Course Numbering System</b>
Date of Current Version	August 2004; revised September 2012

## 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. Courses numbered 500-700 are typically reserved for master's level study, while numbers above 701 are used for doctoral-level courses.

Some course numbers are reserved for certain types of courses. Programs should use:

- XXX 698 as Comprehensive Continuance
- XXX 699 as Thesis Continuance
- XXX 700 as Thesis or Thesis Research

Non degree-seeking students may enroll in graduate-level courses with prior written approval from the instructor.

### ***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.

### ***Dual-Level Courses***

Programs may develop dual-level courses, in which graduate and undergraduate students attend the same course meeting. For example, such courses may offer content concurrently on the 400 and 500 levels. Courses offered at dual levels may be no more than one course level apart, with the exception of performance courses in music. No undergraduate courses numbered below 400 may be taught as dual-level courses.

When using dual-level courses, higher quality and/or additional work is required of the students enrolled at the graduate level to ensure the additional rigor of graduate work. The additional requirements of graduate students in these dual-level courses must be evident in the course syllabus, which may be collected by The Graduate School for review. It is the responsibility of the academic unit head to review dual-level syllabi for adherence to this policy.

Policy Number	2040
Policy Name	<b>Courses Offered in Non-Traditional Formats</b>
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 SACSCOC 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	1460
Policy Name	<b>Criminal Background Check</b>
Date of Current Version	July 2006

**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.

Policy Number	1340
Policy Name	<b>Dissertation, Thesis and Ed.S. Project Committees</b>
Date of Current Version	August 2004; Revised July 2015

## Overview

This policy details the role and formation of a thesis, dissertation or Ed.S. Project committee.

## Policy

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

The following govern the selection of committee members:

- Each committee must consist of at least three approved members of the JMU graduate faculty. Full-time graduate faculty, graduate instructors, emeritus graduate faculty and adjunct graduate faculty may be selected to serve as members of the thesis, research project or dissertation committee. Only full-time graduate faculty participating in the student's program may direct or co-direct the committee.
- At least two of the three committee members must routinely participate in the student's graduate program. The dean of The Graduate School must approve non-graduate faculty members for thesis, research project or dissertation committees.
- Non-graduate faculty members shall make up no less than one-half of the total committee membership and may include persons external to the university.
- 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 student registers for dissertation or thesis.

## Appendix

[Thesis and Dissertation Committee Approval form](#)

Policy Number	1360
Policy Name	<b>Dissertation, Thesis and Ed.S. Project Continuance</b>
Date of Current Version	March 2004; Revised July 2015

## Overview

This policy explains the continuance necessary while completing a dissertation, thesis or Ed.S. Project.

## 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.

The continuous enrollment course GRAD 597 cannot be used as a thesis or dissertation continuance course.

Policy Number	1300
Policy Name	<b>Dissertation, Thesis and Ed.S. Project Grading</b>
Date of Current Version	September 2010; Revised July 2015

**Overview**

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

**Policy**

Faculty will post a grade of "S" (Satisfactory) or "U" (Unsatisfactory) for a thesis, dissertation or research project for each semester in which the student is enrolled. Faculty and students may view this grade on e-campus.

Policy Number	1350
Policy Name	<b>Dissertation and Thesis Requirements</b>
Date of Current Version	September 2010; Revised July 2015

## 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 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 or Ed.S. project pertain primarily to formatting and submission. These requirements provide a degree of uniformity and ensure that each thesis or dissertation is in a form suitable for archiving, is fully legible and can be preserved.

Students who submit a thesis or dissertation or Ed.S. project 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 the following steps. Students should:

- Consult their program requirements for guidelines on registering for their thesis and 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 The Graduate School to review the format of their project.
- Make necessary formatting changes.
- Obtain approval signatures.
- Submit online a final copy of their work and turn in approval sheets to The Graduate School.
- Submit a copy online to the library.

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

## Appendix

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

Policy Number	1130
Policy Name	<b>Doctoral Candidacy Request</b>
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 director 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	<b>Employment</b>
Date of Current Version	November 2001; Revised July 2015

## 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.

### ***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. Such employment requires formal permission from The Graduate School, in response to a request by the student's graduate director or adviser. The student and the director or adviser should carefully consider the potential effect of additional employment on the student's academic performance before granting permission for additional work.

Under the Affordable Care Act (ACA), part-time employees, including students receiving assistantships, may work no more than 29 hours per week. Additional employment must be approved prior to the initiation of work, and the number of hours worked in any given week must total 29 hours or less.

### ***Equal Employment Opportunity***

James Madison University does not discriminate on the basis of race, sex, color, national origin, religion, age, genetic information, sexual orientation, disability, veteran status, parental status, political affiliation and any other characteristic protected by university policies and/or state and federal laws 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 website at <http://www.jmu.edu/oeo/>.

Policy Number	2050
Policy Name	<b>Evaluation of Orientation and Advisement Programs</b>
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 SACSCOC requirement which states:

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

Policy Number	1150
Policy Name	<b>Faculty Advisers</b>
Date of Current Version	August 2004

**Overview**

All students admitted into to The Graduate School are assigned a faculty adviser. Graduate program 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	1430
Policy Name	<b>Family Educational Rights and Privacy Act of 1974 (FERPA)</b>
Date of Current Version	July 2006; Revised July 2015

## 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:

1. **The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.** Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll. The following is considered "Directory Information" at James Madison University and may be made available to the general public unless the student notifies the Office of the Registrar in person or in writing within five days after the first day of class registration:

Student's name, telephone numbers, addresses, major and minor fields of study, college of major and year (freshman, 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.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in

certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by James Madison University to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605.

For more detailed information concerning JMU's records policy see James Madison University, Policies and Procedures, Policy 2112, The Family Educational Rights and Privacy Act at <http://www.jmu.edu/JMUpolicy/2112.shtml>.

Policy Number	1160
Policy Name	<b>Foreign Language</b>
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	<b>Grade Review</b>
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.

## Appendices

[Grade Review Procedure](#)

[Grade Appeal form](#)

Policy Number	1190
Policy Name	<b>Grading System</b>
Date of Current Version	September 2010

## 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.]	
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."
- 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	2020
Policy Name	<b>Certificates: Approving, Implementing and Administrating Graduate Certificate Programs</b>
Date of Current Version	November 2010; Revised January 2013; Revised February 2015

## Overview

This policy applies to all certificate programs involving courses numbered 500 or above offered by JMU academic units.

## Policy

### **1. Authority**

The Graduate School governs the approval process for establishing graduate certificate programs through the JMU graduate certificate C&I process. Outreach and Engagement governs the process for administering graduate certificate programs. All applicants must apply through Outreach and Engagement. Applicants apply online through the Outreach and Engagement website for an established graduate certificate program.

### **2. Definitions**

A GRADUATE CERTIFICATE PROGRAM is any voluntary, non-degree, prescribed graduate course of study, which upon satisfactory completion results in the awarding of a certificate. A certificate program at the graduate level should consist of a minimum of six credit hours to a maximum of 18 credit hours, but the required hours may be adjusted in accordance with the guidelines of outside accrediting agencies. This distinguishes a graduate certificate program from workshops, seminars or conferences.

A GRADUATE CERTIFICATE PROGRAM DIRECTOR is the individual responsible for academic unit coordination, administration and decision-making regarding the certificate program. This person serves as the primary contact with Outreach and Engagement regarding the certificate program. This individual is also responsible for advising students on academic matters related to the certificate program and coordinating program assessment.

### **3. Program Development and Approval**

A graduate certificate program may be created and developed by JMU faculty. A representative from Outreach and Engagement must be involved in the development of graduate certificate programs to guarantee accurate oversight and administration of the graduate certificate program.

To ensure that graduate certificate programs meet the academic standards required of all JMU programs, graduate certificate programs must be reviewed and approved through the graduate certificate C&I process. This process requires that the certificate program proposal be prepared jointly by the originator and an O&E representative. The proposal must be approved by the head of the academic unit in which the program will reside, the dean of that college, the appropriate college C&I committee, graduate council and the vice provost for academic development. Programs that will be offered at an off-site location must be approved a minimum of six months before the program is scheduled to begin promotion and admit students.

#### **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 graduate 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).
- 3.2.1 Credit courses comprising this type of certificate program must be approved through the official graduate C&I process.
- 3.1.2 The graduate certificate program should go through the official graduate certificate C&I process for a new program.
- 3.1.3 While the proposing individual or program is responsible for graduate certificate approval, development of certificate programs must be done in coordination with Outreach and Engagement.
- 3.1.4 Proposals for graduate certificate programs must include a plan for assessment. Graduate Program Directors are responsible for the creation of an assessment plan, collection of data and final reporting of assessment results.

#### **4. Graduate Certificate Program Implementation**

##### **4.1. General**

- 4.1.1 A graduate certificate program director must be designated for each graduate certificate program. A secondary contact is desired.
- 4.1.2 Each graduate certificate program must have clearly articulated requirements that a student must meet in order to successfully complete the graduate certificate program and receive a certificate. These requirements, typically a series of courses and information regarding completion conditions such as GPA, must be detailed as part of the graduate certificate C&I process.
- 4.1.3 Graduate certificate program requirements must be provided to enrolled students prior to beginning course work.

##### **4.2. Graduate Certificate Program Application Fees**

- 4.2.1. An application fee of \$45 is required for each graduate certificate program application.
- 4.2.2. Any prerequisite requirements for entry into the graduate certificate program should be stated on marketing materials and application instructions (i.e., Baccalaureate degree required, specific skills or abilities required).
- 4.2.3. A completed Certificate Program Application Form must be on file with Outreach and Engagement in order for the student's file to be considered complete, and in order for the student to receive a certificate.

##### **4.3. Withdrawal from a Graduate Certificate Program**

- 4.3.1. Students must notify the graduate certificate program director and Outreach and Engagement if they must withdraw from their graduate certificate program for any reason. Students must also notify the Registrar's Office if they withdraw prior to census date and the Office of Student Withdrawals after census date.
- 4.3.2. 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 graduate certificate program and pay the application fee. Exceptions to this policy may be granted for extenuating circumstances at the discretion of the graduate certificate program director in consultation with the Outreach and Engagement.
- 4.3.3 For information on completion deadlines, see section 9.

#### **5. Graduate Certificate Program Enrollment**

- 5.1 The student must complete the graduate certificate program's application form and submit the form to Outreach and Engagement.
- 5.2 Graduate certificate program directors will review applications and determine the applicants' acceptance or denial. Applicant interviews are permitted and encouraged.

#### **6. Graduate Certificate Program Administration**

##### **5.1 General**

- 5.1.1 General administration of a graduate certificate program will occur within Outreach and Engagement.
- 5.1.2 At the completion of certificate program requirements, students must complete a Graduate Certificate Completion form. The form must be signed by the graduate certificate program director and the Senior Director of Outreach and Engagement.

- 5.1.3 Outreach and Engagement will maintain a file for each student enrolled in a graduate certificate program. A copy of the application form, transcripts, the Graduate Certificate Completion form and documentation of the student's satisfactory completion of program requirements will comprise the student's file. This documentation may include JMU transcripts, transcripts from other institutions where appropriate course work was completed, letters of support or other such documents deemed acceptable by the graduate certificate program director.
- 5.1.4 A certificate will not be issued until all documentation is present in the student's file in Outreach and Engagement, and the Graduate Certificate Completion form is verified.
- 5.1.5 Outreach and Engagement will issue the appropriate certificate to the student upon satisfactory completion of the program requirements at the request of the student.
- 5.1.6 When a student completes a graduate certificate program and the Graduate Certificate Completion form has been verified, Outreach and Engagement will send a copy of the signed form to the Office of the Registrar. Completion of a graduate certificate program will then be noted on the individual's official transcript.

### *5.2 Specific*

- 5.2.1 Graduate certificate program-specific administration will occur within the appropriate academic units(s).
- 5.2.2 Changes to graduate certificate program prerequisites, requirements or course of study options will occur at the program level in coordination with Outreach and Engagement and must go through the graduate certificate C& I process. Changes must be submitted promptly.
- 5.2.3 Changes in graduate certificate program director will occur at the program level, and Outreach and Engagement 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 Outreach and Engagement.

### **5.3 Student Advising**

- 5.3.1 Student advising will take place through the offering graduate certificate program.
- 5.3.2 Each graduate certificate program must have at least one Graduate Certificate Program Coordinator.
- 5.3.4 Outreach and Engagement 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) Graduate Certificate Completion form must be on file in Outreach and Engagement before a certificate is issued and graduate certificate program completion is noted on a student's transcript.
- 5.3.6 Students may not complete a certificate program while enrolled as a degree-seeking student in the same program.

### **7. Graduate Certificate Program Credit**

- 7.1 Graduate certificate programs are developed **primarily** for non-degree seeking students.
- 7.2 Enrolled degree-seeking students may be allowed to enroll in limited, specific certificate programs with the approval of their adviser, but no student will be allowed to double-count courses from a degree program toward a certificate.
- 7.3 Students who complete a graduate certificate program and receive credit (transcript notation, physical certificate or both) from JMU may not use those credits toward another degree at JMU.

### **8. Transfer Credit**

- 8.1 The graduate certificate program director will determine the maximum number of transfer credits (up to a maximum of 50% of the total program hours) that may be counted toward completion of the graduate certificate program. Approved transfer credits must be listed on an official Transfer of Credit form.
- 8.2 The graduate certificate program director will also determine whether this credit may be transferred from institutions other than JMU, from within JMU or both.

**9. *Timeline for Completion of a Graduate Certificate Program***

- 9.1 Students must complete their graduate certificate programs within three years of beginning the certificate program. A student who exceeds this time limit must reapply for the program and pay all applicable fees. Exceptions may be granted for extenuating circumstances upon the request of the graduate certificate program director and approval of Outreach and Engagement.
- 9.2 Students enrolled in a graduate certificate program may take no more than a 12-month absence while completing their program. A student who exceeds this time limit must reapply for the program and pay all applicable fees. Exceptions may be granted for extenuating circumstances upon the request of the graduate certificate program director and approval of Outreach and Engagement.
- 9.3 It is the responsibility of the graduate certificate program director to monitor students' completion of certificate programs.

Policy Number	2103
Policy Name	<b>Graduate Assistantships</b>
Date of Current Version	January 2005; revised September 2010; revised March 2013; Revised July 2015

## Overview

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.

## Policy

Assistantships typically include a stipend and tuition. The amount of the stipend can vary depending on the type of assistantship (doctoral assistant, graduate assistant, teaching assistant, etc.), the source of the funding and other factors. The tuition portion of the award can also vary and is especially impacted by a student's residency status. International students are eligible for assistantships.

Students will be awarded assistantships for a maximum of four academic semesters (exclusive of summer session) in most master's and educational specialist degree programs and a maximum of three years in the Master of Fine Arts and doctoral programs. Assistantships are typically limited to nine paid graduate hours of tuition each fall and spring semester, although doctoral assistantships can include summer terms. Contracts are usually written for an academic year. Assistantships may not cover the tuition for all courses required by an academic program. 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 the student's room and board expenses. No tuition or stipend is paid through the assistantship program for summer enrollment.

Acceptance of an offer of financial support—such as a graduate scholarship, fellowship, traineeship or assistantship—for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties. Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this resolution. Read the Council of Graduate Schools' Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants for full details (<http://www.jmu.edu/grad/files/cgs-resolution.pdf>).

### *Criteria*

To be eligible for assistantship consideration, students must:

- Be conditionally or unconditionally accepted into a specific graduate program (provisionally accepted students are not eligible for assistantships).
- Have official transcripts on file in The Graduate School indicating completion of the baccalaureate degree from a regionally accredited institution.
- Carry a full course load of nine credit hours during each semester of the assistantship.

### *Classification of Assistantships*

#### **Doctoral Assistant**

Doctoral assistants are assigned to academic units to assist faculty members in their responsibilities of teaching and/or research. Students enrolled in doctoral programs at JMU may serve as doctoral assistants. Doctoral assistantship stipend and tuition packages vary by program and may extend across all semesters, including summer.

#### **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. All full-time graduate students, including first semester students, are eligible for graduate assistantships.

### **Teaching Assistant**

A limited number of teaching assistantships are available in academic units offering major programs of graduate study. 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 a teaching assistantship to assist professors within the department with instructor related duties. All graduate students, including doctoral students, who have completed a minimum of 18 hours of appropriate graduate course work are eligible to serve as teaching assistants. In some cases, graduate assistants must complete specific courses in their academic programs to be eligible to serve as teaching assistants. In some cases, students must successfully complete specific courses in their academic programs to be eligible to serve as teaching assistants. Teaching assistants 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 assignment prior to completion and submission of all required forms.

Graduate students receiving stipends from Virginia state funds are occasionally permitted to accept JMU employment in addition to the 20 assistantship hours. Such employment requires formal permission from The Graduate School, in response to a request by the student's graduate director or adviser. The student and the director or adviser should carefully consider the potential effect of additional employment on the student's academic performance before granting permission for additional work.

Under the Affordable Care Act (ACA), part-time employees, including students receiving assistantships, may work no more than 29 hours per week. Additional employment must be approved prior to the initiation of work, and the number of hours worked in any given week must total 29 hours or less.

### **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 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.
- 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 assistantship through another department.

Students may apply for assistantship positions on JMU's JobLink website at <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. If a teaching assistantship is awarded and the student will be serving as the instructor of record, the hiring department will secure and maintain a current transcript for the hired student.

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.

***Academic Load***

The following academic load guidelines apply to all graduate assistants. Graduate assistants must:

- Carry nine credit hours each semester.
- Receive prior approval from the graduate program coordinator when planning to register for more than nine credit hours.
- Pay for any additional credit hours above the nine paid for by their assistantships.
- Pay for the additional cost of any Web-based courses.
- Not take fewer than nine credit hours without prior written approval from The Graduate School. This underload of classes to no fewer than six credit hours is allowed only once during a graduate career.

For courses to be covered by assistantship funding, graduate assistants must enroll each semester during the regular registration period(s) and prior to the tuition refund date as published by the Office of the Registrar. Students who register for additional courses after this time will be personally responsible for additional tuition and fees. Students who drop courses after the tuition refund date will be responsible for tuition and 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 Office of the Dean of Students if all courses are dropped to withdraw from the university.

***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 course work 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. In some cases, students may be expected to pay the university for tuition for the current semester.

***Evaluation of Graduate Assistants***

***All graduate assistants must be evaluated annually. The format and timing of the evaluation is at the discretion of the hiring department. Evaluations should be kept on file in the hiring department for five years.***

***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 Commission on Colleges.

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	<b>Graduate Council Membership and Voting Quorum</b>
Date of Current Version	September 2010

## 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

## 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	<b>Graduate Degree Completion Requirements</b>
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 all courses required for the intended degree. At least one-half of the courses in the student's required plan of study must be at the 600-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 an appropriate GPA. The standard for graduation is a 3.0 or higher GPA.
- Be enrolled in a course other than GRAD 597 during the semester in which he or she plans to graduate. 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. 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 meets 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. 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.

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

<http://www.jmu.edu/grad/current-students/thesis-dissertation/information.shtml>

Policy Number	2102
Policy Name	<b>Graduate Faculty Appointments</b>
Date of Current Version	September 2010; Revised February 2013; Revised June 2015

## Overview

Faculty members at James Madison University who teach graduate courses must be approved by The Graduate School as members of the graduate faculty. This policy applies to all instructional faculty members at the university. It also applies to administrative and professional (A&P) faculty members who are considered or apply for graduate faculty status.

## Policy

Faculty members may be appointed to the graduate faculty when they are hired, if their responsibilities will include graduate instruction and advising and/or supervision and if they meet the criteria for graduate faculty status.

Current faculty members whose responsibilities change to include graduate instruction, advising and/or supervision are eligible to apply to become members of the graduate faculty by using the procedures outlined in this policy. Adjunct clinical graduate instructors may be given graduate faculty status by the academic unit head, with prior approval by the academic dean and the dean of The Graduate School.

Appointments to the graduate faculty are renewable annually under the procedures outlined in this policy.

### *Eligibility*

#### **Graduate Faculty Member**

A graduate faculty member is authorized to teach at the 500 level and above; chair and serve on comprehensive assessment, thesis and dissertation committees; supervise practica and internships; and take on other responsibilities of graduate programming as assigned by the appropriate academic unit head. A faculty member may be recommended for appointment as a graduate faculty member to teach graduate courses at the university if he or she meets the following criteria:

- The faculty member must possess the appropriate terminal degree in his or her teaching field;
- The faculty member must present evidence to the appropriate academic unit head of current scholarly productivity (within the last six years) as appropriate for his or her field;
- The faculty member must present evidence to the appropriate academic unit head of successful teaching and/or administration at the graduate level within the last six years, or other relevant contributions to graduate education; and
- The faculty member must meet any additional academic unit criteria on file with the Graduate School for the academic unit.

#### **Graduate Instructor**

Graduate Instructors can be authorized to perform the following activities as assigned by the appropriate academic unit head: teach at the 500 level and above; serve on comprehensive assessment, thesis and dissertation committees but not chair them; supervise practica and internships; and take on other responsibilities of graduate programming as assigned by the appropriate AUH. A faculty member may be recommended for appointment as a Graduate Instructor to teach graduate courses at the university if he or she meets the following criteria:

- The faculty member must possess at least an appropriate master's degree in his or her field, preferably working toward the appropriate terminal degree.
- The faculty member must present evidence to the appropriate academic unit head of scholarly productivity and/or appropriate professional experience (within the last six years) as relevant for his or her field; and
- The faculty member must meet any additional academic unit criteria on file with The Graduate School for the academic unit.

#### *Reassignment from Graduate Instructor to Graduate Faculty Member*

A faculty member may be recommended for reassignment from graduate instructor to graduate faculty member if he or she meets the following criteria: If lack of a terminal degree is the only criterion missing for graduate faculty member status, the individual may be appointed as a graduate instructor status and the appointment may be changed to graduate faculty member with a recommendation to the dean of The Graduate School from the appropriate academic unit head, with approval of the academic college dean, when the terminal degree is awarded.

### **Emeritus Faculty Member**

Emeritus graduate faculty may perform any of their pre-retirement duties and responsibilities, as assigned by the appropriate academic unit head, but may not be employed full time by the university. A faculty member who retires from the university may be recommended for continuation of graduate faculty status if he or she meets the following criteria:

- The faculty member held graduate faculty status on the date of retirement.
- As an exception to the criteria for graduate faculty status, emeritus graduate faculty members are not expected to maintain scholarly productivity.
- The faculty member must maintain emeritus status at the university.
- The faculty member must meet any additional academic unit criteria on file with The Graduate School for the academic unit.

### **Adjunct Graduate Faculty Member**

Adjunct graduate faculty members are not automatically adjunct faculty of the university. Adjunct graduate faculty can be authorized to perform the following activities as assigned by the appropriate academic unit head: teach at the 500 level and above; serve on comprehensive assessment, thesis and dissertation committees but not chair them (with the exception of Adjunct Graduate Faculty from the University of Malta, upon written approval of the dean of The Graduate School); supervise practica and internships; and take on other responsibilities of graduate programming. A faculty member may be recommended for appointment as an adjunct graduate faculty member to teach graduate courses at the university if he or she meets the following criteria:

- The faculty member must possess the appropriate terminal degree in his or her teaching field;
- The faculty member must present evidence to the appropriate academic unit head of current scholarly productivity (within the last six years) as appropriate for his or her field;
- The faculty member must present evidence to the appropriate academic unit head of successful teaching and/or administration at the graduate level within the last six years, or other relevant contributions to graduate education; and
- The faculty member must meet any additional academic unit criteria on file with The Graduate School for the academic unit.

### **Adjunct Graduate Instructor**

Adjunct Graduate Instructors are not automatically adjunct faculty of the university. Adjunct graduate instructors can be authorized to perform the following activities as assigned by the appropriate academic unit head: teach at the 500-level and above; supervise practica and internships; and take on other responsibilities of graduate programming. Adjunct graduate instructors are not authorized to serve on comprehensive assessment, thesis or dissertation committees. A faculty member may be recommended for appointment as an adjunct graduate faculty member to teach graduate courses at the university if he or she meets the following criteria:

- The faculty member must possess at least an appropriate master's degree in his or her field.
- The faculty member must present evidence to the appropriate academic unit head of scholarly productivity and/or appropriate professional experience (within the last six years) as relevant for his or her field; and
- The faculty member must meet any additional academic unit criteria on file with The Graduate School for the academic unit.

### **Adjunct Clinical Graduate Instructor**

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 assessment, thesis or dissertation committees. An individual may be recommended for appointment as an adjunct clinical graduate instructor to supervise practica and internships for students at the university if he or she meets the criteria on file with The Graduate School for the academic unit.

### ***Appointments***

Appointments to the graduate faculty are made by the dean of The Graduate School. The dean will notify each faculty member appointed to the graduate faculty, and a copy of the notification will be sent to the initiating dean and academic unit head. Any faculty member denied appointment to the graduate faculty will also be notified of such denial, with copies to the AUH and academic dean. Denial of appointment by the dean of The Graduate School is final and is not an appealable action.

## **Timelines for Appointment**

### *New Faculty Members*

New faculty members may be appointed to the graduate faculty when they are hired if their responsibilities will include graduate instruction and advising and/or supervision and if they meet the criteria for graduate faculty status.

The academic unit head of the hiring academic unit will send a letter to the dean of The Graduate School requesting that the faculty member be appointed at the appropriate graduate faculty level. The college dean must also sign the letter requesting the appointment, and a copy of the applicant's curriculum vita must be attached.

### *Current Faculty Members*

Current members may be appointed to the graduate faculty if their responsibilities will include graduate instruction and advising and/or supervision and if they meet the criteria for graduate faculty status.

The academic unit head of the hiring academic unit will send a letter to the dean of The Graduate School requesting that the faculty member be appointed at the appropriate graduate faculty level. The college dean must also sign the letter requesting the appointment, and a copy of the applicant's curriculum vita must be attached.

## **Renewal**

### **Administrative Continuation**

Continuation of graduate faculty status is renewed administratively each year through a checklist report submitted by The Graduate School to the academic unit heads in units that have graduate faculty. The Graduate School will assume that graduate faculty continue to meet eligibility criteria as long as the academic unit head indicates that the faculty member maintains involvement in graduate instruction, advising and supervision and has received satisfactory annual evaluations in scholarship and in graduate teaching.

### **Nonrenewal**

A faculty member's graduate faculty status will not be renewed if the academic unit head indicates in the annual update report that the faculty member no longer meets eligibility requirements, that an unsatisfactory annual evaluation was given or that the member's status should be not be renewed for some other reason. Upon receiving such an indication in the annual update report, the dean of The Graduate School will notify the faculty member of nonrenewal of graduate faculty status. Nonrenewal of graduate faculty status by the dean of The Graduate School is final and is not an appealable action.

### **Renewal Timeline**

By October 31 of each academic year, The Graduate School will submit by email or campus mail a list of current graduate faculty in all categories to each academic unit that has graduate faculty.

Using the *Graduate Faculty/Instructor Annual Update Report Form* sent by The Graduate School, academic unit heads will indicate the following for the graduate faculty in each category:

- Each faculty member who continues to meet eligibility criteria and whose performance has been satisfactory.
- Each faculty member whose faculty status should be elevated from graduate instructor to graduate faculty member.
- Each faculty member who no longer meets eligibility criteria, whose performance has been unsatisfactory, or whose status should not be renewed for some reason.

### **Withdrawal**

Withdrawal of graduate faculty status may be accomplished at any time by action of the dean of The Graduate School. This may occur upon recommendation of the academic dean, the academic unit head or the Graduate Council, or upon the graduate dean's own initiative. Such action is appropriate when the faculty member is determined to lack one or more eligibility criteria, is determined to have performed in an unsatisfactory manner on the graduate faculty, as a sanction for misconduct, as a sanction for post-tenure review or for any other appropriate reason.

Faculty members do not have a legitimate expectation of continuation of graduate faculty status, and it may be withdrawn at any time for any reason. In the case of withdrawal of status, the faculty member will be informed in writing from the dean of The Graduate School, and a copy of the notice will be sent to the academic unit head and academic dean. Withdrawal of graduate faculty status by the dean of The Graduate School is final and is not an appealable action.

## **Appendix**

[Academic Affairs Policy #5](#)

[Application for Graduate Faculty](#)

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

## Overview

Graduate teaching assistants must 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:

- Have completed a minimum of 18 credit hours of appropriate graduate course work to serve as the instructor of record for a course while in their assistantship position.
- 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) or the International English Language Testing System (IELTS). 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	<b>Honor System</b>
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 website 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 website.

Policy Number	1230
Policy Name	<b>Incomplete Grades</b>
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 online at <http://www.jmu.edu/registrar> or the *Graduate Catalog* for dates.

Policy Number	1240
Policy Name	<b>Off-Campus Courses</b>
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	<b>Participation in Graduation Ceremony Prior to Completion of Requirements</b>
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 director of the graduate program.

Policy Number	1260
Policy Name	<b>Permission to Take a Course at Another University after Enrollment</b>
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 program director, 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/grad/current-students/graduate-forms.shtml>.

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	<b>Reapplication</b>
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	<b>Receiving Credit</b>
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	<b>Requirements for Graduation Semester Registration</b>
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.

The continuous enrollment course GRAD 597 cannot be used during the graduation semester.

Policy Number	1330
Policy Name	<b>Teaching Licenses</b>
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	1370
Policy Name	<b>Time Limitations</b>
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 director, 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 director, 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	<b>Transfer Credit</b>
Date of Current Version	February 2003; Revised February 2013

## 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-students/graduate-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 student’s adviser, graduate program director, and the dean of The Graduate School. Exceptions to the policy may be considered on a case-by-case basis.

Course work taken while an undergraduate financial aid recipient at JMU will not be transferred to the graduate transcript if fewer than 12 undergraduate credits remain on the transcript during the term in which the course(s) requested for transfer was taken.

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 if the earned master’s degree is not a requirement of admission. When a master’s degree is required for admission to a degree program, credits from the original degree program may not be used to meet the degree requirements of the new program.

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	1310
Policy Name	<b>University Residency</b>
Date of Current Version	March 2001

### **Overview**

This policy describes The Graduate School's position on residency requirements for graduate students.

### **Policy**

Graduate students must register a local address with the Office of the Registrar 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 MyMadison, online at <http://www.jmu.edu>.

Policy Number	1390
Policy Name	<b>Unsatisfactory Progress</b>
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 director 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	<b>Withdrawal from the University or a Graduate Program</b>
Date of Current Version	August 2004; revised September 2008; Revised July 2015

## Overview

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

## Policy

The Office of the Dean of Students 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. Students who withdraw without receiving official approval will receive a grade of "F" for all courses in which they are enrolled.

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 director 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. For more information, see the section of the catalog on "Withdrawal Refunds."

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	<b>Withdrawal from Courses</b>
Date of Current Version	August 2004; Revised July 2015

## 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 (typically during the thirteenth week of a regular semester class – see term calendar for exact date) may request a grade of "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) from the instructor. A student should not assume that a late withdrawal will be provided by the instructor. There is no obligation for the instructor to assign a "WP" or "WF" grade. If appropriate, the instructor determines the form (e.g., verbal, written) and timing of requests for a "WP" or "WF" grade. The student must ensure 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 Office of the Dean of Students 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.

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Procedure Number	1020.5
Procedure Name	<b>Application Procedures</b>
Date of Current Version	September 2006; revised September 2008; revised May 2013

## 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 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 (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/finaid>. Class schedules are available online at <http://www.jmu.edu/registrar>.

The current graduate catalog may be accessed online through The Graduate School website at <http://www.jmu.edu/gradcatalog>.

### ***The following information must be submitted online:***

- Official graduate application form
- Required program-specific supplemental materials
- \$55 nonrefundable fee<sup>1</sup>

<sup>1</sup> Graduate applications will not be processed without application fees. Application fees cannot be waived, except for McNair and Fulbright 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 from all previously attended institutions. Official transcripts may be sent electronically through eSCRIP-SAFE® or Docufide by Parchment.
- Official standardized tests scores (GRE, GMAT, etc.) sent electronically from the testing center.

Transcripts may also 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 directors 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, 88 on the internet-based version, or 7.0 on the International English Language Testing System (IELTS). For more information, visit <http://www.toefl.org> or [www.ielts.org](http://www.ielts.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>.

- 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) 568-6131

[www.jmu.edu/grad/international](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 Faculty Programs  
MSC 8003  
James Madison University  
Harrisonburg, VA 22807

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

## **Appendix**

[Official graduate application form](#)

## Overview

Faculty members at James Madison University who teach graduate courses must be approved by The Graduate School as members of the graduate faculty. This policy applies to all instructional faculty members at the university. It also applies to administrative and professional (A&P) faculty members who are considered or apply for graduate faculty status.

## Procedures

### *Graduate Faculty Appointment*

- New faculty members may be appointed to the graduate faculty when they are hired, if their responsibilities will include graduate instruction and advising and/or supervision, and if they meet the criteria for graduate faculty status. The academic unit head of the hiring department will send a letter to the dean of The Graduate School requesting that the faculty member be appointed at the appropriate graduate faculty level. The college dean must also sign the letter requesting the appointment, and a copy of the applicant's curriculum vita must be attached.
- A current faculty member wishing to be appointed to the graduate faculty should submit an application to the appropriate academic unit head during the semester preceding the desired date of appointment, but no later than two months before the desired date of appointment. If the academic unit head approves the application of a faculty member to have graduate faculty status, a recommendation will be forwarded to the appropriate academic dean. If the academic dean approves a recommendation to appoint a faculty member to graduate faculty status, the recommendation, with notation of the dean's approval, will be forwarded to the dean of The Graduate School.
- Appointments to the graduate faculty are made by the dean of The Graduate School. The dean will notify each faculty member appointed to the graduate faculty, and a copy of the notification will be sent to the initiating dean and academic unit head. Any faculty member denied appointment to the graduate faculty will also be notified of such denial, with copies to the AUH and academic dean. Denial of appointment by the dean of The Graduate School is final and is not an appealable action.

### *Renewal of Graduate Faculty Status*

Continuation of graduate faculty status is renewed administratively each year through a checklist report submitted by The Graduate School to the academic unit heads in units that have graduate faculty. The Graduate School will assume that graduate faculty continue to meet eligibility criteria as long as the academic unit head indicates that the faculty member maintains involvement in graduate instruction, advising and supervision, and has received satisfactory annual evaluations in scholarship and in graduate teaching.

A faculty member's graduate faculty status will not be renewed if the academic unit head indicates in the annual update report that the faculty member no longer meets eligibility requirements, that an unsatisfactory annual evaluation was given, or that the member's status should be not be renewed for some other reason. Upon receiving such an indication in the annual update report, the dean of The Graduate School will notify the faculty member of nonrenewal of graduate faculty status. Nonrenewal of graduate faculty status by the dean of The Graduate School is final and is not an appealable action.

### *Procedural Timeline*

By October 31 of each academic year, The Graduate School will submit by email or campus mail a list of current graduate faculty in all categories to each academic unit that has graduate faculty.

Using the *Graduate Faculty/Instructor Annual Update Report Form* sent by The Graduate School, academic unit heads will indicate the following for the graduate faculty in each category:

- Each faculty member who continues to meet eligibility criteria and whose performance has been satisfactory.
- Each faculty member whose faculty status should be elevated from graduate instructor to graduate faculty member.
- Each faculty member who no longer meets eligibility criteria, whose performance has been unsatisfactory, or whose status should not be renewed for some reason.

### *Withdrawal of Graduate Faculty Status*

Withdrawal of graduate faculty status may be accomplished at any time by action of the dean of The Graduate School. This may occur upon recommendation of the academic dean, the academic unit head or the Graduate Council, or upon the graduate dean's own initiative. Such action is appropriate when the faculty member is determined to lack one or more

eligibility criteria, is determined to have performed in an unsatisfactory manner on the graduate faculty, as a sanction for misconduct, as a sanction for post-tenure review or for any other appropriate reason. Faculty members do not have a legitimate expectation of continuation of graduate faculty status, and it may be withdrawn at any time for any reason. Withdrawal of graduate faculty status by the dean of The Graduate School is final and is not an appealable action. In the case of withdrawal of status, the faculty member will be informed in writing from the dean of The Graduate School, and a copy of the notice will be sent to the academic unit head and academic dean.

## **Appendix**

[Academic Affairs Policy #5](#)

[Application for Graduate Faculty](#)

Procedure Number	1180.5
Procedure Name	<b>Grade Review Procedures</b>
Date of Current Version	August 2004; Revised September 2015

## 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 program director 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. The grade review process described below can also be initiated to dispute a failing assessment of any comprehensive activity, including but not limited to comprehensive examinations and thesis/dissertation defenses. 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. In the case of a comprehensive assessment review, the Grade Review Form is submitted to all members of the comprehensive assessment committee. 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. In the case of a comprehensive assessment review, the student may pursue a resolution entirely through email correspondence or may elect to request a face-to-face meeting with the committee chair.
  - If the student and the course instructor (or committee chair) 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 program director 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 (or committee chair) signs the Grade Review form and records a written response on the reverse side of the form. The instructor (or committee chair) 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 program director by Friday of the fourth full week of classes.
3. The student must contact the relevant academic unit head or graduate program director by Friday of the fifth full week of classes in order to request review of statement and response. In situations in which the academic unit head or graduate program director is a member of the comprehensive assessment review committee, an associate dean in the college will be identified by the college dean to serve in the appropriate role for this process.
4. The academic unit head or graduate program director meets with the student and confers with the relevant course instructor.
  - The academic unit head or graduate program director 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 (or committee chair) 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 program director 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 or the comprehensive assessment was administered. 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 (or committee) 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 program director 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 program director and the relevant instructor (or committee chair).
  - If it is agreed that the student's grade should be changed, the relevant course instructor (or committee chair) submits a Grade Change form to the academic unit head or graduate program director. 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	<b>Teaching Licenses Procedure</b>
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 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 director. 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	<b>Transfer of Courses into a JMU Graduate Program</b>
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-students/graduate-forms.shtml>.

Transfer credit applications must be approved by the student's adviser, graduate program director, 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](#)