Introduction and General Information

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Mission Statement

James Madison University is a public, comprehensive university and is the only university in America named for James Madison. The university offers programs on the bachelor’s, master’s and doctoral levels but its primary emphasis is on the undergraduate student. JMU provides a total education to students - one that has a broad range of the liberal arts as its foundation and encompasses an extensive variety of professional and pre-professional programs, augmented by a multitude of learning experiences outside the classroom. The quality of the JMU experience has been recognized repeatedly in many national publications.

We are committed to preparing students to be educated and enlightened citizens who will lead productive and meaningful lives.

History

Since its establishment in 1908, James Madison University has grown from a small state normal and industrial school for women to today’s coeducational comprehensive university with a fall 1999 enrollment of 14,818.

The university was founded in 1908 as the State Normal and Industrial School for Women at Harrisonburg, with Julian Ashby Burruss as its first president. The school opened its doors to its first student body in 1909 with an enrollment of 209 students and a faculty of 15. Its first 20 graduates received diplomas in 1911. Burruss’ administration changed the name of the school to the State Normal School for Women at Harrisonburg. The school received authorization to award bachelor’s degrees in 1916. During this initial period of development, Burruss’ administration established the campus plan and constructed six buildings.

After Burruss resigned in 1919, Dr. Samuel Page Duke became the second president. Duke’s administration erected nine major buildings. In 1924, the university became the State Teachers College at Harrisonburg and continued under that name until 1938, when it was named Madison College in honor of James Madison, the fourth president of the United States. In 1946, the Duke administration admitted men as regular day students.

Following the retirement of Duke, Dr. G. Tyler Miller became the third president of the university in 1949 and remained until 1970. Miller’s administration enlarged the campus by 240 acres and constructed 19 buildings. The administration also revamped the curriculum. In 1954, the expanding school received authority to grant master’s degrees. The university became a coeducational institution in 1966.

Dr. Ronald E. Carrier became JMU’s fourth president in 1971. His administration changed Madison College into a university. In 1977, the university adopted its current name, James Madison University. The Carrier administration nearly tripled the number of students and university faculty members and constructed some 30 major campus buildings. Doctoral degrees were authorized in 1994.

Dr. Linwood H. Rose was named JMU’s fifth president in September, 1998. Under his leadership, JMU has continually been recognized in national publications as one of the nation’s finest institutions of its type. Before being named president, Rose had served as a member of the institution’s administration for 23 years, including service as executive vice president and chief operating officer.

Student Retention and Graduation Rates

Studies of undergraduate student retention and completion rates indicate that 91 percent of all entering first-time freshmen return for their second year, and 84 percent return for their third year of study at JMU. Approximately 58 percent of those who enter the university as first-time freshmen complete their degrees in four calendar years or fewer, and roughly 77 percent of the entering class graduates after five years. Approximately 80 percent of an entering class will eventually complete the requirements for an undergraduate degree at JMU. The remainder either withdraw or transfer, and the majority of these individuals do so before reaching their junior year. Because a number of entering students enroll in a program that requires them to transfer to another institution (e.g., pre-physical therapy), the completion rate at the university is considered to be very good.
Administration

The general responsibility for the administration of the university has been assigned to the president, who is appointed by the JMU Board of Visitors. When the board is in recess, its executive committee may exercise the power of the board.

Assisting the president in the administration of the university are divisional vice presidents for academic affairs, administration and finance, development and alumni relations, institutional effectiveness, student affairs, university relations and external programs, the director of intercollegiate athletics and the assistant to the president. Appointment to these positions, to other administrative offices and to the university’s faculty and staff are made by the JMU Board of Visitors upon the recommendation of the president.

JMU consists of a graduate school and five undergraduate colleges:

- College of Arts and Letters
- College of Business
- College of Education and Psychology
- College of Integrated Science and Technology
- College of Science and Mathematics

James Madison University Board of Visitors

Henry Harrell, Rector, Richmond
Zane D. Showker, Vice Rector, Harrisonburg
Helen R. Blackwell, Arlington
Paul J. Chiapparone, Plano, Texas
Pablo Cuevas, Broadway
Charles H. Cunningham, Fairfax
Joseph C. Farrell, Richmond
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Dr. Conrad A. Helsley, Strasburg

Suzanne “Renny” A. Humphrey, Chesterfield
William S. Jasien, Clifton
George K. Martin, Mechanicsville
Timothy M. McConville, Virginia Beach
Mark Alan Mix, Annandale
Mark D. Obenshain, Harrisonburg
Emily S. Couch, Student Member, Dayton
Dr. Barbara P. Castello, Secretary, Harrisonburg

Chief Administrative Officers

President
Linwood H. Rose, Ed.D.

Division Heads
Douglas T. Brown, Ph.D., Vice President, Academic Affairs
Barbara P. Castello, Ed.D., Vice President, University Relations
Charles W. King Jr., M.A., Vice President, Administration and Finance
Mitchell L. Moore, M.P.A., Vice President, Development and Alumni Relations
Robert L. Scott, Ed.D., Vice President, Institutional Effectiveness
Mark Warner, Ed.D., Vice President, Student Affairs

Deans
A. Jerry Benson, Ph.D., Dean, College of Integrated Science and Technology
Dorothy Boyd-Rush, Ph.D., Dean, Graduate School
David F. Brakke, Ph.D., Dean, College of Science and Mathematics
John W. Gilje, Ph.D., Dean, College of Education and Psychology
Linda Cabe Halpern, Ph.D., Dean, General Education
Richard F. Whitman, Ph.D., Dean, College of Arts and Letters
JMU Alumni

Alumni Office
Telephone: (540) 568-6234
Web Site: www.jmu.edu/alumni/

JMU benefits from an active, enthusiastic and supportive alumni association. With more than 62,000 graduates, the JMU Alumni Association strives to develop and stimulate a continuing interest in the university by providing opportunities for service, fellowship, networking and loyalty for JMU alumni, parents of current students and friends of the university.

Alumni chapters across the country sponsor events, programs, services and various forms of communication for a diverse constituency. In addition to the celebrated Homecoming festivities, class reunions are hosted annually for alumni commemorating their 5th, 10th, 15th, 20th, 25th, 40th, 45th and 50th reunions. Appointed volunteers on the JMU Alumni Association Board of Directors advise the alumni office in the implementation and management of the association’s affairs.

JMU’s quarterly magazine, Montpelier, provides information about the university to all alumni, parents of currently enrolled students, friends and businesses, corporations and foundations associated with JMU.

JMU Foundation

The James Madison University Foundation Inc. was founded in 1969 to provide the highest level of excellence possible for JMU. The foundation, in coordination with the Division of Development, receives gifts for the university from alumni, parents of students, faculty and staff members, state and national corporations and foundations. A planned giving program also is offered to potential donors as a means of supporting the university.

Gifts received by the foundation are used to support the university in many ways, such as:

- Construction of buildings
- Endowed chairs for distinguished faculty members
- Purchase of library resources
- Purchase of specialized equipment for university classrooms and laboratories
- Renovation and additions to existing facilities
- Scholarships for students
- Special academic opportunities for students
- Special academic programs

Accreditation

JMU is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; 404-679-4501) to award the bachelor’s, master’s, Educational Specialist and Doctor of Psychology degrees.

**Additional Accreditation**

- Accreditation Commission for Programs in Hospitality Administration
- American Assembly of Collegiate Schools of Business
- American Chemical Society
- American Occupational Therapy Association
- American Psychological Association
- Association for Advancement of Health Education
- Association of University Health Programs in Health Administration
- Commission on Accreditation for Dietetics Education, the accrediting agency for The American Dietetic Association
- Commission of Accreditation of Allied Health Education Program
- Council on Academic Accreditation in Audiology and Speech Language Pathology of the American Speech-Language and Hearing Association
- Council for Accreditation of Counseling and Related Educational Programs
- Council on Social Work (baccalaureate level)
- Education Commission on Accreditation on Social Work Educational Standards Board of the American Speech-Language-Hearing Association
- Foundation for Interior Design Educational Research
- International Association of Counseling Services
- National Association of School Psychologists
- National Association of Schools of Art and Design
- National Association of Schools of Music
- National Association of Schools of Theatre
- National Athletic Trainers’ Association
- National Council for Accreditation of Teacher Education
- National League for Nursing
- Physician Assistant Program
- Society for Public Health Education
- Virginia Board of Nursing
- Virginia State Board of Education

**Membership**

- American Association of Colleges for Teacher Education
- American Association of State Colleges and Universities
- American Council on Education
- Association of American Colleges and Universities
- Association of Virginia Colleges and Universities
- College and University Personnel Association
- Council of Graduate Schools in the United States
- Council of Southern Graduate Schools
- National Association of College and University Business Officers
- National Association of Student Personnel Administrators
- Southeastern Universities Research Association

**Institutional and Educational Membership**

- Association of Computing Machinery

**Corporate Membership**

- American Association of University Women
Admission
Office of Admission
Phone: (540) 568-6147

The enrollment for the university is as authorized by the State Council of Higher Education in Virginia. The number of students admitted each year is limited by the resources available to the university.

Visiting the University
Prospective students are welcome to attend a group informational conference and a walking tour of campus. The schedule for conferences and tours is shown in the following table.

<table>
<thead>
<tr>
<th></th>
<th>Weekdays</th>
<th>Saturdays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conferences</td>
<td>9:15 a.m. &amp;</td>
<td>9 a.m. &amp;</td>
</tr>
<tr>
<td></td>
<td>2:15 p.m.</td>
<td>11 a.m.</td>
</tr>
<tr>
<td>Tours</td>
<td>10 a.m.</td>
<td>10 a.m.</td>
</tr>
<tr>
<td></td>
<td>3 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

To attend a group conference or tour, you are encouraged to make an appointment with the Office of Admission at (540) 568-3620. Parking for visitors is available in the Admission Visitor Lot near the Office of Admission, Sonner Hall. After you make an appointment, the Office of Admission will send you a parking permit. The JMU visitation schedule is subject to change. To confirm visitation times contact the Office of Admission prior to your visit.

The Office of Admission is closed on holiday weekends and each Saturday from May to Aug. 31, so it holds no conferences or tours on those days. In inclement weather, the Office of Admission cancels conferences and tours. If weather conditions are severe, please call the Office of Admission, (540) 568-3620, before you come.

Freshman Admission
Admission to the university is competitive. Each year, the university receives applications from students representing approximately 2,000 different high schools. Because high school programs and grading systems vary widely, the secondary school program cannot be rigidly prescribed. However, in general, JMU expects that candidates for admission will have completed college preparatory courses in English, mathematics, natural science, social science and foreign language.

Requirements
When evaluating applicants, the Admission Committee considers the following factors:

Quality of High School Academics
The Admission Committee is most interested in the quality of the applicant’s high school program of study. Students with solid achievement in four or more academic courses each year of high school will have a distinct advantage in the admission process. Honors-level courses, especially Advanced Placement classes, increase an applicant’s competitiveness. To assess students’ achievement in their high school programs, the Admission Committee notes class rank or grade point average.

Standardized Tests
Performance on the Scholastic Aptitude Test or American College Testing Program Assessment helps the Admission Committee discern students’ past academic achievement and their potential for future academic achievement. The SAT II Subject Test in Writing is required for academic placement.
Other Factors

Also important to an application are the high school counselor’s secondary school report form, evidence of special talents and abilities, and the depth of involvement in extracurricular activities that indicate leadership, organizational skills and problem-solving ability. These aspects of the application indicate an applicant’s potential to contribute to and benefit from the university’s diverse range of academic and extracurricular programs.

Early Notification Admission

The university will offer non-binding early notification admission to qualified freshman applicants with exceptional high school programs of study, academic achievement, SAT or ACT scores and potential to contribute to the university community. The deadline for early notification is Nov. 1. Successful candidates will be notified in mid-January and must submit a room reservation or tuition deposit by May 1 to enroll at the university. Students who are not selected for early notification are automatically considered under the university’s regular admission process.

Regular Decision Admission

Applications must be postmarked by Jan. 15 to be considered for regular decision admission. All applicants will receive notification of their admission status the first week of April. Admitted students must submit a room reservation or tuition deposit by May 1 to enroll at the university. Applications for admission to James Madison University should be submitted early in the first semester of the high school senior year. Prospective students should

- Request an application for undergraduate admission.
- Carefully complete and submit the application, along with the $30 nonrefundable application fee, to their high school guidance counselors.
- Request that the counselor attach a copy of their transcript and forward it with the completed application and fee to
  
  MSC 0101, Office of Admission
  James Madison University
  Harrisonburg, VA 22807

- Submit a one-page personal statement and their Scholastic Aptitude Test or American College Testing Assessment scores. Applicants should request SAT or ACT scores be forwarded to James Madison University directly from the College Board or American College Testing, respectively.

Information furnished on applications and all other university documents and records must be accurate and complete without evasion or misrepresentation. Submitting inaccurate or incomplete documents is cause for rejection or dismissal from the university.

Transfer Admission Requirements

To transfer to JMU, a student must

- Have completed or be in the process of completing a full year of academic work on the college or university level at the time of application.
- Be in good standing and eligible to continue or graduate from their previous institution(s). It is the student's responsibility to provide the JMU Office of Admission with transcripts of work completed from all colleges attended. Concealment of previous attendance at a college or university is cause for cancellation of admission and registration. (Students with holds on their academic records will not be considered for admission until holds are released.)
- Have earned at least a “C” cumulative grade point average (2.0 on a 4.0 scale) for consideration in a college parallel program. The university recommends that students have a “B” cumulative grade point average to be competitive applicants.

Application Procedure

To apply for transfer admission to the university, applicants must

- Complete and return the application for undergraduate admission along with the application fee of $30 to
  
  MSC 0101, Office of Admission
  James Madison University
  Harrisonburg, VA 22807

This fee is not refundable or transferable and will not be credited to the student’s account. The application fee must be paid by check or money order. Transfer applications must be completed by March 1 for fall admission, by Nov. 1 for spring admission and by Jan. 15 for summer admission.

- Request official transcripts be sent from all colleges attended prior to the application deadline.
- Submit their secondary school record or a copy of their GED in addition to college transcripts, regardless of how many college credits are completed or how many years the applicant has been out of high school.
- Submit official SAT or ACT scores. If a transfer student has completed more than 45 credit hours of college work at the time of application, SAT or ACT scores are not required. Applicants who are 25 years or older are not required to submit test scores.
- Complete a one-page personal statement for review by the Admission Committee.

Evaluation of Transfer Credits

Credit will be awarded for those courses equivalent to courses offered at JMU in which the student has earned a grade of “C” or better.
After the student has been approved for admission, the Office of the Registrar will evaluate the transcript(s) of each transfer student to show the credits accepted by the university. The director or head of the department or school in which the student is majoring will determine the departmental/school credits required for graduation.

General education requirements will be waived for those students who have completed either the Associate in Arts, Associate in Sciences, or the Associate in Arts and Sciences degree at a Virginia community college. Students who complete one of these associate degrees and are offered admission will receive junior-level status. For more details, please consult the JMU Virginia Community College Transfer Guide.

**International Admission**

The Office of International Admissions and Enrollment Services is responsible for the admission and enrollment of undergraduate international students. It also evaluates courses taken at colleges and universities located outside the U.S. for academic credit.

All non-U.S. citizens and nonpermanent residents of the U.S. must complete the international student application. This application and an international student information guid book are available in the Office of International Admissions and Enrollment Services, which is located in Sonner Hall. In addition to regular freshman and transfer admission requirements, international students must present evidence of English proficiency and documentation of sufficient financial resources.

The university welcomes international applications and is authorized by federal law to enroll nonimmigrant alien students. Requests for information concerning the admission of undergraduate international students should be directed to the Office of International Admissions and Enrollment Services, James Madison University, Harrisonburg, VA 22807, (540) 568-6147.

**Credit for International Examinations**

JMU will follow the recommendations of the National Council on the Evaluation of Foreign Educational Credentials when awarding academic credit based on international examinations. Questions regarding the evaluation of international examinations should be directed to the Office of International Admissions and Enrollment Services.

**International Baccalaureate**

JMU recognizes the International Baccalaureate diploma and individual IB courses by awarding credit on IB higher-level examinations in essentially the same manner in which credit is allowed for Advanced Placement courses. Typically, credit hours will be awarded for each higher-level examination on which a score of five, six or seven has been earned. Some standard-level examinations will also be considered for credit.

The university encourages the completion of the IB diploma and will give special consideration for admission to students who have completed the IB program. The grading scale is from one to seven, with seven being the highest score.

### Higher-Level IB Courses

<table>
<thead>
<tr>
<th>International Baccalaureate Course</th>
<th>Minimum Required Score</th>
<th>JMU Equivalent</th>
<th>Credit Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Anthropology</td>
<td>5</td>
<td>GANTH 195</td>
<td>6</td>
</tr>
<tr>
<td>Art/Design</td>
<td>6</td>
<td>ART 140 &amp;</td>
<td></td>
</tr>
<tr>
<td>ART elective</td>
<td>5</td>
<td>ART 140</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>7</td>
<td>BIO 120 &amp; BIO 130</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5</td>
<td>Majors: CHEM 131, 132</td>
<td>6</td>
</tr>
<tr>
<td>Computing Studies</td>
<td>5</td>
<td>CS 139 &amp; CS 238</td>
<td>8</td>
</tr>
<tr>
<td>Economics</td>
<td>6</td>
<td>ECON 201 &amp; GEOECON 202</td>
<td>6</td>
</tr>
<tr>
<td>English A</td>
<td>5</td>
<td>GWRIT 101-102</td>
<td>6</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td>5</td>
<td>FL electives</td>
<td>6</td>
</tr>
<tr>
<td>Geography</td>
<td>6</td>
<td>GE GEO 200</td>
<td>3</td>
</tr>
<tr>
<td>History All Regions</td>
<td>6</td>
<td>HIST electives</td>
<td>6</td>
</tr>
<tr>
<td>History Africa</td>
<td>6</td>
<td>HIST 263 &amp; HIST elective</td>
<td>6</td>
</tr>
<tr>
<td>History Americas</td>
<td>5</td>
<td>HIST 225</td>
<td>4</td>
</tr>
<tr>
<td>History West and South Asia</td>
<td>6</td>
<td>HIST electives</td>
<td>6</td>
</tr>
<tr>
<td>History East and Southeast Asia</td>
<td>5</td>
<td>HIST electives</td>
<td>6</td>
</tr>
<tr>
<td>History Europe</td>
<td>6</td>
<td>HIST 202 &amp; HIST elective</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>5</td>
<td>MATH 205</td>
<td>3</td>
</tr>
<tr>
<td>Math With Mathematical Methods</td>
<td>5</td>
<td>MATH 235</td>
<td>4</td>
</tr>
<tr>
<td>Further Math</td>
<td>6</td>
<td>GPHIL 101 &amp; GPHIL elective</td>
<td>6</td>
</tr>
<tr>
<td>Philosophy</td>
<td>5</td>
<td>GPHIL 101</td>
<td>3</td>
</tr>
<tr>
<td>Physics</td>
<td>5</td>
<td>PHYS 140 &amp; PHYS 150</td>
<td>6</td>
</tr>
<tr>
<td>Psychology</td>
<td>4</td>
<td>GPSCY 110</td>
<td>3</td>
</tr>
</tbody>
</table>
Standard-level IB Courses

<table>
<thead>
<tr>
<th>International Baccalaureate Course</th>
<th>Minimum Required Score</th>
<th>JMU Equivalent</th>
<th>Credit Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anthropology</td>
<td>5</td>
<td>GANTH 195</td>
<td>3</td>
</tr>
<tr>
<td>Art/Design</td>
<td>7</td>
<td>ART 140</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>ART elective</td>
<td>3</td>
</tr>
<tr>
<td>General/Majors</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Chemistry</td>
<td>6</td>
<td>CHEM 131</td>
<td>3</td>
</tr>
<tr>
<td>Computing Studies</td>
<td>5</td>
<td>CS 239</td>
<td>4</td>
</tr>
<tr>
<td>Economics</td>
<td>6</td>
<td>ECON 201 with IB diploma</td>
<td>3</td>
</tr>
<tr>
<td>English A</td>
<td>6</td>
<td>WRIT 101</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td>6</td>
<td>FL elective</td>
<td>3</td>
</tr>
<tr>
<td>Geography</td>
<td>5</td>
<td>GEOG elective</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>5</td>
<td>HIST elective</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>5</td>
<td>MATH 135</td>
<td>3</td>
</tr>
<tr>
<td>Math With Computing</td>
<td>5</td>
<td>MATH 135 &amp; CS elective</td>
<td>4</td>
</tr>
<tr>
<td>Math Studies</td>
<td>5</td>
<td>MATH 103</td>
<td>3</td>
</tr>
<tr>
<td>Further Math</td>
<td>NA</td>
<td>No credit</td>
<td></td>
</tr>
<tr>
<td>Philosophy</td>
<td>6</td>
<td>GPHIL 101</td>
<td>3</td>
</tr>
<tr>
<td>Physics</td>
<td>6</td>
<td>PHYS 140 &amp; PHYS 150</td>
<td>6</td>
</tr>
<tr>
<td>Psychology</td>
<td>6</td>
<td>GPHYS 101</td>
<td>3</td>
</tr>
</tbody>
</table>

German Abitur

Students with the German Abitur may be awarded up to 30 credit hours of advanced standing. Awarding of credit will be based on a grade of “C” or better. A passing grade will be equivalent to six credit hours in the subject.

The German Abitur will fulfill general education requirements with the exception of 12 credit hours for general education Cluster One and of the 4 credit American Experience requirement in Cluster Four.

United Kingdom “A” Level Examinations

Passing with a grade of “C” or better in an “A” level subject will be considered comparable to completing the two-course introductory sequence (six credit hours) in the subject.

Special Admission Requirements

In addition to regular freshman and transfer admission requirements, students who want to major in music, theater or dance must also complete an on-campus audition. Prospective art students who intend to major in studio art are encouraged to submit a portfolio and be interviewed.

Art

Students unable to travel to JMU may send a videotape, color photographs or slides of their work in support of their art application. Students who intend to major in art history are not required to submit a portfolio or additional material for review, but should follow the regular JMU admission process. Students who submit a portfolio will be eligible to receive a freshman art scholarship.

On-campus portfolio reviews for art majors are held each Saturday throughout January. Other portfolio reviews are conducted during November, on campus, and at selected off-campus sites. For the complete schedule of portfolio review/interview sessions and additional information, contact the School of Art and Art History (540) 568-6216, email: art-arthistory@jmu.edu.

Music

Auditions for music are given on three specific dates in January and February. It is important that you indicate your intention to participate in the audition process by Jan. 15. For more information, call the School of Music at (540) 568-6197, email: music_admit@jmu.edu.

Nursing

In addition to the regular freshman and transfer admission requirements, students who intend to major in nursing must submit a supplemental application. Applications may be obtained from

Department of Nursing, MSC 2102
James Madison University
Harrisonburg, VA 22807
(540) 568-6314.

Theater and Dance

The School of Theatre and Dance is flexible in scheduling auditions. Most theater and dance auditions are given in January and February. For more information, contact the School of Theatre and Dance at (540) 568-7802.

Nontraditional Academic Credit

Advanced Placement

Applicants for admission who have completed advanced work in secondary school may apply for advanced credit in certain subjects at JMU.

Students may apply to the College Board for permission to take one or more of the tests offered through the Advanced Placement program at the following address:

Advanced Placement Examinations
P.O. Box 6671
Princeton, NJ 08541-6671

Interested students should discuss advanced placement tests with their guidance counselors or principals. The College Board reports the results of the examinations to the university. The minimum advanced-placement scores required to earn college credit are shown in the table on Page 17.

Credit for Military Service

JMU encourages veterans to apply for admission as full-time or part-time students. Information is available from the veterans’ service office, Wilson Hall, Room 107.
Veterans who have one or more years of active military duty will be granted six hours of health and kinesiology credit (providing they have no previous credit in this area). This credit will exempt these students from kinesiology requirements; however, those students in a teaching curriculum must complete HTH 370, The School Health Program, for licensure purposes.

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

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

### 2000-01 Academic Year Advanced Placement Courses

The score necessary to earn college credit at JMU, the corresponding course title and JMU and the credit hours which can be earned appear below. The grading scale is from one to five, with five being the highest score.

<table>
<thead>
<tr>
<th>Advanced Placement Course</th>
<th>Minimum Required Score</th>
<th>JMU Equivalent</th>
<th>Credit Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>4</td>
<td>Art elective</td>
<td>3</td>
</tr>
<tr>
<td>Art Studio: Drawing</td>
<td>4</td>
<td>Art elective</td>
<td>3</td>
</tr>
<tr>
<td>Art Studio: General</td>
<td>4</td>
<td>GSCL 103 and 104 or GSAT 111B</td>
<td>4</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>BIO 000 (1 cr. )</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Majors: BIO 120</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIO 000 (4 cr. )</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nonmajors: GSCL 103A and 104</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIO 000 (4 cr. )</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or GSAT 111</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIO 000 (5 cr. )</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Majors:</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIO 120</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIO 130</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nonmajors:</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GSCL 103 and 104 or GSAT 111B</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIO 000 (4 cr. )</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or GSAT 111</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIO 000 (5 cr. )</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH 235</td>
<td>4</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>4</td>
<td>MATH 235-236</td>
<td>8</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>4</td>
<td>GSCL 101 and 104</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>Majors: CHEM 131</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHEM 131, 132</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nonmajors: CHEM 131, 131L, 132, 132L</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or CHEM 120, 120L</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>POSC elective</td>
<td>3</td>
</tr>
<tr>
<td>Comparative Government</td>
<td>4</td>
<td>CS 238</td>
<td>4</td>
</tr>
</tbody>
</table>

### Notes:

1. Students who receive a score of "3" may want to take a departmental examination to earn credit in either MATH 205 or MATH 235.
2. BIO 000 does not count toward major or minor in biology, or toward general education requirements, but is elective credit toward a degree.
Academic Policies and Procedures

Honor System

The academic program at JMU operates under an Honor System that dates back to the 1909-10 academic session. Students adopted the present 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 office is located at Wilson 113. The Honor Council maintains a web page at http://www.jmu.edu/honor.

Registration

The university publishes a Schedule of Classes before the beginning of each semester, and this schedule contains a detailed outline of the registration procedure. Students are urged to study these schedules carefully and to keep schedules available for immediate reference during the registration period and throughout the semester. The university expects all students to register on the dates indicated in the schedule's calendar. A late registration fee is charged for registration after the first day of classes, and there is no reduction in other fees.

Credit is not allowed in any course for which the student is not duly registered, and registration is not complete until all fees for the semester have been paid.

Unit of Credit

The JMU academic calendar is based on the semester system. The unit of credit is the credit hour. A credit hour represents one 50-minute class period each week in the semester for lectures, or two 50-minute class periods for each week in the semester for laboratory or fieldwork.

Student Assessment

JMU requires students to take a series of student outcomes assessment tests prior to their graduation. JMU uses information from the test results to measure how its programs and services contribute to individual student learning and development and for student progression based on competency attainment in selected programs. The university encourages students to review program requirements for further details.

Classification

The classification of students depends upon the number of credit hours they have earned.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>Fewer than 28</td>
</tr>
<tr>
<td>Sophomores</td>
<td>28-59</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89</td>
</tr>
<tr>
<td>Seniors</td>
<td>More than 89</td>
</tr>
</tbody>
</table>

Course Load

In all programs, the normal load per semester is 15 or 16 credit hours. A student with a cumulative grade point average of 3.25 or better may register for as many as 21 credit hours per semester. Any student in good standing may take a maximum of 19 credit hours without securing special permission.

Students in good standing who wish to exceed these credit per semester limitations must secure permission from the head of the department or director of the school in which they are majoring.

The university strongly recommends that a student on academic warning not register for more than 16 credit hours per semester. A student on probation may not take more than 12 credit hours per semester.

Academic Probation and Course Load

Students on academic probation should get the approval of the dean of their major college if they wish to take more than 12 credit hours per semester. Students should note that an undergraduate course load of at least 12 credit hours a semester is required for a student to live in a residence hall.

Summer Session Credit Hours

During summer session, a student may take six credit hours for each four-week term and nine credit hours for each six-week term. The head of the department or director of the school in which the student is majoring must approve overloads at the time of registration.

Student Teaching

Student teaching should be a full-time experience. Only in exceptional cases will additional course work be approved during the student teaching period. Moreover, student teachers cannot expect to work or participate in excessive extracurricular activities during their student teaching period as any interference with student teaching might lower the quality of the individual's performance. Students with problems or special needs must contact the Office of Teacher Education Services for prior approval. All student teaching grades are assigned on a credit/no-credit basis.
Course Adjustment

A course adjustment is any change to a student’s registered course schedule. A course adjustment can include any of the following: changing a credit option, changing a section, adding a course, dropping a course or withdrawing from a course. Deadlines for processing specific course adjustments are stated in the Schedule of Classes. The end of the course adjustment period (approximately one week after midterm grades are due for a regular semester) is the deadline for making any changes to a registered course schedule. Freshmen (students who have taken 27 or fewer credit hours) must secure the prior approval of their faculty adviser for any course adjustments.

Adding a Course, Changing Sections or Changing Credit Options

Students may add a course and change sections or credit options according to deadlines and instructions published in the Schedule of Classes. Students should note that adding a course might result in a tuition increase.

Dropping or Withdrawing from a Course

Dropping and withdrawing both result in the termination of a student’s enrollment in the course. Dropping a course must be completed before the drop deadline, which occurs approximately the last day in the first week of a regular semester’s classes. There is no fee for dropping a course, and the dropped course will not appear on the student’s transcript. Depending on the student’s course load, dropping a course might result in a tuition reduction.

Withdrawing from a course occurs after the drop deadline but prior to the end of the course adjustment period. The student 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. Withdrawing from a course will not result in a tuition reduction. The university will not permit students to withdraw from a course after the end of the course adjustment period. Students are responsible for knowing their registered course schedules and for making any desired course adjustments prior to the published registration deadlines. Failure to attend class does not constitute a withdrawal. After the end of the course adjustment period, a grade other than “W” must be issued for all registered courses.

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.

Credit/No-credit Course Registration

The credit/no-credit option has been established to encourage students to explore academic areas with which they are unfamiliar. Such academic exploration allows students to fully integrate field-based learning activities into appropriate programs of study. The design of the credit/no-credit option allows students to participate in courses outside of their major and minor fields of concentration without jeopardizing their academic records. In some cases, the credit/no-credit option might also help to reduce academic pressures and competition for grades.

Students electing to take courses under this option should be selective in choosing the courses that they take as credit/no-credit. Graduate and professional schools and future employers, however, might hold differing opinions of such a nontraditional grading system. For this reason, students should consult with their academic advisers for information concerning the inclusion of credit/no-credit course grades within their programs.

Students are eligible to take a course on a credit/no-credit basis if they have completed at least 28 credit hours at JMU and have attained a 2.25 cumulative grade point average or higher. Transfer students may take courses on the credit/no-credit option only if they have completed 28 credit hours with at least 14 hours at JMU.

JMU allows students to register for kinesiology activity courses on a credit/no-credit basis at any time without regard to minimum hours completed or grade point average. Also, grades for student teaching are assigned on a credit/no-credit basis. Except for field-based courses (which may be defined by a department/school as credit/no-credit) the following courses may not be taken credit/no-credit:

- Courses used to meet general education requirements
- Courses within a major program
- Courses within a minor program
- Courses listed by name and number in a major or minor program but offered outside the major and minor department or school
- Courses being repeated that were previously taken for a letter grade
- Degree requirements
Students should also keep in mind the following factors when considering the credit/no-credit option:

- Students can take up to 15 credit hours on a credit/no-credit basis.
- The university limits the maximum number of credit/no-credit courses a student can take to four credit hours per semester or one course of more than four credit hours per semester.
- Student teaching is not counted as a part of these credit/no-credit totals.
- Students registering for classes should declare the course or courses that they plan to take on a credit/no-credit basis at the time of registration, and all changes to and from the credit/no-credit option must be completed by the end of the course adjustment period.
- The credit/no-credit option will only apply to final grades. All course work and quizzes will be graded as if the student were taking the course for credit.
- Students taking a course on a credit/no-credit basis will only be identified to the instructor after final grades have been submitted.
- Instructors will submit letter grades to the university registrar who will then change all grades of “A” through “C” to “CR” (credit) for those students enrolled under the credit/no-credit option. (The university makes exceptions to this process for field-based courses designated by the department/school.) Students will receive credit hours, but they will not receive quality points for the work completed. Therefore, the grade of “CR” will not affect a student’s cumulative grade point averages.
- A grade of “NC” (no-credit) will be recorded for all grades of “C-” and below and the student will not receive credit hours or quality points for the grade of “NC.” The fact that the student took the course will remain on that student’s transcript, but the grade assigned in that class will not affect that student’s cumulative grade point average.

Auditing

In order to audit a class, students must have the permission of their faculty advisers and the head of the department or director of the school offering the class. Audited courses will not affect a student’s semester credit hours or grade point average.

Prerequisite and Eligibility Requirements

Students should consult the appropriate catalog to determine prerequisite or eligibility requirements for course selections. Without special permission, students cannot take for credit a course for which the prerequisite has not been met or for which they are not eligible. In addition, students cannot take for credit a course that is a prerequisite to a course they have already taken.

Many courses require other courses as prerequisites. Students should be aware that a course in which they receive a grade of D or D+ probably does not adequately prepare them to take a course which requires the first as a prerequisite. Before continuing on to a succeeding course, students should discuss their level of preparation with the instructor of the second course and decide whether or not they need to retake the first course to improve their understanding as well as their grade.

Other Credit Opportunities

The university offers the following options to enable students to earn credit toward their degree outside the traditional classroom setting:

- Admission of High School Students as Special Students (See Page 51 for information concerning this special program of admission.)
- Admission of Freshmen With Advanced Placement (Consult Page 16 for information concerning the College Board Advanced Placement program.)
- Independent Study

Independent Study

Every department and school at JMU offers a course designed to give capable students an opportunity to do faculty-supervised independent studies. Such courses often carry more than the normal three credit hours for a semester’s work. In addition, these independent study courses allow especially capable students to work at their own, often accelerated pace. Arrangements for independent study should be made with individual instructors.

Credit by Examination

College degrees represent growth and maturity in certain fundamental knowledge and skills rather than a mere accumulation of credit hours. In recognition of the fact that some persons may achieve academic competence through nontraditional means, such as private study, technical employment or prior instruction, JMU endorses the concept of credit by examination. By permitting a student to earn credit by school and departmental examination for knowledge already gained, highly motivated or academically advanced persons are able to accelerate their program. It is the student’s responsibility to ascertain what preparation and background are necessary for taking advantage of this means of acceleration, before attempting an examination.

Any enrolled undergraduate student may apply to take an examination for credit in selected courses in the undergraduate curriculum. Permission to take an examination for credit must be obtained from the head of the department or director of
the school in which credit is sought. A student will not be permitted to take the examination for credit option with any of the following conditions:

- The student is presently enrolled in the course.
- The student has previously completed the course.
- The course is a prerequisite for a course in which the student is currently enrolled or has completed.
- The course is numbered at a lower level than courses in which the student is currently enrolled or has previously completed without the expressed approval of the director of the school or division head.
- A student's grade in a course was assigned due to a violation of the Honor System.

Each department or school will use its own discretion in developing the form of the examination and in determining the procedure to be followed. Students may earn as many as 30 credit hours through credit by school or departmental examination, with no more than 12 credit hours in any one discipline. To receive credit, a student must make a grade of “C” or better on the examination. Each department or school shall determine what constitutes a “C” for that department or school. No department or school shall require a grade higher than a “C” for passing the examination. The examination for a course can be taken only once in a given semester. A nonrefundable fee must be paid prior to the administration of an examination for credit. (See financial information section, Page 47.) Each department or school will determine its time schedule for giving examinations.

Selection of a Major

Entering students should confer with their advisers in order to determine a major program of study. If entering students have not decided on a specific major, they may register as undeclared. JMU encourages these undeclared students to discuss their interests with Academic Advising and Career Development, professors, department heads, school and program directors and fellow students in an attempt to find a major program best suited to that student's goals and interests. All students should declare a major by the end of the sophomore year. Failure to do so could extend the time that the student will need to fulfill graduation requirements.

Transfer students who enter JMU with junior status (60 or more credit hours) should declare a major upon acceptance to the university.

Students who would like assistance in identifying career options related to their specific majors can participate in the Career Decisions Program through Academic Advising and Career Development. The Career Decisions Program helps students decide on a career direction by assessing students' career interests, skills and abilities and by providing information about career options.

Declaration or Change of Major

Students who would like to declare or change a major should obtain a Change or Declaration of Major Form from the Office of the Registrar. Students must take this form to the head of the related department or to the director of the related school they wish to enter. The department or school accepts students on the basis of their academic records and on the satisfaction of such other criteria as the department or school might establish. The department or school assigns a new adviser for students who are beyond the freshman level.

Undergraduate Grading System

The university keeps a complete record of each student's work and sends a grade report to the student's permanent address at the end of each semester. Mid-semester grades in all courses are sent to new freshmen.

Letter grades and quality points express the academic achievement of a student in a specific course. The quality point values listed below are earned for each semester credit hour.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points Earned Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>D</td>
<td>1.30</td>
</tr>
<tr>
<td>D-</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>0.00</td>
</tr>
<tr>
<td>CR</td>
<td>0.00</td>
</tr>
<tr>
<td>NC</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>0.00</td>
</tr>
</tbody>
</table>

A course in which a grade of “F” is received does not result in earned credit hours, but does count as credit hours attempted in computing the grade point average.

In certain circumstances, a grade of “NP” (denoting that an irregularity has resulted in a “Not Processed” designation) or “I” (recorded by faculty and denoting incomplete work in a given course) will be given for a course. An “NP” or “I” grade will automatically be converted to a permanent “F” grade at the end of the next regular semester. It is imperative that a student receiving any “NP” grade contact the Office of the Registrar as soon as possible to make sure that appropriate action is taken to remedy the problem. Any student receiving an “I” grade should follow the university policy on incomplete grades.
Grade Point Average

The university computes a student's grade point average for any period by dividing the number of quality points earned during that period by the number of credit hours attempted during the same period. For instance, for a period in which a student attempts 16 credit hours and earns 40 quality points, the student's GPA is 2.5.

A student's cumulative GPA is computed by dividing the total number of quality points earned at JMU by the total number of credit hours attempted at JMU.

Except as set forth under the Graduation with Honors policy, all references to grade point average denote the grade point average derived from course work taken at JMU.

Quality Points

A grade of "B" in a three credit-hour course earns nine quality points; a grade of "C" in the same course would earn six quality points.

The following do not affect quality points earned, credit hours attempted or GPA:

- Grades received at other institutions (except when used in determining graduation honors for eligible students).
- Audited courses.
- "I," "CR," "NC" or "W" grades.

Incomplete Grades

The "I" symbol is used to indicate incomplete work in a given course and is awarded only when a student is unable to complete the course work because of illness or some other equally compelling reason. Courses in which a student receives a grade of "I" must be completed by the end of the next regular semester, or the grade is recorded permanently as "F." (See the University Calendar for the dates by which grade changes must be reported to the Office of the Registrar.) A student seeking a grade of "I" must make that request to the relevant faculty member before the end of the semester in which that course is taking place.

Repeating Courses

A student may repeat any of the courses that he or she has taken at JMU. All grades will be included when calculating the student's grade point average. There are, however, certain exceptions to this rule. Students may elect to repeat up to two courses during their enrollment at JMU on a "repeat forgiveness" basis. As a result of the "repeat forgiveness" option, the university will exclude the previous grade and credit hours earned for the repeated course when it calculates the student's cumulative GPA and earned credit hours total, regardless of whether the previous grade was higher or lower than the repeat attempt. The student must either declare the "repeat forgiveness" option at registration or complete the appropriate adjustment form prior to the end of the course adjustment period. A student may not exercise the repeat/forgiveness option for courses in which that student was assigned a grade as a result of an Honor Code violation.

All grades will appear on the student's transcript, but a course that has been repeated will only be counted once toward satisfying graduation requirements.

Grade Appeal Procedure

Maintaining standards of excellence and the integrity of the teaching/learning process are important values to JMU faculty. The university and its faculty members also recognize that grades may sometimes be inappropriately assigned. If such disagreements occur, students have a right to voice their opinion concerning a particular course grade. Evaluation of student work and assignment of grades on the basis of academic criteria are the responsibilities and prerogative exercised by the professor.

Grade Change Procedure

If a student (graduate, undergraduate or post-baccalaureate) believes that a grade was assigned in error, because of a mistake in calculation or an error in recording a grade, the student should consult the professor (or professors, in the case of a jointly taught course) before the Friday of the second full week of classes in the regular semester following the semester of the contested grade to resolve the discrepancy. 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 relevant department head, school director or cluster coordinator for signature. A copy of the Grade Change Form will be forwarded to the dean. The only basis for this type of change is an error in grade assignment or calculation.

Grade Review Process

If a student (graduate, undergraduate or post-baccalaureate) believes that a final course grade was unfairly awarded, that student may initiate the grade review process. Students should be aware that, as a result of review, a grade may be raised, lowered or left the same. Evaluation of student work and assignment of grades on the basis of academic criteria are the responsibilities of and prerogative exercised by the professor teaching that particular course. Grounds for grade review are limited to two categories.

- The grade was assigned in a manner other than that listed in the course syllabus or as amended by the professor with appropriate notice.
- The grade was assigned in a manner other than that used for other students in the class.
Activating the Grade Review Process

To activate the grade review process, the student should follow these four steps.

1. The student submits a Grade Review Form to the appropriate professor by Monday of the third full week of classes in the regular semester that follows the semester for which the contested grade was given. The student should attach a written explanation of reasons for dispute, 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 professor by Friday of the third full week of classes to attempt to resolve the concern.
   - If the student and the professor reach an agreement that the grade should be changed, the professor changes the grade by submitting a Grade Change Form to the appropriate department head, school director or cluster coordinator for that individual’s signature. A copy of this signed Grade Change Form will be forwarded to the dean. 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 professor signs the Grade Review Form and records a written response on the reverse side of the form. The professor returns the original copy of the form to the student, retains a copy of the form for his or her personal records and forwards a copy to the relevant department head, school director or cluster coordinator by Friday of the fourth full week of classes.

3. The student must contact the relevant department head, school director or cluster coordinator by the Friday of the fifth full week of classes to request review of statement and response.

4. The department head, school director or cluster coordinator then meets with the student and confers with the relevant professor.
   - The department head, school director or cluster coordinator signs the Grade Review Form and records a written response on the reverse side of the form by Friday of the seventh full week of classes. The student receives the original copy of this form, the relevant professor 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 professor submits a Grade Change Form to the department head, school director or cluster coordinator and the appropriate individual signs the form. A copy of the form will be forwarded 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.

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 class was taught. The college dean’s responsibility is only to ascertain whether all parties have had an opportunity to present all relevant facts and have received a fair and impartial hearing at each level. To enter this phase of the process, a student should follow these procedures.

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 college dean reviews the process to be sure the student and the faculty member have had a fair hearing.
   - If the relevant college dean believes that due process was not followed during the review process, the dean consults with the relevant professor and department head, school director or cluster coordinator to resolve the dispute.

3. The relevant college 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 for him or herself and sends a copy to the relevant department head, school director or cluster coordinator and the relevant professor.
   - If it is agreed that the student’s grade should be changed, the relevant professor submits a Grade Change Form to the department head, school director or cluster coordinator. The recipient then signs the form and forwards a copy to the dean. Notice of the grade change must also be sent to the Graduate School before the grade change occurs for graduate students who have a grade of “C,” “U” or “F” changed to some other grade.

There is no further review beyond college dean. 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.

Special Circumstances

Students who spend a semester abroad should submit the Grade Review Form to the relevant professor by the Monday of the third full week of classes in the semester following the semester during which the grade was given. These students must also notify the professor of their semester absence from campus. Students can complete a written explanation of the
reasons for the dispute and can submit relevant documentation upon their return to campus, but that student cannot submit the request after the end of that semester.

If a faculty member is not on campus when a student wants to initiate a grade review, the student should contact the department head, school director or cluster coordinator to begin the process.

Grades for block courses are officially recorded at the end of the semester; therefore, a grade review process for a block grade should follow the same procedure as for a semester course.

**Misconduct in Research and Other Scholarly Work**

Policy 2205, concerning Misconduct in Research and Other Scholarly Work, applies to all individuals involved in the performance of scholarly and creative activity and research conducted at JMU, whether performed under external or internal funding. It applies to all scientists, trainees, technicians and other staff members, students, fellows, guest researchers or collaborators. Misconduct as defined under this policy means fabrication, falsification, plagiarism or other practices that seriously deviate from those that are commonly accepted within the scientific and academic community for proposing, conducting or reporting research. Misconduct by a student under this policy may result in disciplinary action up to and including expulsion from the university, loss of fellowship or scholarship and potential criminal prosecution.

**Student Grievance Procedure**

1. This policy applies to student grievances against faculty that do not concern grades, discrimination or harassment. Policies for grievances concerning these matters are outlined elsewhere.

2. Each department, school or program head will appoint an advisory committee made up of faculty and students from the academic unit that will hear grievances of students. The advisory committee may take any of the following actions:
   - Examine materials submitted by the student and the party grieved against ("respondent")
   - Interview the student and the respondent
   - Interview any witnesses requested by the student, the respondent or the committee
   - Request additional materials from any person or entity relevant to the charges
   - Make a recommendation on the grievance to the department, school or program head.

3. The head of the academic unit may accept the recommendation of the committee, reject the recommendation or partially accept and partially reject the recommendation. The head of the academic unit will take any action he or she deems appropriate on the grievance.

4. If either the student or the respondent is dissatisfied with the action taken by the head of the academic unit, the action may be appealed to the dean. The decision of the dean is final.

5. If the head of the academic unit is the party against whom the grievance is filed, the dean will receive the report of the committee and stand in the place of the head of the academic unit for the purpose of making the decision on the grievance. If the dean is the party against whom the grievance is filed, the Vice President for Academic Affairs will handle any appeal.

**Attendance**

Students’ participation in the work of a course is clearly a precondition to their receiving credit in that course. Because of the wide variety of courses and teaching methods at JMU, the university recognizes that the nature of a student’s participation in the work of a course cannot be prescribed on a university-wide basis. For this reason, classroom attendance is not a matter subject to regulation by the university. Attendance in class and in the laboratory is a matter between the student and the faculty member in that class or laboratory.

**Makeup Days for Classes Missed Due to Inclement Weather or Emergency**

When it is necessary to cancel classes due to weather or other emergency, faculty have several options for making up the missed instructional time.

1. Hold class on the official university make up day, normally the Saturday immediately following the missed class.

2. Hold class at another time acceptable to all class members. Time and location will be arranged by the department.

3. Accommodate for the missed instructional time within remaining class meeting time.

**Final Examinations**

Students are expected to attend final examinations during the times scheduled for those examinations. Extenuating circumstances, however, might prompt faculty members to approve a student’s request for an exception to attending the final examination. Students whose request for an exception is disapproved by the relevant faculty member have the right to appeal to the relevant department head, school director or academic dean. No appeal will be favorably considered without prior consultation with the faculty member.
Final Examinations Missed Due to Inclement Weather or Emergency

In response to inclement weather and other emergencies, the university may be forced to cancel final exams. When the university closes due to weather or other type of emergency, faculty will administer regularly scheduled final exams on the official university exam make up day, normally the Saturday immediately following exam week unless otherwise announced in the course syllabus. Exam locations will be the same as the location for the regularly scheduled exam.

If it is determined that exams cannot be given because of inclement weather or other emergency, faculty will assign final grades to students based on the exams, tests and projects completed prior to the regularly scheduled exam date.

Academic Standing and Continued Enrollment

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

Academic Good Standing

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

Academic Warning

The status of academic warning applies to any student whose grade point average for a semester is below 2.0. Students who are placed on academic warning at the conclusion of a semester are urged to contact their advisers to devise strategies for improving academic performance.

Academic Probation

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

Academic Suspension

A student will be placed on academic suspension if that student's cumulative grade point average is below the minimum required for continued enrollment. (These requirements are set forth in the table below.) As a rule, academic suspension will be invoked at the end of spring semester (and summer session for students who attend summer session); however, in exceptional cases where academic performance is persistently unsatisfactory or in cases where students fail to meet reinstatement conditions, the institution may choose to suspend students at the end of fall semester.

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

During a second suspension, the student may choose to make a written appeal to the Associate Vice President for Academic Affairs. In these cases, a committee chaired by the Associate Vice President for Academic Affairs and composed of representatives of deans will make the decision regarding permission to re-enroll and the conditions under which re-enrollment will be granted.

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Academic Suspension</th>
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<tbody>
<tr>
<td>(includes transfer hours)</td>
<td>(Cumulative JMU GPA at end of spring semester)</td>
</tr>
<tr>
<td>1-27</td>
<td>less than 1.500</td>
</tr>
<tr>
<td>28-44</td>
<td>less than 1.650</td>
</tr>
<tr>
<td>45-59</td>
<td>less than 1.750</td>
</tr>
<tr>
<td>60-74</td>
<td>less than 1.850</td>
</tr>
<tr>
<td>75-89</td>
<td>less than 1.900</td>
</tr>
<tr>
<td>90-104</td>
<td>less than 1.994</td>
</tr>
<tr>
<td>105-119</td>
<td>less than 1.999</td>
</tr>
<tr>
<td>120 or above</td>
<td>less than 2.000</td>
</tr>
</tbody>
</table>

Academic Dismissal

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

Appeals for Early Re-enrollment

If there are documented extenuating circumstances associated with the academic deficiency that resulted in a student's suspension from JMU, the student on academic suspension may appeal for permission to re-enroll at JMU prior to being eligible for readmission.

During a first suspension, the student may choose to make a written appeal for early re-enrollment to the dean of the ma-
Withdrawal from the University

Students withdraw from the university when their enrollment is terminated before these students have completed the semester for which they registered. Any student desiring to withdraw must first have a conference with a staff member in the Office of the Registrar and then complete the Withdrawal Request Form. Students who are unsure about withdrawing are encouraged to talk to a member of the Counseling and Student Development Center staff before initiating withdrawal procedures.

The Office of the Registrar 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.

Students who withdraw with official approval will receive grades based upon the following criteria:

- Students who withdraw from the university before the end of the course adjustment period will receive a grade of "W" in all their courses.
- Students who withdraw from the university for medical reasons will receive a grade of "W" in all courses and will receive a prorated refund for tuition, room and board, and fees. A letter from the attending physician must support medical withdrawal. Re-admission to the university is contingent on receipt of a letter from the attending physician, and this letter must clearly indicate that the student is able to attend classes. (Students who receive a medical withdrawal for psychological reasons must also be absent from the university for a period of at least 90 days.) Supporting documentation for the student's return to the university must be received at least 30 days before readmission.
- Students who withdraw from the university because of documented extenuating circumstances after the end of the course adjustment period will receive a grade of "W" in all their courses.
- Students who withdraw from the university after the end of the course adjustment period, and who do not have documented extenuating circumstances that justify their withdrawal, will receive a grade of "W" in courses they are passing at the time of the withdrawal and a grade of "F" in courses they are failing at the time of withdrawal. Each individual faculty member will determine the grade.

Nondegree-seeking special students enrolled in an on- or off-campus course must also withdraw from the university by securing a Request for Withdrawal form from the Office of the Registrar. This form should be completed and returned to the Office of the Registrar, and the Office of the Registrar will process the official withdrawal. An adjustment in charges will be figured from the official day of withdrawal. No adjustment in charges will be made unless the withdrawal form is received in the Office of the Registrar within 30 days after the student leaves the campus or does not attend classes.

Adjustments will not include nonrefundable fees or charges. Students whose connection with the university terminates as a result of disciplinary actions or enforced withdrawal will receive a prorated refund of all fees except room charges.

Further information on refunds may be found on Page 46.

Nonreturning Students and Leave of Absence

Students who plan to complete their current semester but who will not return to JMU for the subsequent semester (excluding summer term) must notify the Office of the Registrar in writing to ensure cancellation of housing assignments, courses for which they have pre-registered and tuition charges.

Students who are planning a temporary interruption in their studies at JMU should formally request a leave of absence in the Office of the Registrar.

Questions concerning the status of non-returning or leave of absence should be directed to the Office of the Registrar, Warren Hall, Room 504A.

Re-entry to the University

Degree-seeking students who have not attended JMU for one or more semesters and who wish to return to their studies at JMU are classified as re-entry students. The re-entry process is contingent upon the student's length of absence and academic standing at the time of departure. To avoid delays in registration, the Intent to Enroll from must be submitted by the indicated deadline for the anticipated semester of return. All registration holds must be cleared before the student will be eligible to register.

Deadlines for Submission of Intent to Return Forms

- Fall Semester: July 1
- Spring Semester: November 1
- Summer Session: April 1

Re-entry After Absence of Less Than Two Calendar Years

Students in Good Standing

Students who left the university in good standing and who have been absent for one semester or more without declaring a formal leave of absence must submit an Intent to Enroll Form to the Office of the Registrar.
Students in good standing who have declared a formal leave of absence for non-medical reasons will be automatically activated and eligible to register for the stated semester of return without further action on their part (provided there is resolution of outstanding registration holds). Activation for students who take a leave of absence for documented medical or mental health reasons will be contingent on receipt of a letter from the attending physician indicating the student is able to attend classes. This letter must be received in the Office of the Registrar by the deadlines indicated above.

**Students on Probation**

Students who left the university on academic probation, and who have been absent for one semester or more, must submit an Intent to Enroll Form directly to the Associate Vice President for Academic Affairs, MSC 7503. A personal statement citing the reason for departure and interim activities must accompany the form. Re-entry and continued enrollment are not guaranteed, but are contingent upon review by an academic review committee chaired by the Associate Vice President for Academic Affairs. Such review may result in denial or conditional re-entry.

**Students on Suspension**

Students who leave the university on a first or second academic suspension may follow the appeal process stated on Page 25 or apply for re-entry after one academic year. A personal statement citing the reason for departure and interim activities must accompany all Intent to Enroll Forms. Submit all documents to the Associate Vice President for Academic Affairs, MSC 7503. Re-entry and continued enrollment are not guaranteed but contingent upon review by an academic review committee chaired by the Associate Vice President for Academic Affairs. Such review may result in denial or conditional re-entry.

With prior approval from the dean of the major college and the Office of the Registrar, a suspended student may choose to take courses at another institution. Course work completed during the period of suspension may be considered as part of the criteria for re-entry, but courses taken at another institution cannot be used to raise the grade point average at JMU, nor will the courses automatically transfer to JMU. A maximum of 12 semester hours will be accepted as transfer credits. These hours will be considered once the student has been readmitted and has earned a minimum semester grade point average of 2.0 in at least 12 credit hours attempted during the semester of return.

**Re-entry After Absence**

**Exceeding Two Calendar Years**

Students who are eligible to re-enter after an absence of two or more calendar years, regardless of their academic standing at the time of departure, must apply for readmission through the Office of Admission. Re-entry is not automatic but subject to committee review of the application, the personal statement citing the reason for absence and evaluation of work completed at JMU as well as work completed at other institutions during the student’s absence from JMU.

**Transfer Equivalent Policy for Readmitted Students**

A student who returns to JMU after a separation of two calendar years and who maintains a 2.0 GPA for 12 credit hours after her/his return is eligible to apply for the transfer equivalent policy. This policy allows a student a quality point status equivalent to that of a transfer student admitted to the university. That is, the student’s new GPA will initially be that earned in the 12 credit hours taken upon re-entry. In order to exercise this option, the student must request in writing the approval of the appropriate college dean and the Office of the Registrar. The following regulations govern this option.

- The option must be exercised immediately after completing 12 credit hours.
- Consultation with the dean of the college in which the student is majoring is required.
- All grades will remain a part of the transcript.
- Eligible students will receive degree credit for only those courses for which grades of “C” or better were earned prior to readmission.
- Quality points earned for any course completed prior to readmission will not count in determining the student’s new cumulative grade point average.
- A student whose application for the transfer equivalent policy has been approved may request that credit hours for pre-approved courses taken at another institution be transferred to JMU. The request will be reviewed by the college dean and the Office of the Registrar.
- The option will be extended only once during the student’s enrollment at JMU.

A student interested in this option must re-apply to the University through the Office of Admission according to established deadlines.

**Deadlines for the Submission of Re-entry Applications**

- Fall Semester: July 1
- Spring Semester: November 1
- Summer Session: April 1

**Semester Honors Lists**

To qualify for the honor of being placed on the President’s List, a student must earn a grade point average of 3.90 and above and carry a course load of at least 14 hours, 12 of which must be in addition to any courses taken on credit/no-credit basis.

To qualify for the Dean’s List, a student must meet the President’s List requirement for course load and earn a grade point average of 3.50-3.89.
**Graduation Requirements**

The faculty adviser and the department head or school director make the official check on major and minor course requirements for graduation. The Office of the Registrar makes the final check on courses required for the final term, total credit earned, the general education program, degree requirements and the cumulative GPA earned at the university, as well as other university-wide requirements.

To receive a degree from JMU, a student must:

- Meet the general education requirements
- Have a minimum of 120 earned credit hours accepted by JMU
- Have a cumulative grade point average of 2.0 or better
- Have a cumulative grade point average of 2.0 or better in the major and minor subjects
- Meet the major and degree requirements of one of the curricula leading to the degree for which they are candidates
- Have been enrolled at JMU a minimum of two regular semesters and have earned a minimum of 30 credit hours at JMU during that period of enrollment
- Be enrolled at JMU during the semester in which the requirements for the degree are completed
- Have earned at least 60 credit hours accepted by JMU from accredited senior (four-year) institutions of higher education, including JMU

A student expecting to graduate at the end of any semester must file an Application for a Degree with the university registrar as specified in the University Calendar. Responsibility for meeting graduation requirements rests with the student.

Attendance at commencement exercises is expected. If a student is unable to attend commencement, the university registrar must be notified at least 21 days prior to commencement.

**Changes in Requirements**

Generally, a student is subject to the curricular and graduation requirements contained in the catalog in effect upon the student's first enrollment at JMU (or, if requested for valid reasons by the student and approved by the student's major programs and the Office of the Registrar, the requirements contained in a different catalog). However, James Madison University is a progressive educational institution and its offerings and requirements are under continual examination and revision. Revisions often affect currently enrolled students. Although the university attempts to alert students to these revisions through the academic advising process, individual reports of academic progress and various campus publications, responsibility for meeting all curricular and other graduation requirements rests with the students, who are encouraged to consult regularly with their program advisers as well as Academic Advising and Career Development.

**Graduation with Honors**

In order to be eligible for graduation with honors, the student must have been enrolled at JMU for a minimum of four regular semesters and have completed a minimum of 60 credit hours at JMU during that period of enrollment. The student must also have maintained a minimum cumulative grade point average of 3.25/3.50, as specified in the following boxes, at James Madison University and have a cumulative average, as specified in the following boxes, in all course work, including all course work taken at other colleges. All grades received in all courses attempted will be used in calculating a student's grade point average in consideration for graduation with honors. Credits completed at other colleges will be converted to the JMU grading scale.

The average for determining honors is computed at the end of the semester preceding the semester in which final graduation requirements are met.

**Cumulative Averages Required for Honors**

<table>
<thead>
<tr>
<th>Honors</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cum laude</td>
<td>3.50-3.699</td>
</tr>
<tr>
<td>Magna cum laude</td>
<td>3.70-3.899</td>
</tr>
<tr>
<td>Summa cum laude</td>
<td>3.9 and above</td>
</tr>
</tbody>
</table>

These standards apply to students entering JMU for the first time in fall 1996 and thereafter.

<table>
<thead>
<tr>
<th>Honors</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cum laude</td>
<td>3.25-3.499</td>
</tr>
<tr>
<td>Magna cum laude</td>
<td>3.5-3.749</td>
</tr>
<tr>
<td>Summa cum laude</td>
<td>3.750 and above</td>
</tr>
</tbody>
</table>

These standards apply to students who entered JMU prior to 1996. Requirements for these students are regulated by the catalog in effect at the time they enrolled.

**Earning a Second Baccalaureate Degree**

A student may earn two different baccalaureate degrees concurrently or consecutively at James Madison University if he or she meets the following requirements.

- Earn a minimum of 150 credit hours, including a minimum of 60 hours at JMU.
- Meet all degree and university graduation requirements for both degree programs.
- Meet all prerequisite and course requirements in two different major fields.

Students who hold a baccalaureate degree from another institution may earn a second baccalaureate degree at James Madison University by meeting the following requirements:
Complete a minimum of 30 credit hours and two regular semesters (including the semester in which the requirements for the second baccalaureate degree are met) at JMU.

Meet all prerequisite and course requirements in the major field as well as degree requirements for the second baccalaureate degree program.

Earn a cumulative grade point average of 2.0 or higher in course work completed for the major and second baccalaureate degree programs.

Transcript

The transcript is the official record of a student's grades earned to date, and it includes the date of graduation, degree received and date of withdrawal or dismissal. Official transcripts and other documents with the university seal attached are not released to the student; rather, the Office of the Registrar mails them directly to another college or authorized agency.

The Office of the Registrar may release a student's transcript upon receipt of a written request from the student or former student and for authorized research purposes.

Reserve Graduate Credit

Admission to Graduate Courses by Undergraduates Seeking Graduate Credit

Undergraduate students who have been accepted to the Graduate School and who are nearing completion of their undergraduate degrees may take up to three graduate courses for reserve graduate credit during their senior year. This graduate credit, earned prior to completion of an undergraduate degree, will not apply toward the undergraduate degree but will be held in reserve to apply toward a later graduate degree. Students wishing to earn reserve graduate credit must obtain written permission from the dean of the Graduate School prior to enrollment in these courses. Forms relating to reserve graduate credit are available in the Graduate School office. It is the student's responsibility to obtain all of the required signatures. Students enrolled in five-year programs must abide by the previously mentioned policies governing reserve graduate credit.

Approval for reserve graduate credit does not imply that another graduate school will accept these reserve graduate credits.

Transfer of Credit from Other Institutions

A student wishing to earn credits at another institution, either in the summer or during a regular session, must obtain permission from the Office of the Registrar in advance of taking courses from another institution. Following consultation with the head of the department or director of the school if necessary, the Office of the Registrar will make the determination concerning the course and its application toward a JMU degree.

For a student on academic suspension status, a maximum of 12 semester hours will be accepted as transfer credits. These hours will be considered once the student has been readmitted and has earned a minimum semester grade point average of 2.0 in at least 12 credit hours attempted during the semester of return.

The general education program at JMU makes every effort to award as much credit as possible for entering students who have earned credit from other institutions. Once students have enrolled for classes at JMU, however, they are expected to complete the general education program here. The Dean of General Education, the Assistant to the Dean or a Cluster Coordinator must approve any exception to this policy. After they have enrolled for classes, students will be allowed to transfer in no more than three courses for General Education credit. No more than one transferred course may be applied to any one Cluster. Decisions to allow students transfer credit for a particular course will be based on a comparison of course objectives and content at JMU with those at the other institution. Special exceptions to this policy will be reviewed on an individual basis. Such exceptions may include those students who wish to participate in study abroad programs or other special circumstances.

The student is responsible for having an official transcript mailed to the Office of the Registrar when the work has been completed. Credit hours will be awarded for approved courses carrying a “C” or better grade (2.0 quality points). Grades for courses taken at another institution are not included in grade point average calculations although they will be used in determining graduation honors for eligible students.
# Undergraduate Programs

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Teacher</th>
<th>License</th>
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</thead>
<tbody>
<tr>
<td><strong>Accounting (B.B.A.)</strong></td>
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<tr>
<td>Accounting Information Systems</td>
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<tr>
<td>Corporate/Governmental</td>
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<tr>
<td>Professional (CPA)</td>
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<tr>
<td>Technology/Consulting</td>
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<tr>
<td><strong>African/American Studies</strong></td>
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<tr>
<td><strong>American Studies</strong></td>
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<tr>
<td><strong>Anthropology (B.A., B.S.)</strong></td>
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<tr>
<td>Archeology</td>
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<tr>
<td>Biological Anthropology</td>
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<tr>
<td>Cultural Anthropology</td>
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<tr>
<td><strong>Art (B.F.A.)</strong></td>
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<tr>
<td>General Fine Arts</td>
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<tr>
<td>Graphic Design</td>
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<tr>
<td>Interior Design</td>
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<tr>
<td><strong>Art (B.A., B.S.)</strong></td>
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<tr>
<td>Industrial Design</td>
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<tr>
<td><strong>Art History (B.A.)</strong></td>
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<td><strong>Asian Studies</strong></td>
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<tr>
<td><strong>Biochemistry and Molecular Biology</strong></td>
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<tr>
<td><strong>Biology (B.A., B.S.)</strong></td>
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<tr>
<td>Biotechnology</td>
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<td>Clinical Laboratory Science (Medial Technology)</td>
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<td>Ecology</td>
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<td>ACS Accredited Biochemistry</td>
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<td>General Chemistry</td>
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<td><strong>Communication Sciences and Disorders (B.A., B.S.)</strong></td>
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<td><strong>Computer Information Systems (B.B.A.)</strong></td>
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<td>Networks and Data Communications</td>
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<td>Telecommunications</td>
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<td><strong>Conflict Resolution in Business</strong></td>
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Concentrations are those listed below their respective major programs and have no block designation.
Concentrations and minors are those designated with an open box in the minor column.
Programs which require a M.A.T. or M.Ed. are those designated with a circle in the teaching licensure column.

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Student Programs and Services

Academic Affairs
Mission Statement
The Division of Academic Affairs provides an exceptional educational experience that both meets the changing work-world needs of our students and strives for the highest level of academic excellence within our programs. Our programs focus on the student as an individual and as a member of the global community. Our faculty members are dedicated mentors who are scholars, innovative teachers and models of responsibility and accountability, and our staff of creative and talented colleagues is committed to providing a supportive environment that facilitates learning and development.

Student Affairs
Mission Statement
The Division of Student Affairs, in partnership with others, creates an environment that serves student needs, enhances student learning and facilitates student growth.

Campus Services
Bookstore
The JMU Bookstore stocks all textbooks used by the academic schools and departments, as well as a large selection of general and technical books. The store also sells school, office and computer supplies, software, clothing, gifts, magazines and greeting cards. For students’ convenience, the bookstore provides the following services.

- Special orders for books
- Textbook buy back
- Gift certificates
- Film processing
- Bus tickets
- Computer services

For additional information, call (540) 568-8056.

Card Services
Card Services issues the JMU access card, which is the official identification card for all members of the university community. The JAC allows access to various campus facilities and services. It is also used for meal plans, dining dollar declining balance accounts and FLEX declining balance accounts, all of which are administered by Card Services. FLEX declining balance accounts are honored for purchases or services in the following areas: bookstore, on-campus copy centers and copy machines, game room, library fines, Mister Chips, postal services, University Health Center, University Recreation Center, on-campus vending machines, Warren Hall Ticket Office and all dining services locations. For more information on JAC, declining balance accounts and meal plans, including prices, restrictions and guidelines, contact Card Services, Warren Hall, 3rd floor, or call (540) 568-6446.

Center for Leadership, Service and Transitions
The Center for Leadership, Service and Transitions provides a variety of innovative and exciting opportunities designed to help students acquire important leadership, citizenship and professional competencies. Through community service experiences, leadership workshops, orientation programs for first-year students, leadership honorary organizations, guest speakers and other events, the center teaches the attitudes, skills and knowledge students will need to be effective in future employment, community and organizational settings. For information on the following and other programs, call us at (540) 568-6597 or find us on the Internet at www.jmu.edu/clst/.

- Leadership workshops and seminars
- Community-service projects
- Alternative Break programs
- Miller Fellows Presidential Leadership Program
- America Reads tutoring positions
- Orientation and First Year Programs
- Leadership Apprentices
- Omicron Delta Kappa national leadership society

Center for Multicultural/International Student Services
The Center for Multicultural Student Services is responsible for assessing the needs of multiethnic student populations at JMU and coordinating programs and services designed to meet those needs. The office works diligently to provide the following services.

- Multicultural programming and awareness
- Academic referral and monitoring
- Leadership training and development
- Organizational training and development
- Social adjustment counseling

Center staff members make a conscientious effort through programs and services to promote the importance of cultural diversity and awareness for the entire JMU community. For more information about these services, contact the Center for Multicultural/International Student Services in Warren Hall, Room 245, or call (540) 568-6636.
### Convenience Store

JMU's on-campus convenience store, Mister Chips, is owned and operated by the university. It sells a wide variety of products including snacks and beverages, health and grooming aids, newspapers, greeting cards, novelties, flowers and balloons. Mister Chips also provides dry cleaning and laundry service (drop off and pickup), on-campus flower and balloon delivery, film processing and video rental. For additional information, call (540) 568-3922.

### Counseling and Student Development Center

The Counseling and Student Development Center provides mental health services, educational and learning skills assistance and human relations services to the student community. Through individual therapy, group counseling and psycho-educational programming, the center helps students to:

- Resolve personal conflicts
- Deal with emotional distress
- Develop more effective and satisfying lifestyles
- Overcome sexual abuse trauma
- Improve interpersonal relationships
- Recover from substance abuse
- Enhance educational development

In addition to counseling and therapy, the center provides consultative services and psycho-educational programs to students, faculty members, administrators and parents. Consultative services provides individuals the opportunity to consult with a counselor and obtain assistance in assessing a problem, considering how to help someone who may be having personal or mental health difficulties and/or obtaining information about psychological and mental health services. Consultation can also assist...
Dining Services

Nutrition is important throughout life, and the college years are no exception. JMU Dining Services is one of the largest departments at the university, supporting the academic life of the entire community seven days per week with convenient, tasty meals and refreshments. The department serves 15,000 meals per day in 14 different venues across campus, ranging from espresso bars to cheeseburgers.

Students need Dining Services in varying amounts and ways. Those who live on campus rely heavily on the department for both sustenance and an enhanced quality of life. Full-time and part-time students residing off campus usually need fewer on-campus meals, but Dining Services provides a haven for between classes. In addition to being a source of good, nutritious meals, the various dining facilities offer a way to join in campus life and make friends.

To meet the varied needs of individual students, Dining Services provides different meal plans. All on-campus residents may choose from among three meal plans, which come with the “Student Housing and Food Contract.” They are the 19-Meal Plan, the 14-Meal Plan and Any-12-Premier Meal Plan. All of these plans provide the student with more good food at less cost per meal than any other means available. Commuters, who do not automatically have meal plans, may purchase any of the on-campus plans and have the additional options of a ten, five and three meal plan. The department also offers declining balance accounts that operate similar to a debit card.

Students using this plan, called Dining Dollars, get a 5 percent discount and pay no sales tax on anything they buy. And, of course, cash sales are welcome at all Dining Services locations.

To obtain informational brochures, ask questions or purchase meal plans, call Card Services at (540) 568-6446 or stop by Warren Hall, Room 504. Brochures and information may also be obtained from the Dining Services Administration Office located in Gibbons Hall, Entrance 7.

Disability Services

James Madison University is an equal opportunity institution that admits students without regard to disabling conditions. JMU is committed to maintaining and enhancing an environment conducive to the highest level of individual empowerment by fostering a community that values innovation, human dignity, public service and diversity.

The Office of Disability Services ensures that the university complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Section 504 guarantees the rights of all students with documented disabilities equal access to an education, which is limited only by personal ability and not by their disability. The office provides support services and coordinates accommodations to meet the needs of students who have disabilities.

Services are available to all currently enrolled JMU students who have a documented disability. Individuals eligible for services include, but are not limited to, those with mobility, orthopedic, hearing, vision or speech impairments, as well as those with learning disabilities.

In order to provide effective and reasonable accommodations, students will be asked to provide documentation of their disability. Documentation should indicate the student’s current level of functioning. It should also state the diagnosis of a disability and indicate the substantial limitations resulting from the disability and provide a justification for reasonable accommodations. This information will help disability services to provide the appropriate accommodations and support services each individual may need.

For more information on how to secure accommodations for students with disabilities or for information about policies, procedures and resources regarding services for students with disabilities, contact this office.

Office of Affirmative Action

The Office of Affirmative Action promotes the practice of and adherence to the equal opportunity policies of James Madison University. Bringing diversity to JMU, the program assists in the identification and recruitment of qualified individuals who normally have been underrepresented in the university. It also sponsors workshops on various subjects such as sexual harassment, disabilities, affirmative action, etc. The Office of Affirmative Action also provides a place where individuals who feel that they have been subjected to harassment or discrimination due to race, color, gender, sexual orientation, sexual harassment, disability, etc., can file a complaint for an impartial resolution. Inquires may be directed to the Office of Affirmative Action, JMU, Harrisonburg, VA 22807, (540) 568-6991 or 568-6991 TDD.
Office of the Registrar

The Office of the Registrar is responsible for the following activities.

- Add and drop registration procedures
- Athletic certification
- Class schedule preparation
- Commencement activities
- Degree audits
- Diploma issuance
- Enrollment verifications
- Student records
- Transfer credit evaluation
- Transcript issuance
- Withdrawals from the university

The Office of the Registrar assists students who are considering withdrawing from the university. The student and staff member discuss personal, financial and academic implications of withdrawal. The staff member can provide the student with the proper withdrawal request forms and assist in their completion.

Registration Services is located in Warren Hall, Room 302. For information regarding veterans affairs, withdrawal assistance and graduation, students should contact Student Record Services on the first floor of Wilson Hall or call the Office of the Registrar at (540) 568-6281.

Ombudsperson

The president of the university has empowered a member of the student affairs staff to serve as ombudsperson. The ombudsperson has the authority to bypass normal administrative procedures when seeking direct resolution of student problems. The ombudsperson's office is located in Taylor 399, Room 399. The current Ombudsperson is Donna Harper, who can be reached at (540) 568-2837 or harperdl@jmu.edu.

Orientation

To successfully orient new students, JMU provides a variety of programs and services throughout the year. All freshmen entering in the fall semester attend a one-day orientation program in July, a four-day program in August and various programs during the fall and spring semesters. Transfer students entering in the fall semester attend a summer orientation program. For all new students entering in the spring semester, orientation activities are offered prior to the beginning of the semester. All orientation programs provide new students with academic advising, information about educational opportunities and insights on how to be a successful student. There are numerous opportunities to meet new people, learn about key academic resources, and get involved in campus and community activities. Specific programs in July and August are designed for parents and family members. To obtain more information about orientation and other opportunities for first-year students, call (540) 568-6448 or visit www.jmu.edu/orientation.

Parking

When school is in session, parking on campus is limited Monday through Friday from 7:30 a.m. to 5 p.m. to registered vehicles displaying a university parking permit. Individuals with physical disabilities, commuting students and resident seniors, juniors and sophomores may register a vehicle, in that order of priority, on a space available basis. Other students with valid hardship requests supported by corroborative documentation may be granted special permission to park on campus if space is available.

Public Safety

The Office of Public Safety consists of law enforcement, locksmith and safety services. The Office of Public Safety, its components and personnel complement support and advance the educational purposes of the university through coordination of activities with other organizational units; promotion of the university’s priorities for action and most importantly, the provision of a safe and secure environment for learning, working and personal development. For additional information, call (540) 568-6769.

Police

The university police are commissioned officers with comprehensive law enforcement powers. University police continually patrol JMU’s campus and facilities, providing full-service protection to the JMU campus community. The Campus Police Cadet Program carefully screens and trains students to aid the university police. Cadets are on duty from 7 p.m. until 2 a.m. each weekday and until 3 a.m. on weekends. Cadets are responsible for patrolling the campus and securing academic and administrative buildings each evening. In addition, they provide escort services to students walking across campus and to and from parking lots. When cadets are off duty, university police officers escort students as needed.

Locksmiths

University locksmiths work closely with faculty and staff members, residence life staff and on-campus Greek housing coordinators to ensure the utmost security of campus facilities.

Safety

The university safety engineer is responsible for conducting safety surveys and inspections; investigating fires, hazardous material spills and other dangerous conditions and providing environmental and workplace safety and health awareness training.

Residence Life and Judicial Affairs

The Residence Life and Judicial Affairs department oversees multiple functions related to creating and maintaining a sense of community at JMU. Offices and programs within the department focus on student learning, student development, community standards and successful transitions throughout
the university experience. This department includes the First-Year Involvement Center (FYI), the Office of Judicial Affairs and the Office of Residence Life.

FYI focuses on the development of first-year students by offering many services specifically targeted towards this group. For further information about FYI, call (540) 568-3598 or stop by their office in Huffman Hall.

The Office of Judicial Affairs works to establish guidelines for behavior which will produce the type of environment necessary to best achieve its educational mission. The basic purpose of judicial policies and related enforcement procedures must, of necessity, be to support an environment in which student learning and personal development can take place.

The Office of Residence Life manages all university-sponsored housing facilities, including administration of contracts and room assignments; selecting, training and supervising residence hall staff and developing policies and procedures for hall operation and management. For information on room assignments and housing contracts call (540) 568-6489. For further information about the Office of Residence Life, call (540) 568-6275 or visit our web site at www.jmu.edu/reslife.

Student Government Association

Student, faculty and administration share the responsibility for governing JMU. They are represented on the University Council, on its commissions and on standing and special committees reporting to these bodies.

The Student Government Association collectively represents the university student population. SGA promotes the welfare of students by providing the medium through which students can actively voice their concerns, and by serving as a liaison between the students, faculty and administration at JMU.

For more information, stop by the SGA office in Taylor Hall, Rooms 234 and 238, or visit the SGA web site at www.jmu.edu/orgs/sga.

Student Handbook

The student handbook contains a wealth of information about university policies and regulations, university facilities and student organizations.

For the convenience of students, the student handbook can be accessed online at www.jmu.edu/handbook.

Student Success

Student Success is the name of JMU’s collaborative, campus-wide effort to coordinate programs and support services based on cohesive educational goals. Focusing on academic achievement, career development, planning, decision-making and leadership development; Student Success programs are designed to help students assume responsibility for learning so they can complete seamless transitions into, through and out of the university. The Student Success Learning Center (Wilson Hall) houses the Center for Academic Advising and Career Development; Center for Leadership, Service and Transitions; Office of Disability Services; Reading and Writing Lab and the Supplemental Instruction Office. The Student Success Service Center (Warren Hall) houses Financial Aid and Scholarships, Registration Services, Cashiers and Student Accounting, and University Information along with several student center functions (Bookstore, Post Office, Center for Multicultural Student Services, Dining Services and lounges). The Student Success Welcome Center in Sonner Hall houses the Office of Admission, the On Campus Recruiting Program and Interview Center, and the University Visitor Center.

University Center

The University Center includes Events and Conferences, Student Organization Services, Taylor Down Under, and the University Center administration. The University Center is the gathering place of the campus. It contains meeting rooms, assembly spaces, lounges and support services. Physically, it includes Grafton-Stovall Theatre, Phillips Hall, Taylor Hall, Warren Hall and the College Center. Philosophically, it is a place where ideas come to life, where learning is put into practice, where the various constituencies of the campus find common ground. It is an organization committed to serving the needs of students, faculty and staff members, and guests of the university. For additional information, call (540) 568-3341.

Events and Conferences

Events and Conferences provide a comprehensive approach to the coordination of services necessary for campus events and scheduled conferences throughout the year. These services are provided for student clubs, faculty and staff, and off-campus groups for their meetings, workshops, receptions, banquets, dances and many other functions. In addition, University Information @ Warren, Taylor and College Center along with the Event Center Calendar, serve the entire campus community.

Student Organization Services

Student Organization Services – Clubs, Greek Life, University Program Board – located in Taylor Hall, provide a wide range of educational, social and cultural events, as well as support services for student clubs and organizations. Student Organization Night at the beginning of each semester, offers an opportunity for student involvement in clubs and organizations.

Taylor Down Under

Taylor Down Under; located on the ground floor of Taylor Hall, includes Off-Campus Life, the Corner Pocket gameroom, a coffee bar, a Corner Stage for entertainment and University Information at Taylor. The coordination of bus transportation is provided as a service through this area, for the entire campus.

University Health Center

The University Health Center is committed to providing quality care focused on (1) helping students learn more about their personal health and wellness and (2) treating minor illnesses and concerns. The center is an ambulatory care facility staffed by the following personnel.
- Nurses who administer designated health care in a confidential and professional manner
- Clinicians who handle appointments made through the center
- Sexual Assault and Substance Abuse Prevention staff who offer consultation, intervention and referral services.
- Health and wellness coordinators who provide resources and information on health concerns and wellness issues, conduct programs of interest in the residence halls and for student organizations and administer the Wellness and Sexual Assault Peer Education Program.

A completed, current health record must be on file at the University Health Center to be eligible for treatment. Furthermore, the Code of Virginia requires all full-time students to provide documentation of their immunization shots. This information is included on the student's health record. Should this confidential information be needed, it must be available to University Health Center staff to provide proper treatment. To obtain more information, call (540) 568-6177.

**University Recreation**

University Recreation promotes and advances healthy lifestyles through participation opportunities, educational experiences and supportive services. Our qualified staff is committed to excellence and attention to the developmental needs of our participants. All recreational programs are centralized in a 140,700 square foot University Recreation Center to offer the JMU community a comprehensive menu of recreational and educational opportunities. Programs housed in the new facility include the areas of adventure, group fitness, aquatics, open recreation, intramural sports, fitness, safety, sport clubs and wellness programs.

The University Recreation Center facility includes:
- Aerobic studio
- Cardio/Fitness Area
- Climbing Wall
- Cycling Studio
- Equipment Center (includes adventure equipment)
- Indoor Track
- Locker Room
- Main Gymnasium
- Multi-Activity Center Multi-Purpose Studio
- Patio/Picnic Area
- Pool with Jacuzzi/Sauna
- 8 Racquetball Courts
- Sand Volleyball Court
- Strength/Fitness Area
- Synthetic Turf Field
- 2 Instructional Classrooms (wet classroom, group instruction)
- Administrative Offices
- Vending Area

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**Learning Opportunities and Resources**

**Academic Advising and Career Development**

Academic Advising and Career Development coordinates academic advising for all freshmen, undecided students and student athletes; assistance to students in choosing a major and deciding upon a career direction and a variety of job search programs and services.

**Academic Advising**

The function of the adviser is one that is vital to the mission of the university. The adviser assists students in the achievement of their educational goals and in their development as individuals. JMU believes that education should be more than a series of courses. Effective advisement assists students in shaping their education to meet their specific intellectual, personal and career goals. Recognition of the individuality of students and of their need to seek advice beyond the process of course registration is a quality of advisement that is necessary to ensure student success in college and in life after college. Advisers do not decide the student’s goals or program, but counsel on ways to develop appropriate goals, prevent academic problems and encourage maximum growth and development in the educational process. They strive to help students understand themselves and familiarize them with university resources available, which may assist in meeting their educational needs, goals and aspirations.

During summer orientation, all new students are assigned to a faculty or professional adviser who will discuss with them the university’s various programs of study, academic policies and procedures, advanced placement/exemption testing and registration procedures. The students will plan their course of study with their academic adviser as an important initial step in the pre-registration process for fall semester.

Academic advising is an ongoing relationship between students and faculty members or professional advisers. During spring semester, freshmen who have declared a major are assigned to advisers in the department or school of their major. Students remaining undeclared are assigned to a professional adviser in the academic advising and career
development center until they select a major and receive support in the process of declaring a major.

A professional athletic adviser advises freshmen student athletes until they have declared a major. Once a student athlete has declared a major, they are advised about their academic program by a faculty member in the department or school of their major and by an athletic adviser to insure compliance with National Collegiate Athletic Association guidelines for academic progress.

Effective academic advising is based on the assumption that both parties must contribute to the advising process. If not, effective advising will not occur. Central to this assumption are two sets of responsibilities: one for the adviser and one for the student advisee.

Responsibilities

The Adviser
- Assists students in defining and developing realistic goals.
- Identifies special needs of individual students.
- Refers students to available resources.
- Assists students in planning a program consistent with their abilities and goals.
- Follows students’ progress toward educational and career goals.
- Discusses the relationship between academic preparation and careers.

The Advisee
- Clarifies personal needs, values, goals, abilities and interests.
- Becomes knowledgeable about university policies, procedures, and academic requirements of the university.
- The responsibility of fulfilling all requirements for graduation lies with the student; therefore, familiarity with the requirements contained in the undergraduate catalog is essential.
- Takes the initiative to ask for help from the adviser when needed.
- Takes responsibility for making decisions.

Career Advising and Decision-Making

Academic Advising and Career Development assists students at various stages of the decision-making process for choosing a major and career. To participate in any of the programs listed here or to make an appointment with one of the staff, students should contact the office located on the third floor of Wilson Hall.

Career and Life Planning Course

The career and life planning course is for freshmen and sophomores who want to explore the relationship between academic majors and career fields, identify their major and career interests and learn effective decision-making strategies for choosing a major and a career. The class is listed under BIS 200, sections D through J and is offered both fall and spring semesters.

Major and Career Decision Program

The major and career decisions program is a series of workshops designed to help students pick a major; decide on a career direction; assess career information and resolve personal issues interfering with their ability to make career plans. Topics covered include career assessment, values, interests, abilities and career information.

JMU Majors Fair

Each spring semester, the office in conjunction with the academic departments, co-sponsors a majors fair. Faculty from each academic department are available to provide program information and answer student questions.

Academic and Career Resource Center

The resource center makes available to students pertinent resources for choosing a major, career planning, internship/summer jobs, employer directories, job search tools and career trend information. Resources include books, printed materials, handouts, databases, career software and web-based information via the resource center computer lab. Information is organized on a self-help basis so that students and faculty may browse at their leisure. Staff members are accessible to answer questions and help students utilize resource materials.

Employment and Job Search Services

On-Campus Recruitment

Each year business, industry government, armed forces and educational systems send representatives to the JMU campus to conduct job interviews with graduating seniors. This service provides students with the opportunity to meet and talk with a number of employers and explore job opportunities. The on-campus interview program information and interview sign-ups are managed through the Resume Expert web site. To participate students must attend an Introduction to On-Campus Recruiting workshop and obtain a web password from the on-campus recruiting coordinator in Sonner Hall. To help students prepare for these interviews, mock interview sessions with employer participants are held at the beginning of each semester.

Resume Development

A web-based resume development program is available which allows students to prepare their resumes on-line. Students must obtain a web password from the on-campus recruiting coordinator in Sonner Hall. Resume writing workshops and resume critique sessions with a staff member are available throughout the year.

Career Fairs

The office sponsors a number of career fair events each year to provide students with the opportunity to interact with employers and obtain employment-related information. Past programs have included University Wide Career Day in September, Graduate Professional School Fair in October, Minority Career Day in October and Teacher Recruitment Day in March-April.
Job Vacancies
A number of national job vacancy publications are available in the resource center which provide information about job opportunities in a variety of career fields. Web-based job vacancy listings are also available.

Students are welcome to use any part of the services and facilities of the Office of Academic Advising and Career Development. The office is open Monday through Friday from 8 a.m. until 5 p.m.

Academic Honors Program
The Honors Program seeks to meet the educational needs of talented, highly motivated students by offering increased opportunities for an enriched and demanding curriculum. It is administered by the director of the Honors Program and the Honors Committee. Under the guidance of recognized teacher-scholars, this program offers students the opportunity to cultivate the habits of critical thinking, independent analysis and creative expression through small classes and independent study. The program also offers a setting in which students who share a similar enthusiasm for learning are brought together in intellectual fellowship and provides public recognition for superior academic achievement. Information concerning the Honors Program can be obtained from the director of the Honors Program. The program consists of various modes of study which are briefly described below.

Honors Scholars
Approximately 180 entering freshmen who graduated from high school with an unweighted grade point average of 3.5 or above or who attained a Scholastic Aptitude Test score totaling 1300 or above or American College Test assessment scores totaling 30 or above are invited to enter the Honors Program as honors scholars. Applicants must submit a high school transcript, an essay (or goal statement) and two letters of recommendation (at least one from a teacher) attesting to their ability to participate in a rigorous academic program. Honors scholars complete a total of 30 hours in honors, including:

- Nine hours of required honors courses in general education
- Nine hours of electives in courses designated "Honors" or honors options
- Six hours in interdisciplinary honors seminars or colloquia
- Six hours of independent study – the senior honors project

Honors scholars are expected to maintain at least a 3.25 grade point average. Designation as an honors scholar and graduation with distinction will appear on the student’s record after completing the program.

Subject-area Honors
Candidates for subject-area honors complete at least 24 credit hours, including a six-hour senior honors project and at least 18 credit hours in honors courses. Students may receive honors credit for work in honors sections of regular courses, independent honors option work with the permission and under the guidance of a cooperating teacher and/or honors seminars. Subject-area honors students are required to take two honors seminars. These offer a unique opportunity for interdisciplinary study. The program is flexible and affords an opportunity for students, regardless of major, to participate in honors work.

The Subject-area Honors Program is open to first- and second-year students with at least a 3.25 grade point average. Students must also submit an essay in which they give their reason for wanting to participate in the Honors Program. Students who complete the program will graduate as subject-area honors students and graduation with distinction will appear on the students’ records. Specific titles of the current courses offered in both honors programs are listed in the Schedule of Classes. A current list of honors seminars includes the following:

- HON 200B. Evolution of the Brain and Intelligence
- HON 200F. Paris at the Turn of the Century
- HON 200G. Multicultural Awareness
- HON 300C. Democracy and Its Discontents
- HON 300E. Modern Art in Its Social Context
- HON 300M. Living Female in America
- HON 300R. Computer Applications in Business
- HON 300T. Mythologies of Crime and Violence

Senior Honors Project
Departments and schools offer eligible students a special opportunity in the senior year to pursue an independent research topic or creative project in their major field. Successful completion of this project results in the awarding of the degree with distinction at commencement. Students are invited to apply through their department head or school director during their junior year. Admission to the Senior Honors Project Program is limited to juniors with at least a 3.25 average who give sufficient evidence of initiative, originality and intellectual maturity to warrant the expectation of distinction in the program. Acceptance for participation is determined by the director of the Honors Program and the Honors Committee.

Each year awards for the outstanding honors project are given by the Shenandoah Association of Phi Beta Kappa and the JMU Chapter of Phi Kappa Phi.

Honors Courses
The university offers honors sections in different departments and schools that set the criteria for admission to and the requirements for these honors sections. Information concerning these courses can be obtained from individual departments, schools or the Honors Program.
**Honorary Societies**

The following honorary and professional societies recognized by the Association of College Honor Societies maintain active chapters on the JMU campus:

- Alpha Epsilon Delta (pre-medicine)
- Golden Key National Honor Society
- Kappa Delta Pi (education)
- Omicron Delta Epsilon (economics)
- Omicron Delta Kappa (scholarship and leadership)
- Percy H. Warren Chapter of Mortar Board Honor Society
- Phi Alpha Theta (history)
- Phi Kappa Phi National Honor Society
- Phi Sigma Tau (philosophy)
- Pi Sigma Alpha (political science)
- Psi Chi (psychology)
- Sigma Tau Delta (English)
- Alpha Epsilon Rho (broadcasting)
- Alpha Kappa Psi (professional business society)
- American Production and Inventory Control Society (resource management)
- Beta Alpha Psi (accounting)
- Beta Beta Beta (biology)
- Beta Gamma Sigma (business)
- Data Processing Management Association (information systems)
- Delta Sigma Pi (professional business society)
- Dobro Slovo (Russian studies)
- Epsilon Chi Omicron (international business)
- Eta Sigma Delta (hospitality and tourism management)
- Eta Sigma Gamma (honorary)
- Financial Management Association (finance)
- Institute of Management Accountants (accounting)
- Kappa Delta Pi (education)
- Kappa Pi (art)
- Mu Kappa Tau (marketing)
- Order of Omega (Greek leadership)
- Phi Beta Lambda (business)
- Phi Chi Theta (business and economics)
- Phi Epsilon Kappa (honorary)
- Phi Mu Alpha Sinfonia (music)
- Pi Mu Epsilon (mathematics)
- Pi Sigma Epsilon (marketing)
- Rotaract (business)
- Sigma Alpha Iota (music)
- Sigma Phi Lambda (honorary)

**JMU Libraries**

**Carrier Library**

Carrier Library Circulation  
Phone: (540) 568-6150  
Web site: library.jmu.edu

Carrier Library Reference Desk  
Phone: (540) 568-6267

**Music Library**

Web site: library.jmu.edu/music/ver2/  
Phone: (540) 568-6041

**CISAT Library Services**

Phone: (540) 568-2731  
Web site: library.jmu.edu/cisat/

JMU Libraries, consisting of Carrier Library, the Music Library and CISAT Library Services, support research, study and instruction in the use of information resources at JMU. The Libraries house about 670,000 titles, including books, government documents, periodicals and audiovisual materials and nearly a million microform pieces. As an authorized U.S. Government Document Depository, Carrier Library receives thousands of selected documents on a regular basis throughout the year. Along with subscriptions to more than 2,300 periodicals, full-text articles from thousands of periodicals are provided online through networked computers as a result of membership in VIVA, the Virtual Library of Virginia. In addition, the Libraries provide delivery of additional journal titles through the Article Express service. Items not available within the Libraries or through online resources can be retrieved through borrowing arrangements with virtually any academic library in the country.

The library web site, library.jmu.edu, serves as a gateway to the services and collections of the JMU Libraries, as well as local and worldwide information resources. The web site provides access to LEO, the online catalog, more than 200 electronic databases and subject guides which list and describe the most important print and electronic sources in each field of study. Services such as electronic reference and Interlibrary Loan are also made available via the library web. More than 100 personal computers are provided in the public areas of the Libraries. Most of the resources made available on the library web are accessible from any computer on campus, and many are accessible from remote locations.

One of the Libraries' principal goals is to educate users, especially students, by providing them with lifelong learning skills that will enable them to find, use and evaluate information in all formats. Self-instruction modules, entitled “Go for the Gold,” are available on the library web and supplement instruction sessions offered in library classrooms. Reference
promote active learning.

vices, support services and funding to design and develop
instruction. These grants provide faculty with consulting ser-

ations faculty to develop and implement creative methods of
instructional technology grants program, mGrants, encour-

sions and scheduled project support sessions. The center's
short courses, in-depth track workshops, informal discus-

The center offers a variety of training opportunities including
short courses, in-depth track workshops, informal discus-
sions and scheduled project support sessions. The center's
instructional technology grants program, mGrants, encour-

ages faculty to develop and implement creative methods of
instruction. These grants provide faculty with consulting ser-

ices, support services and funding to design and develop
course materials, experiment with new teaching models and
promote active learning.

Educational Technologies

Phone: (540) 568-6996

Educational Technologies is primarily an academic support
unit within the Academic Affairs Division and is devoted to
supporting the use of technology in teaching and learning in
all units at James Madison University. Educational Technolo-
gies has a variety of units to support its mission, including the
Center for Instructional Technology, the College Computing
Coordinators and the Media Resources Center. Educational
Technologies also serves as a liaison with the university's tech-
nical infrastructure and computing support personnel.

Center for Instructional Technology

Web Site: www.jmu.edu/cit/

The Center for Instructional Technology (CIT) is a central
resource for the development and exploration of instructional
technologies. CIT staff and student associates are available to
serve faculty and staff on a walk-in basis or by scheduling an
appointment for focused assistance. CIT staff work with fac-
ulty on instructional planning, design of instructional materi-
als, production of instructional materials and coordination of
resources for project implementation.

The center is also available for JMU graduate and undergradu-
ate students. Students who are assisting faculty members with
the development of instructional material may use the center
during open hours after the requesting faculty member has
signed an authorization form. Students who are working on
class projects may use the center during the evening hours.

The center offers a variety of training opportunities including
short courses, in-depth track workshops, informal discus-
sions and scheduled project support sessions. The center’s
instructional technology grants program, mGrants, encour-
ages faculty to develop and implement creative methods of
instruction. These grants provide faculty with consulting ser-

ices, support services and funding to design and develop
course materials, experiment with new teaching models and
promote active learning.

The center provides a multi-platform environment of Pentium
and PowerPC workstations. Color and laser printers are also
available. The center also houses a CD-ROM library of rights-
cleared digital photographic images, black and white clip art
and color images of places, people and JMU events. Sound
and digital video clips are also available.

Computer Literacy

JMU is committed to providing an educational environment
that is consistent with current technology in an information
society. The university provides all students with the opportu-
nity to have some experience with computers. The general
education program requires all students to pass a basic com-
puter proficiency test in their first semester at JMU, while the
Computer Science Program and the Department of Computer
Information Systems/Operations Management offer introduc-
tory courses designed to build or enhance computer literacy.
Other departments and schools also offer courses emphasizing
computer applications for individual disciplines.

Computer Ownership

JMU strongly supports and encourages student use of com-
puters. At some point in each student’s college career, he or
she will need to purchase a computer in order to meet the
curricular expectations of a particular program. If a program
requires a student to purchase a computer, this requirement
will be stipulated in the catalog as a part of the description of
that department, school or program of study.

Media Resources

Phone: (540) 568-6610

Web Site: www.jmu.edu/mediares/

The Media Resources Center provides teaching and learning
support to faculty, staff and students through hardware and
software available to users of classrooms and other learning
facilities. Technical services staff coordinate the development
and perform the installation and maintenance of technology
systems in general classrooms and many special facilities. They
also offer consultation on instructional technology projects
and purchases undertaken by other units. Portable equip-
ment is provided for loan and use in locations without tech-
nology. The staff conduct training support for users of all in-
stalled and portable equipment, as well as repair services for
non-computer media technology owned by the campus.

The Media Center in Carrier Library acquires and houses com-
mercially available educational software in non-print media
and computer formats, loaned to faculty, staff and students
for use in instruction and study. For faculty and staff, the cen-
ter provides a media rental service for items not in its collec-
tions and reference assistance for identifying specific software
resources. The center also facilitates the scheduling and tap-
ing of teleconferences and other satellite programming.
International Education

Semester Abroad Programs
Recognizing its responsibility to encourage international perspectives for JMU students, the university sponsors semesters abroad in Florence, London, Martinique, Paris and Salamanca (Spain). JMU students experience life in a different culture and gain direct access to the historical, artistic and literary riches of the environment while pursuing an approved course of study toward the bachelor’s degree.

The program is open to all students in good academic standing. Applicants should have at least a 2.8 grade point average. Language requirements vary. For the Semester in Florence, at least one semester of Italian is strongly recommended but not required. Students must have completed FR 320, Advanced Grammar, before going to Martinique. Two years (or equivalent) of college French are recommended for admission to the Paris program. Students applying for the Salamanca program, where courses are taught in Spanish, are expected to have completed SPAN 231-232 or the equivalent of intermediate Spanish. Students are required to take six hours of Italian, French or Spanish (respectively) during their semester abroad. Most programs are available during both fall and spring semesters, and some are available during the summer semester. Students should participate prior to the final semester of their JMU career.

Students should select a minimum of 15 credit hours (at least three courses in addition to the six-credit language instruction in Florence, Paris and in Salamanca) and may enroll in a maximum of 18 credit hours. Course offerings vary from semester to semester since one course is taught by the rotating JMU faculty member in residence and others by the international faculty. The curriculum in each program addresses a broad spectrum of academic interests but is centered around a core appropriate to the special cultural resources of the city or country. Courses are generally taught twice weekly — one day in the classroom and another day “on site.” Classes promote individual cognitive and affective learning through experiential methods, such as studying drama by reading and attending plays, art history by viewing and discussing original works of art in museums and galleries and political science by observing parliament in action. These instructional activities are covered by the program’s fees if the students are registered for academic credit in the courses.

Courses meet the requirements of the corresponding departments and schools and may satisfy some general education requirements at JMU. A student also may arrange an independent study project with the approval and supervision of a JMU instructor in his or her major. Independent study projects also must be approved by the program directors who can judge the topic’s appropriateness to the city and the student’s language level.

The programs’ costs differ but all programs include tuition, housing, a basic food allowance, all course-related travel in Italy, England, Martinique, France or Spain (including extended weekend trips); instructional events, such as theater, concerts, historical tours, guest lectures and some social activities. All programs exclude the costs of students’ travel to and from the program site. Loans and scholarships apply, and semester abroad scholarships and assistantships are available. Students live in a central, convenient part of each city and have ready access to the faculty members in residence if any health problems or emergencies arise. Current insurance coverage should be reviewed for its applicability outside the United States. JMU retains a readily available consulting physician or provides a medical care plan in each city. Students interested in studying in Florence, London, Martinique, Paris and Salamanca should apply for both fall and spring semesters of the next academic year by Feb. 1. Priority deadlines are also established for summer and fall sessions. Interested students can get information about study abroad programs in the Annex of Hillcrest House.

International Exchange Programs
The university is committed to increasing the opportunities for students’ global awareness. Numerous exchange programs with schools and universities abroad are available. Through the Council on International Educational Exchange, new programs have been developed in Africa, Asia, Latin America and Central America. Students interested in the culture of the Pacific Rim may study independently at Nanzan University in Nagoya, Japan or Yonsei University in Seoul, Korea. Students interested in business areas may study at the European Business School near Frankfurt, Germany or at Uade in Buenos Aires, Argentina. Language requirements and curricula vary.

Students should consult the Office of International Education, Hillcrest Annex, for further information. Applications for exchange programs with foreign universities are due Feb. 1 for the following academic year.

International Short-term Study Abroad Courses
During the summer, many international courses and travel study classes are offered. Specific course offerings and departments and schools vary from year to year. A typical summer schedule might include classes in England, France, Ghana, Honduras, Ireland, Italy, Malta and Vienna. Information regarding courses to be offered each summer can be obtained in the Office of International Programs, Hillcrest Annex.

International Internships
In an effort to add a different sort of international dimension to higher education in Virginia, JMU has established an International Internship Program for Virginia students. Students from all Virginia institutions and Virginia residents enrolled at schools elsewhere may participate.
The program is designed primarily for juniors and seniors, recent graduates and graduate students. Freshmen and sophomores are encouraged to begin planning their credit requirements and arranging finances so that they will be able to take advantage of this opportunity to work abroad for a semester. The internship positions are, for the most part, unpaid, though some sponsors are offering some slight compensation to help offset living costs. Students are responsible for transportation, lodging, food, medical insurance and other personal expenses. Interested students should contact the international internship coordinator, Hillcrest House, for application materials and descriptions of the internships.

International Independent Study
Students may participate in other approved study abroad programs. The university will accept credits earned abroad at approved institutions in accordance with its policy of accepting transfer credits. Approval of proposed study programs should be obtained from the assistant director of international education and the head of the department or director of the school in which the transfer credit will be awarded. A Permission to Take Courses for Transfer Credit Form should be submitted to the registrar’s office. Semester abroad guides, brochures and transfer credit forms are available in the Office of International Programs, Hillcrest Annex.

Programs for Improving Academic Skills
The university provides professional staff for students interested in improving academic skills that influence their ability to do satisfactory work in their course assignments. Any student who wants to take advantage of these services may do so. Students may also be referred to a laboratory on a voluntary basis by any faculty member, academic adviser or the Counseling and Student Development Center. There is no charge for these services. Attendance is always voluntary.

Educational Skills Development Program
The program provides an opportunity for students to examine the study habits and attitudes that may be influencing their academic progress at the university. Students may want to improve such skills as organizing time, listening and taking lecture notes, reading to remember, test preparation and test taking. To do so, the student may be seen on an individual basis or become part of an educational skills group.

Mathematics Tutoring Center
The Mathematics Tutoring Center offers assistance to students who want to enhance their abilities with mathematical concepts and skills taught in 100-level and some 200-level mathematics courses. The center, administered by the mathematics department, is located in Burruss Hall, Room 133.

Reading and Writing Labs
To support the university’s efforts to help students succeed academically and professionally, the Reading and Writing Labs offer individualized help to any students who want to improve their reading and writing skills. Instruction is coordinated with class work to meet each student’s specific needs. Freshmen may seek assistance in meeting the reading and writing requirements of any course. Upperclassmen may use these labs to increase reading speed and comprehension, improve writing and grammar skills, prepare for teacher licensure exams and receive help in writing applications and letters. Specialized assistance is also available for students whose second language is English. These labs are located in Wilson Hall.

Supplemental Instruction
Supplemental Instruction (SI) is an academic assistance program that strives to improve university retention rates and student achievement. SI features students helping students successfully complete selected historically challenging courses. In regularly scheduled out-of-class sessions, students, aided by peer leaders, work together to master course content and develop their organizational, study and learning skills. SI is free, voluntary and open to the entire student population of each selected course. The program focuses on aiding all students in a class, regardless of their knowledge or ability level. The office is located in Wilson Hall, Room 405 or call (540) 568-2507.

Internships
Internships are available with the federal government, other governmental agencies and private entities. Students interested in internships should contact the Office of Career Services or the appropriate department or school office to obtain additional information. Credit must be arranged in advance with the appropriate department head or school director and the Office of the Registrar.
Tuition and Fees

Student Accounting

Phone: (540) 568-6505
Web: www.jmu.edu/stufin

Tuition and fee charges for the 2000-2001 session are available from the Student Financial Services website. The tuition and fees listed contribute to general maintenance and operation costs, instruction costs and other university service costs including recreational and health-service facility costs. The fees also support student activities such as the Student Government Association, University Program Board and student publications.

The amounts listed do not include the cost of books or supplies. The university reserves the right to adjust tuition and fee charges because of rising costs or other conditions, upon approval of the JMU Board of Visitors.

For a full description of the tuition and fee rates, refer to the Schedule of Classes, published for each semester and summer session.

Billing and Registration

Registration for the fall semester is conducted in April for returning students and in November for the spring semester. Students who register during the aforementioned times will be notified of the amounts due as follows:

- Verbally through the automated line when registration is finalized.
- On the class schedule e-mailed to the student following registration.
- Through the mail in mid-July and late November for fall and spring, respectively, if the balance has not been paid.
- At the Registration Center on Aug. 30 or Jan. 10 if the balance is still unpaid at that time.

Course registration for new students will be completed following orientation. Students who attend an orientation session in July will be notified of the amounts due as follows:

- Through the mail in early August if the balance has not been paid.
- At the Registration Center on August 30 if the balance is still unpaid at that time.

New students who attend orientation upon entering the university in August will be notified of amounts due at the time of registration and on the class schedule e-mailed to the student following registration. Payment is due within two days of registration. Students registering on or after Aug. 30 or Jan. 10 will receive only one bill as part of their class schedules when they register. Students are responsible for payment of their bills. Registration is not complete until tuition and fees are paid.

An $80 fee is applied to late payment/registration for fall (Sept. 15) and spring (Jan. 26).

Tuition and Fees

Payment

In all situations, tuition and fees must be paid by Aug. 31 for fall semester and Jan. 11 for spring semester to avoid late fees as outlined above. Payment may be made by the following means:

- Remitting payment to the university cashier, Warren Hall, Room 302.
- Remitting payment along with the mailed bill to the university's bank lock box.
- Paying by credit card over the telephone registration system, (540) 568-3570.

Students electing to register after returning for classes must pay when they register. Students may pay by a combination of personal check, money order, cashiers check and MasterCard, VISA or Discover. Payments drawn on foreign banks must be converted to U.S. dollars prior to transmittal to the university. The student's account number (social security or campus ID number) should be given on all payments to ensure its application to the proper account.

Debts owed to the university are governed by the following policies.

- No credit for university work may be given to any student for a diploma, teacher's license or transfer purposes until all debts to the university, other than student loans, have been paid (in this context, Donald E. Gardner Memorial Scholarship Fund loans are not considered student loans).
- Unless accounts are paid in full, students will be ineligible for readmission.
- Upon recommendation of the bursar and with the approval of the assistant vice president for finance, students in debt to the university may be suspended from their classes or may be withdrawn.

Audit Fees

A student registering to audit a course will pay the same tuition and fees as one who registers for credit.

Specialized Class Fees

Certain courses which use off-campus facilities (e.g., bowling, skiing) have additional charges which will be determined at the time the course is offered.
Examination for Credit Fee
Arrangements for attempting credit by departmental examination may be made by paying a nonrefundable $25 fee to the cashier and presenting the receipt to the Office of the Registrar.

Returned Check Fee
A $20 per check fee is assessed for checks returned unpaid to the university. Check cashing privileges may be withdrawn from repeat offenders. If a student’s check is returned, the Cashiers’ Office will forward one notice to the student’s local address. If the student does not redeem the check by the due date, the university will hold the student’s records, future registration, transcripts, teaching license and diploma.

If a student’s check in payment of tuition or room and board is returned unpaid, the student will be subject to late payment and registration fees. If the student does not redeem the check, the university may invalidate the student’s registration, cancel the student’s class schedule and participation in university activities or withdraw the student from the university.

Eligibility for In-state Tuition
Eligibility for in-state tuition charges is based on the provisions of Section 23-7.4 of the Code of Virginia in effect on the first day of classes for each term. This statute limits in-state tuition to those with Virginia domiciliary status. Domicile is defined as the “present, fixed home to which you return following temporary absences and at which you intend to stay indefinitely.” If there is any question of the right to classification as a domicile of Virginia, it is the student’s obligation, prior to the first day of classes for the semester, to raise the question with JMU administrative officials.

Dependent Students
To qualify for in-state tuition, a dependent student or unemancipated minor shall establish by clear and convincing evidence that, for a period of at least one year prior to the date of the alleged entitlement, the person through whom he or she claims eligibility was domiciled in Virginia and had abandoned any previous domicile, if such existed.

Independent Students
The statute defines an independent student as one whose parents have surrendered the right to his or her care, custody and earnings; have ceased to support him or her and have not claimed him or her as a dependent on federal and state income tax returns for at least 12 months prior to the alleged eligibility.

To qualify for in-state tuition, an independent student shall establish by clear and convincing evidence that for a period of at least one year immediately prior to the date of the alleged entitlement, he or she was domiciled in Virginia and had abandoned any previous domicile, if such existed.

Domiciliary status shall not ordinarily be conferred by the performance of acts which are auxiliary to fulfilling educational objectives or are required or routinely performed by temporary residents of the commonwealth. Mere physical presence or residence primarily for educational purposes shall not confer domiciliary status. A matriculating student who has entered an institution and is classified as an out-of-state student shall be required to rebut by clear and convincing evidence the presumption that he or she is in the commonwealth for the purpose of attending school and not as a bona fide domiciliary.

Initial determinations of eligibility are made by the Admissions Office (incoming freshmen, re-entries and transfers), Graduate School (graduate students) and the Office of Continuing Education (continuing education and special students). Decisions on re-entry students are also made by these respective offices. To establish eligibility, an applicant must complete the uniform domiciliary status questions included in the applications for admission to the university or on the special student enrollment form. For information on special provisions of Section 23-7.4 covering military families and persons living out-of-state but employed full-time in Virginia, contact the Office of Admissions, Graduate School or Office of Continuing Education and External Programs.

Once a student receives an initial determination of eligibility, he or she may appeal for a review of the application by contacting the head of the office that made the determination (director of the Admissions Office, dean of the Graduate School or director of the Office of Continuing Education). Appeal for a final administrative review of the decision to deny in-state tuition may be made to the university’s Residency Appeals Committee chaired by the associate vice president for student affairs. If there is any question of the right to classification as a domicile of Virginia, it is the student’s obligation, prior to or at the time of registration, to raise the question with the administrative officials of James Madison University. Any party aggrieved by a final administrative decision shall have the right to petition within 30 days for a review by the Circuit Court of Rockingham County.

Returning students may apply for reclassification from out-of-state to in-state status through the Office of the Bursar. Denial of a request for such reclassification may be appealed within 30 days to the assistant vice president for finance with a final appeal within 30 days to the Residency Appeals Committee. Petition for review of this final appeal must be made within 30 days to the Circuit Court of Rockingham County.

A change to in-state status may be made for a semester only when the completed application for reclassification form is received in the Office of the Bursar prior to the first day of classes for that semester. Students are responsible for paying out-of-state tuition rates until in-state status has been approved.
**Room and Board**

Part-time students cannot purchase a housing contract without prior approval of the Office of Residence Life. Students residing in university housing, except university-sponsored apartments, automatically have a comprehensive 14-Plus Meal Plan included with their housing contract. Other resident meal plans are described in JMU’s Student Handbook. Residents of university-sponsored apartments are only charged for the room portion of their housing contract. These students and commuter students may purchase one of several meal plans through Card Services, Warren Hall, Room 302.

If students arrive late by 10 days or less, their boarding fee will not decrease. The only exception, however, is lateness because of hospital confinement. If a student is late because of a seven-day or longer stay in the hospital, the university will consider adjusting the board fee. Contact Card Services, Warren Hall, Room 302; (540) 568-6446 for additional information.

**Refund**

Students who officially withdraw from the university by Sept. 13 for fall semester and Jan. 24 for spring semester will be refunded all tuition and fees except the tuition and room deposit. Withdrawing from a course after the end of this period will not reduce tuition charges. Room and board fees will be prorated from the dining hall opening date. After Sept. 13 and Jan. 24, refunds will be for only a pro rata share of the board fee. Students who withdraw from the university due to illness certified by a physician or for unavoidable emergency or extenuating circumstances approved by the registrar will be refunded a pro rata share of all fees. Refunds for withdrawal from the university are calculated from the date on which withdrawal is officially approved by the Office of the Registrar. For further information on withdrawal from the university, see Page 26.

Students whose connection with the university terminates because of disciplinary action or enforced withdrawal will receive a pro rata refund of all fees except for the room.

**Room and Tuition Deposits**

**New Students**

For new students, a deposit of $250 is required to confirm their acceptance of the offer of admission. When a student pays the deposit, the money is applied to the student’s account. The deadline for this deposit is May 1. Refunds after the stated deadlines will be made only for personal illness certified by a physician or other extenuating circumstances approved by the assistant vice president for finance.

**Returning Students**

For returning students who want to live in university residential facilities, a signed room and board contract must be submitted to the Office of Residence Life, Huffman Hall, Room A101, along with a contract fee.
Financial Aid and Student Employment

Scholarships, Grants and Loans

The Office of Financial Aid helps qualified students secure a financial aid package designed to meet their financial needs. The award may consist of grants, scholarships, loans and work-study.

Students interested in information on financial assistance programs should contact the Office of Financial Aid and Scholarships, MSC 0102, Sonner Hall, James Madison University, Harrisonburg, VA 22807, (540) 568-7820; or send e-mail to fin_aid@jmu.edu.

Application Procedures and Deadlines

All financial aid applicants must undergo a standardized needs analysis by completing the Free Application for Federal Student Aid. Because of intense competition for scholarships and grants at JMU, it is essential that applicants file the FAFSA by Feb. 15th to receive priority consideration for the coming school year. Failing to file by the priority deadline may cause delays in receiving aid and can result in lower aid awards.

A student must complete a FAFSA before their eligibility can be determined for the following sources of aid.

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Commonwealth Award
- Virginia Guaranteed Assistance Program
- College Scholarship Assistance Program
- Federal Subsidized Stafford Loan
- Federal Unsubsidized Stafford Loan
- Federal Perkins Loan
- Federal Work-Study Program
- Need-based Foundation Scholarships

When a student files the FAFSA, the federal processor calculates their Expected Family Contribution. The EFC is an estimate of the family's ability to contribute to the student's educational expenses for one year. The student's "need" is simply a computation of educational expenses minus EFC. Due to limited funding, state and federal grants must be awarded to students who have the highest financial need.

Financial aid recipients must complete the FAFSA each school year. Amounts and types of assistance may vary from year to year. If funds are available, the Office of Financial Aid and Scholarships continues to assist aid recipients with the following qualifications.

- Apply by the priority deadline of February 15th
- Demonstrate a financial need
- Maintain a satisfactory academic record

Students who are offered financial assistance by JMU will receive a financial aid notice indicating the source(s) and amount(s) of assistance. The aid notice has important information, so the recipient should read it very carefully before returning the appropriate copies to the Office of Financial Aid and Scholarships. Usually, aid notices are sent to returning students during the summer. New students may receive estimated aid notices in the spring prior to enrollment.

All transfer students must ensure that a Financial Aid Transcript is sent to the Office of Financial Aid and Scholarships from the most recent institution they attended. FATs must be sent regardless of whether or not the student received financial aid while at the institution. Please note that no aid can be disbursed until the Office of Financial Aid and Scholarships receives all FATs.

Satisfactory Progress

To be academically eligible to receive financial assistance, students must be making satisfactory progress toward graduation as defined by the Office of Financial Aid and Scholarships and federal regulations. Institutional, state and federal aid programs are included under this policy. For a complete description of the policy, please refer to www.jmu.edu/finaid/SAP.htm.

Understanding Satisfactory Academic Progress

According to federal regulations, the Office of Financial Aid and Scholarships must assure students have met both qualitative and quantitative requirements before certifying eligibility for financial aid. Qualitative requirements include GPA and other academic standards (see Academic Standards). Quantitative requirements include credit hours and time frame. Credit hours information is listed under Earned Credits. Time frame is the amount of time the student is allowed to receive financial aid (see Maximum Time Requirements).

Academic Standards

Students must fulfill academic requirements including GPA as described by the retention policy in the current JMU catalog. For further reference, please refer to the Academic Policies and Procedures section.

Maximum Time Requirement

Undergraduate students who have attended JMU (or any post-secondary institution) full time for more than ten semesters are not eligible for financial aid. Ten full-time semesters of enrollment with or without aid is the maximum time JMU offers aid to students.
There is no allowance for appeals once a student had reached the maximum time requirement of ten semesters.

**Evaluation Process**
The Office of Financial Aid and Scholarships reviews satisfactory progress requirements after the fall and spring semesters. Students may receive warning letters after the fall semester, but no aid will be cancelled at that time. However, after the spring semester, letters denying financial aid for the following academic year are sent to students who are not in compliance with the above requirements.

**Appeals Process**
Students who fail to meet the requirements stated above, by the end of the spring semester, will be considered as not making satisfactory progress. To become eligible for further assistance, students may attend summer classes without financial aid. In addition a written appeal may be submitted to the Office of Financial Aid and Scholarships requesting a re-evaluation of their transcript based on extraordinary circumstances.

**Grants**

**Federal Pell Grant**
Pell grants for the 2000-2001 award year are awarded to undergraduate students whose expected family contribution falls between zero and $2,925. The awards range from $400 to $3,125.

**Federal Supplemental Educational Opportunity Grant**
The SEOG is awarded to Pell eligible students with the highest financial need. Grants are normally $1,000 per year.

**Commonwealth Award**
The Commonwealth Award is a need-based grant for Virginia residents who are degree seeking undergraduate students. The maximum award will not exceed the cost of tuition and fees.

**Virginia Guaranteed Assistance Program**
The VGAP is a need-based grant for Virginia residents who graduated from a Virginia high school with a GPA of 2.5 or higher. The maximum award will not exceed the cost of tuition and fees.

**College Scholarship Assistance Program**
The CSAP is a need-based grant for Virginia residents who are degree seeking undergraduate students. The grants range from $500 to $2,000 per year.

**Student Loans**

**Federal Perkins Loan**
Perkins is a need-based federal loan, which is normally awarded to non-Virginia residents with the highest financial need. The interest rate is fixed at 5 percent and the student does not begin repaying the loan until nine months after he or she graduates or drops below half-time status. An undergraduate student may borrow up to $4,500 through the sophomore year. The total amount borrowed cannot exceed $9,000 for all years of combined undergraduate study.

**Federal Stafford Loan Program**
The Stafford Loan (subsidized and unsubsidized) is a long-term, low-interest loan, for which undergraduate, graduate and professional students may apply. The interest is variable, but is capped at 8.25 percent. The government may pay the interest while the student is in school, depending upon the student's financial need. Payments on the principle amount do not begin until the student graduates or drops below half-time status.

Undergraduate students may borrow up to $2,625 during their first year of study and $3,500 during their second year. Up to $5,500 may be borrowed per year during their junior and senior academic years. Graduate students may borrow up to $18,500 per year. Independent undergraduate students may be eligible for higher loan amounts, depending on the cost of their education and other aid received. Applications for the Federal Stafford Loan are enclosed with all aid notices.

**Parent Loan for Undergraduate Students**
Parents or legal guardians of dependent undergraduate students may borrow through the PLUS. The borrower must be a citizen or permanent resident of the United States. The student must also be making satisfactory academic progress and be enrolled at least half-time for the enrollment period covered by the loan. Applications for the parent loan are also included with the aid notices.

PLUS borrowers may apply for an amount up to the cost of education minus any other financial aid received by the student for that academic year. We assume that all students will be receiving the Stafford loan unless otherwise notified by the student in writing.

The interest rate on the PLUS is variable, but is capped at 9 percent. Potential borrowers should consult lenders for the most current interest rate. The repayment period for parent loans begins the day the loan is disbursed; interest begins to accrue that day. The first payment is due within 60 days of the last disbursement.
Alternative Loans

Many banks are now offering credit-based alternative loans to students and parents who either don’t qualify for the Stafford or Parent loans, or who cannot receive enough money through these loan programs to cover their educational expenses. Terms of these private loans vary, but interest rates are normally higher than the Stafford loan or Parent loan. Undergraduate borrowers are typically required to have a credit-worthy co-signer. The financial aid office strongly encourages students and parents to exhaust other sources of aid before pursuing an alternative loan; however, brochures and applications are available in our office for those needing more information on these types of loans.

Donald E. Gardner Memorial Loan Fund

The Donald E. Gardner Memorial Loan Fund is a short-term loan program named in memory of Donald E. Gardner, who served as university comptroller for nine years. The program provides students with a resource to meet short-term financial needs. These short-term loans, which range from $200 to $600, are available to undergraduate and graduate students who meet the following criteria.

- Are currently enrolled
- Are degree-seeking
- Are full- or part-time (taking at least six hours of course work)
- Are making satisfactory academic progress
- Can repay the loan within 90 days

Tuition must be paid in full prior to applying for the Donald E. Gardner loan. Loan applications and other eligibility information may be obtained in the Office of Financial Aid and Scholarships.

JMU Scholarships

Many scholarships for students are established through the JMU Foundation and other individual JMU departments. All scholarships are awarded through the Office of Financial Aid and Scholarships or by the appropriate college or division according to criteria set by the scholarship donor. Scholarships are awarded based upon merit and/or need. To be considered for need-based scholarships, students must complete the FAFSA.

Private Off-Campus Scholarships

Private off-campus scholarships include those scholarships awarded to specific students by outside (non-JMU) organizations. These scholarships are credited to the student's account upon receipt of the funds. If this type of scholarship is to be used to pay tuition and fees, the funds must be received prior to the semester due date for payment of fees. Please mail all off-campus scholarships to the Office of Financial Aid and Scholarships. The student is responsible for compliance with the provisions of the scholarship (i.e., grade reporting, notification of attendance, etc.).

Student Employment

JMU employs both graduate and undergraduate students in academic, administrative or service oriented areas. Students must be degree seeking and currently enrolled to be employed in these positions. They receive payment for their services via direct deposit twice a month. The following describes the two work programs at JMU.

Federal Work-Study Program

Federal Work-Study jobs are awarded each year to students who demonstrate high financial need as determined by their FAFSA. These jobs are offered to students when they receive their financial aid notice from the Office of Financial Aid and Scholarships.

Institutional Employment

Institutional Employment jobs are also available to students at JMU. These jobs are very similar to the FWS jobs with two main exceptions. A student does not have to establish financial need to apply for an institutional job. Secondly, these jobs are not awarded to students. Students must apply for an institutional job through the Office of Student Employment, which is located in the University Services Building, Room 204J. Job listings are posted online at www.jmu.edu/stuemploy/ and in the Office of Student Employment.
The Graduate School

http://www.jmu.edu/gradschool

Dorothy A. Boyd-Rush, Dean

JMU's Graduate School was established in 1954 when the Virginia Board of Education authorized Madison College to offer programs leading to the Master of Science in Education degree. The Southern Association of Colleges and Schools approved these graduate programs the same year. The Graduate School is now authorized to offer 28 major programs leading to nine master's degrees, two Educational Specialist degrees and two Doctor of Psychology degrees. Many major programs offer minor or concentration areas. Please refer to the Graduate Catalog for details or review this information electronically at www.jmu.edu/gradschool/catalog.

Doctor of Psychology (Psy.D.)
- Assessment and Measurement
- Clinical, School and Counseling Psychology

Educational Specialist (Ed.S.)
- Counseling Psychology
- School Psychology

Master of Arts (M.A.)
- Art
- English
- History
- General Psychology
- School Psychology
- Technical and Scientific Communication

Master of Arts in Teaching (M.A.T.)
- Education
- English
- History

Master of Business Administration (M.B.A.)

Master of Education (M.Ed.)
- Counseling Psychology
- Education
  - Early Childhood
  - Middle
  - Reading
  - School Administration
  - Secondary
- Hearing Disorders
- Special Education

Master of Fine Arts (M.F.A.)

Master of Music (M.M.)

Master of Public Administration (M.P.A.)

Master of Science (M.S.)
- Accounting
- Biology
- Computer Science
- Health Sciences
- Kinesiology
- Speech Pathology
- Technical and Scientific Communication

Master of Science in Education (M.S.Ed.)
- Adult Education/Human Resource Development
- Health Sciences

Correspondence concerning graduate programs, requests for the Graduate Catalog and application for admission to graduate studies should be addressed to

Dean of the Graduate School
James Madison University
MSC 2602
Harrisonburg, VA 22807
Continuing Education

Web Site: http://www.jmu.edu/contined/

Mission Statement
The mission of the Office of Continuing Education is to use available educational technology to extend the university's resources to citizens in order to provide them with continuing professional development and outreach services that will enhance their personal development and stimulate economic development.

Services
The Office of Continuing Education provides continuing professional development through the following services.

Professional Development Services
Phone: (540) 568-7088
Fax: (540) 568-7860
Web Site: www.jmu.edu/contined/profservices.html

Professional Development Services include the following:
- Certificate programs
- Contract courses
- Custom-designed credit courses
- Distance learning course conversion
- National videoconference downlinks
- Professional development planning
- Work force training

Instructional Technology Services
Phone: (540) 568-8115
Fax: (540) 568-7860
Web Site: www.jmu.edu/contined/dlt.html

Instructional Technology Services include the following:
- Continuing professional development in Instructional Technology
- Distance learning research and development
- Faculty support
- Nontraditional and non-local student support
- Commonwealth Classroom (Two-way interactive video conferencing)

Outreach Services
Phone: (540) 568-3496
Fax: (540) 568-7860
Web Site: www.jmu.edu/contined/outreach.html

A complete list of the university's outreach programs is provided at our web site or by contacting JMU's Office of Outreach Services at (540) 568-3496. Outreach services include:
- Outreach network coordination
- Professional program development
- Program promotion and marketing
- Custom-designed noncredit program packages
- Workshop and conference planning

Adult Learning Services
Phone: (540) 568-7958
Fax: (540) 568-7860
Web Site: www.jmu.edu/contined/als

Adult Learning Services include the following:
- Transfer credit evaluation
- Academic and career counseling
- Individualized program development
- Adult learning research and development
- Use of instructional technology in adult learning
- Employer/employee learning consultation

Special Student Enrollment
Students who are not seeking a degree can register for up to 11 hours of course credit during each session as Special Students. A total of 24 credit hours may be earned as a non-degree-seeking student. Although the courses taken carry university credit, they do not fulfill degree requirements. Taking a course as a Special Student does not constitute admission to a program or imply later applicability of these courses toward a program. The Office of Continuing Education enrolls non-degree-seeking students who apply for admission. Under certain conditions, senior citizens may be entitled to waiver of tuition and fees. Guidelines for this waiver are established by Sec. 23-38.59 of the Code of Virginia. Further information is available through the Office of Continuing Education.

Special students are classified as follows:
- Adult
- Audit
- B.I.S.
- High school
- Individualized study
- International
- Post-baccalaureate
- Post-master's
- Senior citizen
- Term
- Transient
Campus Map

Location

JMU is located in Harrisonburg, a progressive city of 30,000 inhabitants. Located in the heart of Virginia’s historic Shenandoah Valley, the area is flanked by the Blue Ridge Mountains on the east and the Alleghenies on the west. Harrisonburg is located at the intersection of three major highways: Interstate 81, U.S. 33 and U.S. 11. The campus entrance is located just off Interstate 81 and is only a two-hour drive from Richmond, Roanoke and Washington, D.C.

Campus

The JMU campus contains a total of 472 acres, including 31 acres at the University Farm located about nine miles from the campus. The main campus faces Harrisonburg's Main Street and extends in an eastward direction past Interstate 81. Most buildings on the western portion of the campus are constructed of blue limestone. Stone for the university's original buildings was taken from the campus itself. The new buildings on the eastern portion of the campus have been constructed since the mid-1960s. Most are constructed with red brick.