James Madison University

Policy Manual
for
Undergraduate
ISC Study Group Students

August 29, 2012
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Policies</td>
<td>3</td>
</tr>
<tr>
<td>Admission Policies</td>
<td>5</td>
</tr>
<tr>
<td>Housing Policies</td>
<td>9</td>
</tr>
<tr>
<td>Learning Resource Centers</td>
<td>9</td>
</tr>
<tr>
<td>Miscellaneous Policies</td>
<td>10</td>
</tr>
<tr>
<td>Student Responsibilities/Conduct</td>
<td>11</td>
</tr>
<tr>
<td>Orientation</td>
<td>13</td>
</tr>
<tr>
<td>Visa Information</td>
<td>14</td>
</tr>
</tbody>
</table>
ACADEMIC POLICIES

Academic Status Categories
  Academic Good Standing
  Students maintaining a GPA of 2.0 or higher are considered to be in academic good
standing with the JMU ISC.
  Academic Probation
  Students whose GPA falls below 2.0 at the end of any semester will be placed on
academic probation. Students on academic probation must...
  Academic Dismissal
  Students who remain on academic probation for two consecutive semesters will be
dismissed from the JMU ISC.

Academic Level
  A student's academic level is determined by the number of completed credit hours. A
student must have at least 30 credit hours to be considered a sophomore.

Class Attendance
  Students are expected to attend every class, and attendance will be taken at every
class. Students are also expected to be in class on time, and are expected to remain in class
until it ends. Excessive absences and tardiness may result in lower grades, administrative
withdrawal, possible expulsion from the program and termination of the student’s I-20. If a
student either fails a course or is administratively withdrawn from any course, they must repeat
or make-up that course, at the discretion of the ISC Academic Director working in coordination
with the appropriate host college official. Students are also responsible for making up all
materials, assignments, and projects missed due to absence.

  Students who have missed more than two consecutive days due to an illness may be
required to provide a doctor’s note to document their illness. Continuing illness may require the
student to drop classes with approval by ISSS.

Credit Courses
  ISC students enroll in ISC courses. Exceptions to this policy include:
    ○ Engineering majors who need to enroll in ENGR 101 during the spring semester
to maintain consistent with the curriculum progression.
    ○ ISC students who find it necessary to remain in the ISC program for an extra
semester and require JMU courses to complete a full schedule. Permission is
determined by a joint decision between ISC and the JMU Study Advisor Team.
    ○ There is an additional charge to ISC students enrolling in JMU courses.

Holds
  Academic Holds - JMU academic holds are not placed on ISC students.
Non-academic Holds - Non-academic holds may include, but are not limited to Health, judicial, international office, and business office issues. These hold may prevent a student from registering for courses. It is the responsibility of the student to contact the office placing the hold and take the required action to remove the hold.

Registration
ISC students register for courses through the ISC office. ISC students who are matriculating will register for JMU courses with the assistance of the University Advising International Transfer Advising Coordinator. Students who do not meet the minimum 2.25 GPA and other matriculation requirements at the end of their final semester will be unenrolled from JMU courses. If students are not registered into STDY by the JMU add drop date they will be considered out of status.

Tests/Requirements
The following requirements are prepped and monitored through the American College Life 1 and 2 courses, which are offered as EAP courses to students at JMU ISC. The way these fall, students should complete these within two or three semesters of arrival, depending on their study plan.
- Information Literacy Requirement
- Honor Code Test
- Math Placement Test

JMU Honor Code
All students are expected to take the JMU Honor Code Test their first semester in the ISC program. All students are expected to abide by the JMU Honor Code. Honor code violations and reprimands are addressed by ISC.

Transferring to Another University
ISC students who do not matriculate to JMU will receive a transcript of their courses through the ISC program. Students will not receive an official JMU transcript.

Completion Requirements
ISC students matriculating to JMU must have a cumulative GPA of 2.25 or higher at the time of matriculation. Students are subject to the admissions requirements of majors as stated in the university catalog.

Matriculation to JMU is conditional until final grades are received. JMU reserves the right to rescind matriculation based on the student's final GPA.

JMU requires ISC students to earn a grade of C or higher in the following courses:

ISC 123 (GCOM123) Group Presentations
Matriculation Appeal Process

There is no appeal process regarding the decision of matriculation.

ADMISSION POLICIES

The Office of Admissions is responsible for the admission and enrollment of undergraduate international students. All non-U.S. citizens and non-permanent residents of the U.S. must complete an international student application. Admission to the ISC does not imply admission to the university. Students must meet all ISC completion requirements to gain full admission to James Madison University.

Students applying to enter the International Study Center program must provide the following documents:

1. JMU cover sheet
2. Study Group application
3. Transcripts or statement of marks of all secondary and post-secondary education, translated into English. Transcripts must be complete. Original or certified copies are acceptable.
4. Diplomas or Certificates must accompany the transcripts or statement of marks. Students who have completed a secondary school curriculum must submit complete copies of their diploma or school leaving certificates.
5. To obtain transfer credit for previous university study prior to attending the ISC a evaluation by a NACES member organization must be submitted. This is not a guarantee of credit.
6. English language test scores
7. Financial Documentation demonstrating a minimum support level of $34,000.
8. ISAR report if necessary

Application deadlines for entering the ISC

Fall term - June 25, 2012
Spring Term - November 3, 2012
Summer Term - March 25, 2012

Confirmation Deadlines for entering the ISC

Fall term - July 1, 2012
Upon confirmation of attendance International Student and Scholar Services will issue the I-20.

**Matriculation**

Students must complete the James Madison University application in their last semester of study at the ISC. Deadlines for completing the JMU application for full admission are October 1, February 1, and June 1. Students must also meet all ISC completion requirements. Please refer to the academic policies and procedures for more information about completion requirements.

Students who fail to submit the application for full matriculation to may jeopardize their completion and matriculation to James Madison University.
MATRICULATION ADVISING POLICIES

The International Transfer Advising Coordinator will work with Study Group students during their final semester at the International Study Center (ISC) to assist students with completing steps necessary to matriculate to JMU’s undergraduate degree program. Students should plan to meet with the International Transfer Advising Coordinator to discuss any issues related to their academic transition, course selection in their first semester after matriculation, and the transfer of credits from JMU-equivalent courses taken at the ISC.

<table>
<thead>
<tr>
<th>Action</th>
<th>Office/Department</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Complete JMU Online Admission Application</td>
<td>University Advising &amp; Office of International Admissions</td>
<td>Students will complete application during ISC Advising Time</td>
</tr>
<tr>
<td>ISC students take Institutional TOEFL</td>
<td>International Study Center</td>
<td>Results to International Admissions</td>
</tr>
<tr>
<td>Registration Workshop(s)</td>
<td>University Advising - MAPs</td>
<td>Delivered during ISC Advising Time</td>
</tr>
<tr>
<td>Assign academic advisors</td>
<td>University Advising &amp; Academic Departments</td>
<td>University Advising will work with academic departments to assign advisors</td>
</tr>
<tr>
<td>Check placement test scores</td>
<td>Int’l Transfer Advising Coordinator, University Advising</td>
<td>Students to take Math Placement Exam and Foreign Language Placement Exam (if necessary)</td>
</tr>
<tr>
<td>Students meet with international transfer advisor</td>
<td>Int’l Transfer Advising Coordinator, University Advising</td>
<td>International transfer advising hold will be removed after meeting</td>
</tr>
<tr>
<td>Students meet with assigned academic advisor</td>
<td>Academic Departments</td>
<td>Option for students who have declared a major</td>
</tr>
<tr>
<td>ISC Final Grade Report Issued</td>
<td>International Study Center &amp; Office of International Admissions</td>
<td>ISC to send official transcripts to Office of International Admissions</td>
</tr>
<tr>
<td>Final admissions decision</td>
<td>Office of International Admissions</td>
<td></td>
</tr>
<tr>
<td>Matriculate students in SA</td>
<td>Office of International Admissions</td>
<td></td>
</tr>
<tr>
<td>Update students’ records in SA</td>
<td>Registrar’s Office</td>
<td>Update program plan, student group, attribute, effective date, add 12 credit minimum, etc.</td>
</tr>
<tr>
<td>Register for JMU classes</td>
<td>Int’l Transfer Advising Coordinator,</td>
<td>International transfer advising</td>
</tr>
<tr>
<td>University Advising</td>
<td>hold will be removed after meeting</td>
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<tr>
<td>Enter JMU-equivalent credit onto transcript</td>
<td>Registrar’s Office</td>
<td>Admissions will pass along transcripts for matriculated students</td>
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HOUSING POLICIES

ISC students are not considered freshman for housing purposes. The Office of Residence Life will work with Study Group to determine the availability of housing each semester.

LEARNING RESOURCE CENTERS

ISC Learning Centers Policy
JMU’s Learning Centers are prohibited for use by ISC students studying EAP courses. ISC students in those courses should seek the help of their instructors and/or the assistance of the ISC’s full-time EAP instructors.

For students enrolled in JMU-equivalent courses, JMU’s Learning Centers can be accessed on a limited basis. If students are enrolled in both EAP and JMU-equivalent courses, on the JMU-equivalent courses are eligible, with the following restrictions:

- ELLS, University Writing Center, and Communication Center may only be accessed with permission from the ISC course instructor. Students must meet with the instructor to discuss questions, problems, etc. and use the course instructor as the primary point of help.
  - If the meeting(s) is not sufficient, students must attain a permission form from the instructor outlining the further help necessary.
  - This permission must be presented to ELLS and/or University Writing Center for an appointment.
- The Science/Math Learning Center may be accessed as needed by students.
MISCELLANEOUS POLICIES

Parking Passes
Students who matriculate to JMU with less than 30 credit hours are officially considered freshmen. Matriculated ISC students who do not meet the required sophomore status but require a parking pass will need to work with the University Advising International Transfer Advisor to obtain a parking pass from JMU Parking Services.
STUDENT RESPONSIBILITIES AND CONDUCT

Code of Conduct

ISC students are subject to the host College’s Code of Student Conduct. All ISC students are expected to take responsibility for their actions on or off-campus, and accept any consequences that result. Examples of behaviours that are universally considered to be unacceptable on a campus in the United States include, but are not limited to, the following:

- Physical or verbal abuse, intimidation, harassment or injury of another person or group of persons
- Deliberate or careless endangerment of others; tampering with safety alarms or equipment; violation of safety regulations; failure to render reasonable cooperation in an emergency; possession or use on campus of firearms, guns, knives, other weapons, explosives or fireworks
- Obstruction or disruption of College activities, including teaching, campus services, organized events, and operation and maintenance of facilities
- Refusal to identify oneself when requested to do so by a University staff member
- Dishonesty, including provision of false information, alteration, forgery, or misuse of documents, plagiarism and other academic cheating, impersonation, misrepresentation, or fraud
- Disregard for the privacy of self or others, including such actions as obscene, indecent or inconsiderate behaviours and exposing others to highly offensive conditions
- Theft, abuse, unauthorized use or damage of personal or College property, as well as unauthorized entrance into College facilities and possession of stolen property on University grounds
- Use, sale or possession of stimulants, intoxicants, or drugs other than drugs prescribed by a physician for the student’s own use or over-the-counter drugs in violation of JMU drug and alcohol policy
- Hazing as defined under the laws of the state where you attend, and under University policies
- Failure to comply with the lawful directions of any College official, staff member or student employee who is acting in accordance with the duties of the position or who has responsibility on behalf of the University in the absence of a particular official.
- Inciting others to commit any of the acts listed above; involvement as an accessory to any of these acts; failure to take responsibility for his/her guest(s); assisting or encouraging others to engage in violations, and staying with violators when there is enough time and opportunity to leave
- Rape, including acquaintance/date rape, and sexual assault in any form
- Vandalism, the intentional damage, destruction or defacement of College property or the property of any person while on College premises
- False reporting of an emergency; the false report of bomb, fire or other emergency in any building, structure or facility on College premises by means of activating a fire alarm or in any other manner
- Theft or other abuse of computer time, files or equipment
- Gambling
- Sexual harassment

Just as it is important for all ISC students to obey these rules and regulations, it is equally important for the student to understand that they are protected by these same rules and regulations. If an ISC
student is subjected to any of these behaviors, they should report the incident to the ISC Center Director. The ISC Center Director will work with the appropriate JMU officials to protect the rights of the students. All interactions regarding violations of the Student Code of Conduct will be conducted with strict confidence.
ORIENTATION

Orientation for ISC students varies depending on which semester they arrive to campus.

For Fall intake, students will participate in OIP’s Transitions, 1787, and ISC Orientation during the week prior to the start of classes.

For Spring intake, students will participate in OIP’s one day orientation and ISC Orientation during the first week of classes. Students will join classes following orientation.

For Summer intake, students will participate in ISC Orientation during the week between the end of the Spring semester and the start of the Summer semester.
VISA INFORMATION

The Office of International Programs' International Student and Scholar Services (ISSS) has responsibility to manage all aspects of the student visa process. All Study Group students will hold valid F-1 visa status for the duration of their course of study. Students are solely responsible for maintaining that status by following all rules and regulations set forth by the U.S. Citizenship and Immigration Service (USCIS).

Issuing initial I-20

When ISSS has received a completed application for an accepted student, as outlined under the Admissions Policies section of this Handbook, an I-20 will be generated. The I-20, generated by the government’s Student and Exchange Visitor Information System (SEVIS), is the document the student needs to request an F-1 visa from the U.S. State Department. ISSS will send the I-20 and a cover letter describing the visa process and orientation information to the Study Group Admissions Manager. Study Group will be responsible for sending the I-20 to the student and the student will be responsible for securing the appropriate visa with enough time to arrive on campus for the international orientation session.

Maintaining F-1 Status

Students are solely responsible to maintain their F-1 visa status in a legal manner for the duration of their studies. Pursuant to federal regulations, the following must be adhered to at all times:

- Maintain a valid passport;
- Attend the school student was authorized to attend;
- Report to the Office of International Student & Scholar Services (ISSS) for SEVIS registration at the beginning of each term;
- Carry a full course of study (9 hours or more for graduate students, 12 hours or more for undergraduates);
- Make normal and regular progress in a declared course of study;
- File timely application for extension of stay, transfer of school, and/or change of status (see the Designated School Official DSO in ISSS);
- Adhere to immigration and ISSS regulations on employment (on-campus only and 20 hours or less per week while school is in session);
- Report any change of address to ISSS within 10 days of the change;
- Comply with Special Registration, if student is from specified countries;
- Safely keep all personal immigration documents;
- Obey local, state and federal laws;
- Depart the U.S. in a timely manner.

Reporting Requirements
All F-1 students are required to report to ISSS at the beginning of every semester to verify their continued presence on campus. They will complete a Student Data Sheet (the “Blue Form”) and return it to ISSS within the first week of classes. ISSS is required by federal law to confirm each student’s attendance and continued compliance with immigration laws by registering each student in the SEVIS system each semester.