James Madison University

Academic Policy and Procedure Manual for Students in the International Study Center Program

Revised 5/7/2018
Title
James Madison University Academic Policy and Procedure Manual for Students in the International Study Center Program

Purpose
The purpose of this document is to communicate academic policy and procedures related to students studying in the International Study Center operated by Study Group USA intending to progress to James Madison University’s undergraduate degree programs.

Collaborators
This document was created with input from the following individuals and offices:

Anna Lynn Bell, Director, University Advising
Delo Blough, Associate Executive Director, Center for Global Engagement
Roger Burke, Associate Dean, Office of Admissions
Catherine Crummett, Assistant Vice Provost, University Programs
Hannah Dillenbeck, International Academic Advising Coordinator, University Advising
Arin Hawse, Assistant Registrar, Office of the Registrar
Kurt Johnson, Associate Registrar, Office of the Registrar
Jonathan Kratz, Director, International Student and Scholar Services
Fletcher Linder, Associate Vice Provost, University Programs
Jennifer Little, Center Director, International Study Center
Sarah MacDonald, Assistant Dean, Outreach and Engagement

Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>CGE</td>
<td>Center for Global Engagement</td>
</tr>
<tr>
<td>EAP</td>
<td>English for Academic Purposes</td>
</tr>
<tr>
<td>ISC</td>
<td>International Study Center</td>
</tr>
<tr>
<td>IAAC</td>
<td>International Academic Advising</td>
</tr>
<tr>
<td>ISSS</td>
<td>International Student and Scholar Services</td>
</tr>
<tr>
<td>JMU</td>
<td>James Madison University</td>
</tr>
<tr>
<td>LOIP</td>
<td>Letter of Intent to Progress</td>
</tr>
<tr>
<td>OP</td>
<td>Outreach Program</td>
</tr>
<tr>
<td>UG</td>
<td>Undergraduate</td>
</tr>
</tbody>
</table>

Updates
This document was last updated on May 7, 2018. Future updates will be reviewed by committee as and when policies and procedures change.
POLICIES & PROCEDURES

Part I: Students in the ISC

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

- Students who begin studying in the ISC in the fall semester (August) will participate in CGE’s Transitions Orientation, JMU’s 1787 Orientation, and ISC Orientation prior to the start of fall classes.

- Students who begin studying in the ISC in the spring semester (January) will participate in CGE’s Transitions Orientation and ISC Orientation prior to the first week of spring classes.

- Students who begin studying in the ISC in the summer session will participate in ISC Orientation during the week between the end of the spring semester and the start of the summer session.

- Students are not expected to attend JMU’s orientation at the point of progression from the ISC to JMU.

Placement Exams & Requirements

- Honor Code Test - All incoming ISC students are required to complete the JMU Honor Code Test by the end of their first semester in the ISC. All students are expected to abide by the JMU Honor Code. [http://www.jmu.edu/honor/test.shtml]

- Madison Research Essentials Skills Test (MREST) – All students completing General Education at JMU are required to pass the MREST within their first academic year at JMU. For students progressing from the ISC to JMU, “their first academic year” is considered one academic year after progression to JMU’s undergraduate program. [http://www.jmu.edu/gened/MREST.shtml]

- Math Placement Exam – ISC students are required to complete the Math Placement Exam prior to enrolling in math classes at the ISC or JMU. Students should enroll for the appropriate math course based on their placement exam score and intended academic plan. [http://www.jmu.edu/onebook/mathinstruc.shtml]

- Foreign Language Placement Exam (FLPE) – The Foreign Language Placement Exam is not required for all students. Only students planning to take foreign language classes in a foreign language they have studied for two or more years must complete the Foreign Language Placement Exam prior to enrolling in their first semester classes on the UG career. Heritage speakers and international students who wish to take classes in their native language for elective credit must take a proficiency test before enrolling in classes to ensure appropriate placement. - [http://www.jmu.edu/langcenter/flpe]

Declaration of Major
The major an ISC student lists on their JMU admission application to the ISC will be considered their declared major for JMU’s undergraduate program. This is also stated on their Letter of Intent to Progress form which follows them through their time in the ISC.
ISC Class Enrollment
Students in the ISC will work with the ISC director, ISC staff, and IAAC, to enroll in classes each session. ISC students will enroll in continuing education (CE) OP sections of JMU undergraduate classes through MyMadison. Students will register for EAP classes appropriate to their level as determined by the ISC and appropriate language and math placement exam scores.

Exceptions to this policy include:
- In special circumstances, with special permission, some ISC students may enroll in JMU undergraduate classes outside of those offered in the ISC.
- Permission to take JMU undergraduate classes outside of the ISC’s offerings will be determined by the ISC and the JMU Academic Advising Team.

Taking classes at other universities during the ISC program is not permitted. If students would like to take credit to transfer back to JMU, it must be after they have completed the ISC program.

Repeating Courses while in the ISC
ISC students studying on a continuing education record who repeat classes while in the ISC on a continuing education record will transfer credit and grades to their undergraduate academic career at JMU for the class attempt with the most favorable grade. All grades for multiple attempts of courses will be averaged into the cumulative GPA while in the ISC. This is the GPA that is considered for progression purposes to the JMU undergraduate program. Classes with grades of “W”, “WP”, or “WF” will not transfer to JMU.

Academic Advising
ISC students should contact the International Academic Advising Coordinator (IAAC) in University Advising for questions related to the progression process, academic advising, and course selection in their first semester in JMU’s undergraduate program. The IAAC will work with ISC students during their transition from the ISC to JMU’s undergraduate program on issues related to their academic progression, understanding academic requirements, major choices, first semester course selection, the appeal process for international transfer credit received prior to studying in the ISC or JMU, and related academic advising issues.

The IAAC will visit ISC advising sessions and other EAP classes on a regular basis during a student’s time in the ISC. It is essential for students to attend these class meetings to receive important information relevant to their academic transition to JMU.

Letter of Intent to Progress
Students in James Madison University’s International Study Center will meet with the Student Success Manager (SSM) each semester and the International Academic Advising Coordinator (IAAC) in the final semester of the ISC to complete this form. The student, SSM, and IAAC will use this form as an opportunity to discuss academic progress and create a plan for a successful progression to JMU’s undergraduate program. If the student’s intentions or any information changes during the ISC program, it the student’s responsibility to let ISC or University Advising know immediately to make necessary updates.

Learning Centers
ISC students seeking assistance with JMU classes may make use of JMU’s Learning Centers. ISC students needing assistance in EAP classes should seek the help of their ISC instructor.
Holds on Students’ Academic Record
Offices that may place holds on ISC student records may include, but are not limited to University Health Center, Center for Global Engagement, University Business Office, and University Advising. These holds may impact a student’s ability to enroll in classes and request transcripts. It is the responsibility of the student to contact the office placing the hold and take the required action to remove the hold.

Current and continuing ISC students may have at least two holds that do not impact services or enrollment:

- **Positive Service Indicator - Display:** This hold is placed on records of non-immigrant visa-holding students to indicate that the student is an international student studying on a visa. This is to alert the student and their advisor(s) that there are immigration regulations the student must abide by to maintain their immigration status. This hold will remain on a student’s record for the duration of their time studying in the ISC and JMU.
- **Do Not Print Bill:** This hold is to indicate that while the student is attending the ISC, their tuition is paid to the ISC and JMU will not generate a tuition bill for the student. This hold will be removed around the time a student progresses to the undergraduate program.

ISC Completion Requirements
ISC students must have a cumulative GPA of 2.5 or higher at the time of completing the ISC to be eligible for progression to JMU’s undergraduate program. “Cumulative GPA” for progression purposes includes JMU credit classes and ISC English for Academic Purposes (EAP) classes.

ISC students are required to earn a grade of C or higher in the following classes to be eligible for progression to JMU’s undergraduate program:

- SCOM 123 Human Communication: Group Presentations
- WRTC 100 Reading Writing Workshop
- WRTC 103 Critical Reading and Writing

Progression to JMU’s undergraduate program is conditional until grades are finalized and an official decision has been made by the Office of International Admissions. JMU reserves the right to rescind their decision to allow a student to progress to the undergraduate program based on the student’s final cumulative GPA and performance in required classes.

Credit from a Non-Undergraduate JMU Career
Students who participate in the International Study Center (ISC) Program earn credit for JMU classes on a continuing education academic career (CE career). Upon successful completion of the ISC program, students may progress to JMU’s undergraduate program and will then begin studying on an undergraduate academic career (UG career).

1) Students who present credit on a JMU continuing education transcript where a class has been repeated will receive transferable credit to a UG career for the class attempt with the most favorable grade. Classes with grades of “W”, “WP”, or “WF” will not transfer to the UG record, as the student was not charged with an attempt of that class. However, all courses that are attempted and grades received will remain on the CE record.

2) Students who have transferred credit from a non-undergraduate JMU career (i.e. CE) to an undergraduate JMU career, and wish to repeat that class in the undergraduate career at JMU, may do so for grade with the following stipulations:
   a. The graded transfer credit will remain on the JMU undergraduate record until the end of the term in which the class is being repeated. If the student earns a grade
of “D-” or higher for the repeat attempt, the graded transfer credit will be removed permanently from the undergraduate JMU record once the repeat grade is posted.

b. The graded transfer credit will remain on the JMU undergraduate record until the end of the term in which the class is being repeated. If the student earns a grade of “F”, “W”, “WP”, or “WF”, the graded transfer credit will remain on the undergraduate JMU academic record.

c. The JMU repeat credit/repeat forgive options will not be applied when repeating a course at JMU for which students have earned graded transfer credit from a non-undergraduate career.

Part II: Students Progressing from the ISC to JMU

JMU Progression Policy
University Programs is responsible for making the final decision about the progression of ISC students into the undergraduate program at JMU. Admission to the ISC does not guarantee progression to JMU’s undergraduate program. Students must meet all ISC completion requirements and all JMU progression requirements to progress into JMU’s undergraduate program.

Students who do not meet the requirements to progress to the undergraduate program at the end of their final semester in the ISC will be administratively removed from any JMU undergraduate classes in which they are enrolled and placed back on a CE career plan, if they are eligible to repeat a semester in the ISC.

Students wishing to take a semester off between completion of the ISC and progression to JMU should consult with the ISC and CGE about eligibility for a break according to immigration regulations.

Declaration of Major
The major an ISC student lists on their JMU admission application to the ISC will be considered their declared major for JMU’s undergraduate program. This is also stated on their Letter of Intent to Progress form which follows them through their time in the ISC.

Students may begin the JMU undergraduate program as “Undeclared” if they are still undecided at the time of completing the ISC and they have earned fewer than 30 credit hours. All JMU students must declare a major upon completion of 30 credit hours. It is preferred that the students decide on a major by the 5th week of their final semester in the ISC, otherwise they need to understand that their schedule will consist of General Education and degree required courses.

ISC students who decide to change or declare a major, minor or pre-professional program after progressing should complete a request through MyMadison and complete all necessary steps set forth by the academic department. Once these steps are completed, the department will either approve, deny, or contact the student for additional information regarding the request. Once the major change is official, all students holding F-1 visas must get a new 1-20 form per immigration regulations.
Enrollment in JMU Undergraduate Classes after Completion of the ISC

ISC students in their final semester in the ISC prior to progressing to JMU’s undergraduate program will enroll in JMU classes through MyMadison with the assistance of the International Academic Advising Coordinator in University Advising.

- Students completing the ISC at the end of the spring semester will have the option to begin taking JMU undergraduate classes either in the summer session or fall semester.
- Students completing the ISC at the end of the summer session may enroll in fall JMU undergraduate classes.
- Students completing the ISC at the end of the fall semester may enroll in spring JMU undergraduate classes.

At the time of progression to the undergraduate program, students will be assigned to an academic advisor in the relevant department based on his or her major, minor or pre-professional program. The IAAC will work closely with the student’s assigned academic advisor for their academic program(s) as needed during this time.

It is important for students to understand the role and expectations of their academic advisor. While academic advisors can be a helpful resource for students, responsibility for final decisions about choice of major, classes for which students register, and fulfillment of all graduation requirements belongs to the student. It is the student’s responsibility to contact the International Academic Advising Coordinator or their assigned academic advisor if they have questions.

Academic Classification

The classification of students depends upon the number of credit hours they have earned. The total number of credit hours earned includes all JMU credit classes taken in the ISC, plus transfer credit awarded for previous study, credit hours earned by departmental exam, AP, IB, CIE or other test credit.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman (first year students)</td>
<td>Fewer than 28</td>
</tr>
<tr>
<td>Sophomores</td>
<td>28-59</td>
</tr>
<tr>
<td>Juniors</td>
<td>60-89</td>
</tr>
<tr>
<td>Seniors</td>
<td>More than 89</td>
</tr>
</tbody>
</table>

Transcripts

- ISC students may order an official transcript of their JMU credit classes through MyMadison. [http://www.jmu.edu/Registrar/students/transcripts.shtml](http://www.jmu.edu/Registrar/students/transcripts.shtml)
- ISC students may request a transcript of their ISC EAP classes through the ISC office.
<table>
<thead>
<tr>
<th>Action</th>
<th>Office/Department</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress students in Student Administration system</td>
<td>Office of International Admissions</td>
<td>Inform Registrar's Office of transition</td>
</tr>
<tr>
<td>Update student records in Student Administration system</td>
<td>Registrar's Office</td>
<td>Update program plan, create UG career. Registrar's Office to email Study Group listserv when complete.</td>
</tr>
<tr>
<td>Check placement exam scores</td>
<td>Student</td>
<td>Students to take Math Placement Exam and Foreign Language Placement Exam (if necessary)</td>
</tr>
<tr>
<td>Check holds</td>
<td>Student</td>
<td>Check to make sure any issues causing holds that may prevent enrollment are resolved and holds are removed</td>
</tr>
<tr>
<td>Gather course recommendations</td>
<td>International Academic Advising Coordinator</td>
<td>IAAC to consult with academic departments regarding course recommendations based on student's confirmed major</td>
</tr>
<tr>
<td>Assign academic advisors</td>
<td>International Academic Advising Coordinator &amp; Academic Departments</td>
<td>University Advising will work with academic departments to assign advisors</td>
</tr>
<tr>
<td>Students meet with International Academic Advising Coordinator</td>
<td>Student &amp; IAAC</td>
<td>The international academic advising coordinator will assist students with enrollment in their 1st semester UG classes</td>
</tr>
<tr>
<td>Students meet with assigned academic advisor</td>
<td>Student &amp; Assigned Academic Advisor</td>
<td>Students should plan to meet with their assigned academic advisor to answer any questions prior to enrollment</td>
</tr>
<tr>
<td>Enroll in JMU undergraduate classes</td>
<td>Student via MyMadison</td>
<td>International Academic Advising Coordinator and/or MAPs will assist with questions related to first semester enrollment</td>
</tr>
<tr>
<td>Final progression decision</td>
<td>University Programs</td>
<td>University Programs to review ISC EAP &amp; JMU UG coursework completed to determine eligibility for progression to JMU's undergraduate program. ISC Director to provide input as needed.</td>
</tr>
<tr>
<td>Update student records in Student Administration system</td>
<td>Registrar's Office</td>
<td>Update academic careers, discontinue UG record continue CE record for repeaters. Registrar's Office to email Study Group listserv when complete.</td>
</tr>
<tr>
<td>Transfer credit from CE career to UG career</td>
<td>Registrar's Office</td>
<td>Admissions will pass along transcripts for any progressed students with transfer credit from previous study</td>
</tr>
<tr>
<td>Student to pick up new I-20 form</td>
<td>ISSS</td>
<td>Students need to pick up new I-20 form (ISSS will email student once it is ready)</td>
</tr>
</tbody>
</table>
IMMIGRATION INFORMATION

International Student and Scholar Services in the Center for Global Engagement manages and oversees many aspects of the student immigration process. Students are solely responsible for maintaining their status by following all rules and regulations set forth by the U.S. Citizenship and Immigration Service (USCIS).

Maintaining F-1 Status
Students are responsible for maintaining their F-1 immigration 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 (listed on I-20 form);
- Complete SEVIS registration at the beginning of each term;
- Maintain a full course of study (ISC students must maintain a minimum of 12 credits total, including CE and UG classes, during a given semester);
- Make normal progress in a declared program of study;
- File timely application for extension of stay, transfer of school, change of status, and/or change of education level;

  The change of education level from ISC to UG will be filed by ISSS staff in coordination with ISC and University Advising. See next section.

- Limit on-campus employment to no more than 20 hours per week while school is in session;
- Refrain from off-campus employment, including paid or unpaid internships, without proper authorization;
- Adhere to immigration 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;
- Report any change of major to ISSS within 10 days of the change;
- Keep all personal immigration documents safe;
- Depart the U.S. in a timely manner; and
- Follow all U.S. laws.

Students should contact the Center for Global Engagement’s ISSS staff with any questions related to immigration or maintaining F-1 status: isss@jmu.edu, 540-568-5209, and http://www.jmu.edu/global
IMMIGRATION PROGRESSION FROM ISC to JMU UG

While students are responsible for their immigration status, the ISSS staff will spearhead the updates to the I-20 Form, as students progress from ISC to the undergraduate program.

The below information is in draft form and likely to be updated as ISSS, ISC, and University Advising staff work through the process for the first time after the Spring 2018 term.

Overview
- ISSS will create the new Undergraduate-level I-20 Form around the middle of the term for all ISC students expected to progress at the end of that term. Progressing students are expected to pick-up their new I-20 at the CGE.
- If a student expected to progress is not able to, ISSS will work with ISC, University Advising and the student to quickly work on appropriate remedies (e.g., extension of I-20 or transfer out).
- ISSS communicates all immigration implications (e.g., travel, termination, transfers, etc.)

Procedural Details
- ISSS receives a list of students in their final term at the ISC and ensure all documentation is in place in order to create Undergraduate-level I-20 forms.
- If a student expected to progress does not progress and is:
  o Allowed to repeat a semester in the ISC – ISSS will extend their ISC-level I-20 form for the next semester and coordinate pick-up/mailing, depending on student travel plans.
  o Not permitted to repeat a semester in the ISC – ISSS will contact student regarding next steps and ultimately will need to terminate the immigration record in accordance with ISSS policy.
# APPENDICES

## A. Study Group / JMU Course Map by Semester Program

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>1ST SEMESTER</th>
<th>2ND SEMESTER</th>
<th>3RD SEMESTER</th>
<th>4TH SEMESTER</th>
</tr>
</thead>
</table>
| 4- sem. | ISC 111 Reading 1  
ISC 112 Writing 1  
ISC 120 Listening & Speaking 1  
ISC 130 Grammar 1  
ISC 144 Thematic Dialogues 1  
ISC 165 American Culture 1  
ISC 400 Advising | ISC 210 Reading & Writing 2  
ISC 221 Listening & Notetaking  
ISC 222 Speaking & Pronunciation  
ISC 215 Academic Syntax & Vocab  
ISC 400 Advising | ISC 244 Thematic Dialogues 2  
ISC 265 American Culture 2  
ISC 340 American College Life 1  
ISC 400 Advising | ISC 440 American College Life 2  
ISC 420 Advanced Writing/Research  
ISC 400 Advising |
|           | UNST 102 | MATH class as per MPE | WRTC 100  
SCOM 123 or elective  
1 JMU elective | WRTC 103  
SCOM 123 or elective  
2 JMU electives |
| 3- sem.  | ISC 210 Reading & Writing 2  
ISC 221 Listening & Notetaking  
ISC 222 Speaking & Pronunciation  
ISC 215 Academic Syntax & Vocab  
ISC 400 Advising | ISC 244 Thematic Dialogues 2  
ISC 265 American Culture 2  
ISC 340 American College Life 1  
ISC 400 Advising | ISC 440 American College Life 2  
ISC 420 Advanced Writing/Research  
ISC 400 Advising | WRTC 103  
SCOM 123 or elective  
2 JMU electives |
|           | MATH class as per MPE | WRTC 100  
SCOM 123 or elective  
1 JMU elective | WRTC 103  
SCOM 123 or elective  
3 JMU electives | |
| 2- sem.  | ISC 244 Thematic Dialogues 2  
ISC 265 American Culture 2  
ISC 400 Advising | ISC 440 American College Life 2  
ISC 400 Advising | ISC 440 American College Life 2  
ISC 400 Advising | |
|           | WRTC 100  
SCOM 123 or elective  
2 JMU electives | WRTC 103  
SCOM 123 or elective  
3 JMU electives | |
### B. JMU Classes Offered in the ISC

<table>
<thead>
<tr>
<th>Electives</th>
<th>MATH</th>
<th>Compulsory</th>
</tr>
</thead>
<tbody>
<tr>
<td>• COB 204 (Computer Information Systems)</td>
<td>• MATH 105 (Quantitative Literacy &amp; Reasoning)</td>
<td>• WRTC 100 (Reading &amp; Writing Workshop)</td>
</tr>
<tr>
<td>• ECON 200 (Macroeconomics)</td>
<td>• MATH 155 (College Algebra)</td>
<td>• WRTC 103 (Critical Reading &amp; Writing)</td>
</tr>
<tr>
<td>• HIST 101 (World History to 1500's)</td>
<td>• MATH 205 (Introductory Calculus I)</td>
<td>• SCOM 123 (Group Presentations)</td>
</tr>
<tr>
<td>• HTH 100 (Personal Wellness)</td>
<td>• MATH 220 (Elementary Statistics)</td>
<td><strong>Students must earn a C or better in all 3 compulsory courses to progress to JMU</strong></td>
</tr>
<tr>
<td>• ISAT 160 (Problem Solving Approaches in Science &amp; Technology)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• KIN 100 (Lifetime Fitness &amp; Wellness)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• UNST 102 (Career &amp; Academic Planning)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>