

COLLEGE OF BUSINESS

ACADEMIC POLICIES MANUAL

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See also: COB:COB-Common:COB Policies

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Faculty Policies

The following policies are designed to provide clarification or augment policies contained in the Faculty Handbook.

<http://www.jmu.edu/facultysenate/facultyhandbook/>

CoB Policy 2100

Faculty Workload

Date of Current Revision: January 2018

1. Faculty who are tenured or tenure-track will generally teach nine hours per semester. However, faculty teaching loads may be adjusted to reflect such conditions as the following: especially heavy teaching assignments in the present or prior semesters; administrative assignments; or selected service commitments. An exception is also made for faculty who hold endowed professorships that provide for reduced teaching loads and stress either research or service as criteria for holding the chair. These individuals generally teach six hours per semester.
2. Faculty who are on RTA or FTA contracts will generally teach twelve hours per semester. However, faculty teaching loads may be adjusted to reflect the specific purposes for which the faculty member was hired or the faculty member's academic qualifications, as defined by the AACSB.
3. Per the Faculty Handbook and JMU Policy 2104, faculty members who are employed for less than a full academic year, or who are employed for at least an academic year at less than a full work load, are considered Part-Time Faculty. Part-time faculty members are qualified individuals hired for limited faculty duties, or for temporary teaching, service and scholarly assignments. They may be recognized as part-time members of the instructional faculty with a role in the academic or administrative unit, and they may be assigned teaching, scholarly and/or service duties, as individually negotiated. Part-time faculty members who are assigned only teaching duties are adjunct faculty members.

Per JMU Policy 1325, part-time faculty are limited to working no more than 1,500 hours during each 12-month period of May 1-April 30. In accordance with the Virginia Manpower Control Program, wage employees may not exceed an average of 29 hours per week over the standard measurement period, May 1- April 30 of each year. Each 3-credit course is considered to be 144 hours per semester. This includes preparation time and office hours.

4. A faculty member who teaches COB 300 during the fall or spring semester will receive six hours teaching credit for each COB 300 section taught, regardless of whether it is the first or tenth time the individual has taught the course. Tenured or tenure-track faculty who teach one section will also teach one other course during that semester. Tenured or tenure-track faculty who teach two sections will teach a six-hour load during the following semester. RTA or FTA faculty who teach one section will also teach two other classes during that semester. RTA or FTA faculty who teach two sections will not teach any other classes during the same semester.
5. Full-time faculty on an academic year contract and part-time faculty may teach classes during terms other than fall and spring. The most common term is summer which includes four, six, eight, ten and twelve week sessions, both on-line and in classroom. Faculty will be compensated separately for these courses. Compensation for 3-credit courses at both the graduate and undergraduate level is based on rank and is set by the provost's office annually. The provost's office sets a break-even number of students for each course. Pay may be prorated if the class does not meet the break-even point.

6. Summer COB 300 is entered as a contingency course in the summer schedule of classes. Once enrollment numbers are determined, faculty will earn 20% of their annual salary as long as a 40 percent or less salary to tuition ratio is achieved. The total of four sections of faculty salaries are divided by the total amount of tuition received. If the percentage is greater than 40, salaries will be adjusted downward to achieve this ratio. Each instructor will be notified of the planned salary by April 10 and must notify the Associate Dean for Human Resources and Administration of their intent to accept or reject the terms no later than April 15. If one or more instructors do not agree to the reduced summer teaching salary, the assignment will be opened to other qualified instructors in the relevant discipline. If one or more of the components (i.e., COB 300A-D) has no instructor at the reduced salary, the course will be cancelled due to insufficient enrollment. Applicants will be notified prior to April 25.

CoB Policy 2101

Faculty Weights on Teaching, Research, and Service

Date of Current Revision: October 2015

The College of Business values the teacher-scholar model. As an AACSB-member school, it is also important to both reward and hold faculty accountable for professional qualification, which includes scholarship as well as engagement with the profession. Service, both internal and external to James Madison University, is also important for a high quality organization and must be reflected in the annual performance evaluation.

1. Weights for faculty who are tenured or tenure-track will generally be 50/30/20 (teaching/scholarly achievement and professional qualifications/professional service). However, scholarly achievement and professional qualifications can vary between 20 and 30 percent, depending upon the annual agreement the faculty member makes with his/her program director, and professional service can likewise vary between 20 and 30 percent. Faculty members holding endowed professorships that provide for reduced teaching loads and emphasize either scholarship or service as criteria for holding the chair may reduce the weight on teaching to as low as 35 percent, with the remaining percentage distributed between scholarly achievement and professional qualifications and service as dictated by the chair requirements and the faculty member's objectives for the academic year.
2. Weights for faculty who are on RTA contracts will generally be 60/20/20 (teaching/scholarly achievement and professional qualifications/professional service). Under certain circumstances and with prior negotiation between faculty member and department head one year in advance, weights may be assigned 65/20/15.
3. Weights for faculty who are on FTA contracts will be 70/20/10.

CoB Policy 2102

Teaching Affiliate Program across Colleges

Date of Current Revision: March 2000

A growing number of the University's programs are cutting across college boundaries, driven by faculty interest and expertise that often extend beyond the faculty's home college. While

faculty collaboration in research is fairly common, an increasing number of faculty are interested in teaching courses outside of their assigned department. Further, it is recognized that such cross-teaching can enrich the programs of a college, and may be in the best interest of the University and the professional development of the individual faculty teacher. To facilitate faculty teaching courses across colleges, it is important that a policy and procedures be developed to assist in their implementation.

Definition: A faculty member who teaches outside his/her college in this fashion will be recognized as a "teaching affiliate." The process to implement teaching affiliations follows.

The Procedure: When faculty members desire to teach a course in an outside college (within the sphere of their discipline or experience), they should first identify that teaching a course or courses outside their department would be in their own professional interest. Next, it must be ascertained that a teaching need exists for providing the course.

A written proposal would then be submitted to their department head or program director, with a copy to their dean. The proposal would include a letter explaining:

- the professional benefits (or other benefits) that would be gained by such an activity,
- the specific course they are desiring to teach, and
- a copy of the faculty member's vita.

It would be very beneficial at this point if the faculty member could identify a teacher in the gaining college that would be willing to teach, as a trade, in the college of the proposing faculty member.

It should be emphasized that the teaching needs of both colleges will always take precedence in such arrangements. It is recognized that trading faculty in this fashion may provide a professional benefit to the faculty member as well as constitute an enriching experience for both colleges. However, the arrangement is not a part of a faculty member's basic contract or condition of employment, and it constitutes a request for reassignment of teaching responsibilities of the faculty member.

Specifics: The home department of the faculty member will determine the teaching load of the faculty member. That is, the fraction of a teaching load that the course in the outside college (credit hours, contact hours, number of students, etc.) would carry will be calculated by the member's department head on the basis of the home department's formula. It will be combined with the load he or she is carrying in the home department, and this will determine the faculty member's total teaching load for that semester.

There will be no adjustment in salary for affiliate teaching to compensate for a possible difference in salary rates of the colleges.

Following the semester of the teaching trade, the director, department head, or coordinator of the gaining department will provide a brief narrative of evaluation of the faculty member to the home department head. This may be done by way of an office memorandum. This information should be included in the faculty member's annual performance evaluation.

Each college agrees to provide a transient office (hoteling) for the visiting professor, which will contain a telephone, computer, file cabinet, and a desk and chair.

CoB Policy 2103**Faculty Office Hours****Date of Current Revision: October 2018**

Full-time faculty members will hold a minimum of five regularly-scheduled office hours each week. The faculty member will be available in his or her assigned office at those times, and students will not need an appointment to meet with the faculty member. Office hours will be clearly identified in course syllabi each semester, and will also be posted outside the faculty member's office.

Adjunct faculty members will not be expected to adhere to the "five-hour minimum" referenced in the preceding paragraph. Instead, office hours for adjunct faculty members will be determined jointly by the AUH and adjunct faculty member on a case-by-case basis, and will be dependent on any important considerations associated with each situation.

CoB Policy 2104
Incomplete Grades for Undergraduate Students
Date of Current Revision: October 2002

Rationale: The University Catalog states the following:

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 received a grade of "I" must be completed by the end of the next regular semester or the grade is recorded permanently as "F." 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.

College of Business Policy: An "I" cannot be used in cases in which a student has done failing work and would like to redo some of that work the following semester by sitting in the instructor's class. There are three problems with this practice:

- The grade of "I" is being misused. Incomplete grades are not to be given to students whose work in the course is insufficient to earn a passing grade. Such students should be assigned an "F." They have the option of retaking the course for "repeat credit" or "repeat forgiveness."
- The student is not paying tuition to "re-take" the course. All students in a class must pay tuition. This rule ensures that every student will be counted for the semester census, which affects JMU's state funding.
- Non-paying students must not occupy seats that rightfully belong to those students who wish to take the course for credit.

Therefore, College of Business faculty should use the grade of "I" only when the student cannot complete the course work because of illness or some other equally compelling reason. Students who have done failing work must be given an "F." These students may retake the course for "repeat credit" or "repeat forgiveness" by properly registering for the course through the normal registration process.

CoB Policy 2105

Public Posting of Grades

Date of Current Revision: October 2002

Grades are not to be posted on office doors, classroom doors, walls, or any other public place, in any way that can identify students. That means that grades cannot be posted with Social Security numbers or student PeopleSoft numbers—or any part of those numbers. Grades can be sent to students in myriad ways that do not require public posting.

CoB Policy 2106**Final Examination Policy****Date of Current Revision: February 2018**

All final examinations are to be given during the final examination week; any take-home final examinations are to be returned to the instructor during the final exam period. It is appropriate to administer a test during the last week of classes only when an additional examination, project, presentation, performance or other activity on which students will be evaluated is conducted during the final examination period. Rescheduling a final examination to a time other than the scheduled period requires prior approval of the academic unit head.

Final examinations for summer school must be administered according to the official University examination schedule.

CoB Policy 2107

Supervision of Honors Theses

Date of Current Revision: June 2018

Supervision of undergraduate honors theses must be done by full-time faculty, preferably tenured faculty, with a background in the research process.

CoB Policy 2108**Non-registered Students in Class****Date of Current Revision: October 2002**

Following the first week of classes during the fall or spring semester, faculty members should not allow any student to attend their class for any reason unless that student's name appears on their most current roster.

CoB Policy 2109**Procedure for Requesting College of Business Funding for Departmental Student Travel****Date of Current Revision: June 2018**

The College of Business encourages its faculty to engage students in competitions of all sorts at the state, regional, and national levels, as well as make presentations related to undergraduate research. To that end, College of Business student organizations are given the opportunity each year to apply for funding of up to \$2,000 per group to support their activities. Much of that funding goes for travel to conferences and competitions. Additionally, each year student teams **outside of the student organization structure** qualify to represent the College at conferences. Below is the procedure for faculty members to use in requesting funding for such activity.

1. In consultation with the Academic Unit Head, assess the quality and impact of the event. Is this a competition that will enhance the reputation of the College of Business? Is it a valuable learning experience for the students involved? Is the cost of

- the event commensurate with the value to the students? How many students will be impacted? Document your evaluation.
2. Determine an amount that each student could reasonably be expected to pay for participating in the activity. Students who contribute something, whether through their own funds or through a fundraising activity often value the opportunity more than if it is given to them free of charge. Students who receive need-based financial aid from JMU may apply for fee reductions.
 3. The Academic Unit Head should determine how much money is available for the event from the unit's foundation funds. Support of student learning and exposure of the department at high-level competitions is a key objective of departmental foundation accounts, and this kind of activity is an appropriate use of those funds.
 4. If, after completing the first three steps, there is still a need for financial support, the sponsoring faculty member and Academic Unit Head may complete an application for funding from the College of Business. Applications should be made, if possible, within the first two weeks of each semester.

CoB Policy 2111

Faculty Integrity Policy

Date of Current Revision: June 2018

The faculty of the JMU College of Business subscribe to the highest level of ethics in teaching, scholarly research, and service, and in professional conduct. We are guided by the following tenets in addition to those responsibilities enumerated in Section III.A of the JMU Faculty Handbook.

Teaching and Student Relationships

In our role as teachers, we accept the following responsibilities:

- to meet our classes as scheduled unless illness or university-related business requires us to miss class;
- to schedule exams so that students will know in advance when they will be given and to administer the exams ourselves unless prevented by illness or university-related business;
- to allocate sufficient time to prepare for class;
- to communicate as clearly as possible to our students;
- to grade in a timely manner, returning papers, exams, and other assignments within a period of time that would seem reasonable to most colleagues;

- to administer final examinations at the times scheduled by the university;
- to avoid posting grades in a way that allows students to be identified;
- to be willing to explain to a student how his/her grade was derived;
- to demonstrate appropriate respect toward students;
- to demonstrate sensitivity by avoiding racial, sexual, religious, ethnic, and disability discrimination;
- to treat students with impartiality, objectivity, and fairness in class, outside of class, and in the grading process; and
- to design tests and test conditions that minimize the possibility of academic misconduct.

Scholarly Research

In our role as scholars, we accept the following responsibilities:

- to engage in careful design, data gathering, data analysis, objective interpretation of results, and retention of data;
- to follow university guidelines when using human subjects in our research;
- to share authorship and credit in appropriate proportion to the various co-authors' contributions;
- to acknowledge ideas, concepts, advice, and assistance from others, for to do otherwise is considered plagiarism;
- to list as co-authors only those individuals who make significant contributions to the finished product;
- to list a student as the lead author of any manuscript that is presented or published as an outgrowth of a student paper unless highly significant changes are made in the manuscript by the faculty member; and
- to expect no credit for promotion, tenure, or salary increases for:
 - presenting a paper in which over half of the presentation is duplicative of a previous presentation;
 - publishing a manuscript in which over half of the manuscript is duplicative of a previously published manuscript; and
 - publishing an article in the journal of an organization in which the author or a co-author is an officer, unless a double-blind referee process is used or the submission was invited without the influence of the author or a co-author based upon his/her standing in the organization.

Service

In our role as members of the academic profession, we accept the following responsibilities:

- to realize that our primary professional obligation is to fulfill the duties of our positions within the university;
- to participate actively in committees on which we are members; and
- to limit outside consulting to activities that do not interfere with university assignments and responsibilities.

Professionalism

In our role as members of the JMU, College of Business, and our school or department communities, and in interactions with our external constituents, we accept the following responsibilities:

- to adhere to the values of the College of Business, attending to their definitions: integrity, intellectual growth, community, engagement, innovation/collaboration;
- to treat our colleagues and other members of our respective JMU communities with respect and fairness;
- to engage in civil discourse on those occasions where differences of opinion exist;
- to ensure that our communications about our colleagues are respectful and truthful;
- to use the Madison Collaborative 8 Key Questions of Ethical Decision Making when we are unclear as to the right way to respond to situations; and
- to at all times serve as role models for our colleagues in and out of the College of Business, and our students, by how we behave as business professionals and community citizens.

CoB Policy 2112

Selection of Endowed Chairs

Date of Current Revision: December 2019

Background:

The current endowed and term funded professorships and chairs within the College of Business include the following:

Endowed Chairs and Professorships

- Chandler/Universal Endowed Professorship in Finance (Finance Department)¹
- Gilliam Free Enterprise Professorship (College of Business, free enterprise leadership within Gilliam Center for Free Enterprise and Ethical Leadership)
- Jackson E. Ramsey, Chair in Business Administration. (College of Business, School of Accounting, subsequent discipline to be determined by the Dean and Provost)¹
- J. Gray Ferguson Endowed Professorship in Finance or Accounting (Finance Department initial appointment)¹
- Journal of Research in Accounting Education Professor (School of Accounting)¹
- Kirby L. Cramer, Jr. Chair of Business Administration (College of Business)¹
- KPMG Endowed Professorship in Accounting (College of Business, Director of the School of Accounting)¹
- PricewaterhouseCoopers Don Caputo Memorial Teaching Professorship (Computer Information Systems, endowed teaching professorship)
- The Adolph Coors Professorship of Business Administration (College of Business)¹
- The CSX Professorship of Management (Management Department)¹
- The Marriott Professorship in Hospitality Management (Hospitality Management Program)¹
- Wampler-Longacre Professorship of Marketing (Marketing Department)¹
- Zane D. Showker Professorship of Entrepreneurship (College of Business)¹

Term Funded Professorships

- KPMG LLP Professorship (School of Accounting)

¹ Subject to and partially funded by the Commonwealth of Virginia's Eminent Scholars Program Appointment of Professorships

In order for the College of Business to more effectively utilize and benefit from the endowed (or funded) chairs and professorships, the following guidelines and procedures have been adopted.

Eligibility: Eligibility for appointment to endowed/funded chair or professorship

Full-Time faculty members at the rank of Associate Professor or Professor will be eligible for consideration for appointment to chairs and professorships. Chairs and Professorships may also be used in the recruitment of faculty at the rank of Associate Professor or Professor.

Term of Appointments: With the exception of chairs and professorships specifically directed for administrative appointments, the term of appointment shall be for a maximum of five (5) years. There will be no limitation on the number of terms which an individual may hold a chaired appointment.

All eligible faculty will be allowed to apply for consideration for appointment to the professorship during the time of the first appointment or during the 5th year of an existing term appointment.

For current and future endowed chairs and professorships, time spent on educational leaves, or all other forms of paid or unpaid leave will count as part of the five (5) year appointment period.

Selection Process:

1) Notification of Review

Upon the establishment of a chair or professorship or during the fifth year of a five (5) year appointment, the Dean will announce or faculty may petition the Dean to announce that a review will be conducted of candidates interested in appointment to the chair or professorship. In the case of newly established chairs or professorships, the review process may occur during either the Fall or Spring semesters, with appointments effective at the start of the following Fall semester.

In the case of chairs or professorships which are currently occupied, the announcement of the professorship opportunity and the review of candidates for the expiring term of the endowed chair or professorship will be announced by the Dean of the College of Business no later than March 1, with appointments beginning at the start of the following Fall semester.

2) Selection Committee

It is the responsibility of the Dean of the College of Business to establish a selection or appointment committee for all chairs and professorships.

In the event there is only one applicant, the dean, in consultation with the relevant AUH if applicable, may elect to make or not make an appointment.

If a committee is formed it shall be comprised of the following five persons selected by the Dean.

1. A chaired or distinguished faculty member in the discipline to which the chair is related. This individual will be from outside the faculty of James Madison University.

Alternatively, if for reasons of financial or practical limitations, the Dean determines that the appointment of an "external" member of the committee is not feasible, the chaired or distinguished faculty member may be appointed from within the University or College of Business. However, in the case of department based "professorships" the distinguished faculty member shall be outside of the academic department in which the appointment will rest.

2. The Dean of the College of Business.

3. One tenured faculty member at the rank of professor within the COB but outside the department where the appointment is being made (n/a for college-wide chairs). These tenured professors may or may not hold endowed chairs or professorships.

4. One tenured faculty member at the rank of associate professor or professor within the department where the appointment is being made (n/a for college-wide chairs). In the absence of a non-candidate associate professor or professor to serve on the committee, another associate professor or professor within the COB but outside of the department may be appointed.

5. One tenured faculty member at the rank of Associate Professor or Professor from JMU and outside the College of Business.

6. In the case of chairs or professorships which are based within an academic department, the Department Head shall serve as an "ex-officio" member of the selection committee. In the event that the Department Head is a candidate for the chair or professorship, there will be no ex-officio member of the committee.

For college-wide chairs, the appointed selection committee may call upon Department Heads to provide evaluative data that the committee deems useful for the selection process.

3) Selection Criteria

It is directed that a Statement of Purpose or Objectives be developed for each of the existing chairs and professorships within the College of Business.

The Statement of Purpose or Objectives shall first and foremost reflect any "written" guidelines or purposes stated by the donor which exist within the documentation establishing the terms and conditions of the endowment.

The Statement of Purpose or Objectives shall be further amplified by a statement of the general intent, purpose, or objective of the chaired position as utilized by College level or departmental faculty for the past and/or current selection of faculty to the chaired position. In the case of college-wide chairs this responsibility will rest with the Dean of the College of Business.

In the absence of existing documentation, it is required that written criteria be established which outline the factors and relative weights that will be considered in the review of applicants for the chair or professorship. Documentation of the criteria utilized for the selection of candidates for each of the professorships should be submitted to the Dean of the College of Business for review and approval.

The statements of Purpose or Objectives, and selection criteria once approved by the Dean, will be made available to all interested faculty upon request.

It is further required that in the case of Chairs or Professorships which receive additional partial funding via the Commonwealth of Virginia's Eminent Scholars Program, that the criteria established for the selection of faculty for professorships include a statement which meets the standards established by SCHEV. The SCHEV guidelines state in part:

"It is recognized that the selection of Eminent Scholars within institutions will be influenced by the unique characteristics and missions of the institutions. Within this broad framework, the criteria for appointment of an Eminent Scholar are:

1. The appointee shall hold the rank of associate or full professor, or its equivalent, such as "artist-in-residence."
2. The appointee shall be a person who has achieved national eminence in the discipline as judged by the person's peers.
3. The "eminence" of the appointee shall be judged generally, on evidence of effective teaching and productive research as attested by their peers. In certain instances, the "eminence" of the appointee may be judged on the basis of artistic achievement or distinguished accomplishments in areas which lie beyond academic endeavor, but for which there is concrete evidence of superior talent.
4. The term of the appointment shall be no less than one semester, during which time the appointee shall be a full-time employee of the institution."

Conditions of Appointment:

4) Reassignment of Teaching Load

For Chairs and Professorships which are awarded primarily on the basis of scholarly achievement, the teaching load should be 6 hours per semester (either at the graduate or undergraduate level).

For Chairs and Professorships which are awarded primarily on the basis of teaching performance the teaching load shall be 9 hours per semester (either at the graduate or undergraduate level).

For Chairs and Professorships which are specifically designated for administrative appointments, the teaching load shall be determined as part of the terms of the administrative appointment as agreed upon between the Dean and the individual holding the appointment.

Withdrawal:

5) Withdrawal of Chair or Professorship

A Department Head, a Department PAC, or the College of Business PAC may petition the Dean to investigate and act to have a chair or professorship withdrawn from the incumbent faculty member.

In the case of college-wide chairs or professorships, one or more Department Heads may petition the Dean to investigate and act to have a faculty member withdrawn from the chair or professorship.

Temporary Vacancies:

6) Temporary Vacancies

When a chair or professorship is temporarily vacated by the faculty member holding the chair or professorship, the Dean may, but is not required to appoint a replacement for a maximum of two (2) years, (but not to exceed the original term of the appointment) after which time the chair or professorship will be reoccupied by the faculty member selected by the committee, or become available to be filled by the next chair or professorship holder selected by the committee.

In cases where the chair or professorship is based within a department, the temporary vacancy may be filled by a person selected by the Dean based upon the advice of the Department Head and the Department PAC or College of Business PAC.

In the situation of college wide chairs or professorships, temporary vacancies may be filled by an appointment made by the Dean with the advice of the Leadership Council in the College.

Initially Approved by the COB Leadership Council - October 4, 1995

Most recent revisions: December 11, 2019

Student Policies

CoB Policy 2150

Acceptance to the College of Business

Date of Current Revision: November 2023

Any student admitted to JMU can declare any major offered by the College of Business. Students are not formally accepted into the College of Business until certain requirements are met. Requirements to continue pursuing a B.B.A. degree are described here.

Students are formally accepted into the College of Business as a B.B.A. major and permitted to register for COB 300 when the following requirements are met:

- A completed application for acceptance into the College of Business is submitted to the COB Advising and Support Center according to the following schedule:
 - November 1 for upcoming spring semester.
 - February 1 for upcoming summer session.
 - April 1 for upcoming fall semesters.
- Successful completion with a GPA of 2.7 or better in the business course courses: [COB 191](#), [COB 202](#), [COB 204](#), [COB 241](#), [COB 291](#), [ECON 200](#) and [ECON 201](#).
- Successful completion of calculus and [COB 242](#).

No core course may be attempted more than two times. Attempted courses include courses in which a final letter grade, including "W," "WP" and "WF," is recorded on the student's official JMU transcript.

The B.B.A. core GPA is calculated using grades earned in the B.B.A. lower-level core excluding calculus ([MATH 205](#) or [MATH 235](#)) and [COB 242](#). Only grades earned at JMU will be used.

The university policy for calculating repeat-credit and repeat-forgive will be followed. Students with a 2.7 B.B.A. core GPA are assured acceptance into the College of Business and COB 300.

Students who fail to meet the standards described above will be denied acceptance into the College of Business and will be referred to University Advising for assistance in choosing another major.

Consult with the major department for further progression requirements in the specific major.

¹ Requirements to be accepted into the College of Business are effective based on when a student intends to enroll in COB 300. Students are advised to consult the College of Business Advising and Support Center for current requirements.

The above requirements do not pertain to students who are enrolled in the BA or BS in Economics Program or to those enrolled in the BS in Quantitative Finance Program.

CoB Policy 2151**Declaration of Major and Minor****Date of Current Revision: February 2018**

JMU students seeking to change/declare any major or minor in the College of Business (CoB) must be in “good standing”, meaning they must have a cumulative grade point average of 2.0 or higher at the point they submit a change/declaration of major/minor request. Students will follow the Office of the Registrar’s procedure for making such requests. Students are expected to closely follow explicit department guidelines and deadlines for completing the process.

The CoB policy does not supersede acceptance standard of the College of Business for enrollment in COB 300 or junior-level courses in the CoB major programs. And it does not supersede admission requirements for specific academic programs in the CoB.

CoB Policy 2154

Transfer Credit Policy

Date of Current Revision: February 2018

Transfer of Lower-level Courses that are offered at Upper-level at JMU: The College of Business (CoB) normally does not award transfer credit for courses that were taken at the 100-200 level if those courses are offered at the 300-400 level at JMU.

Transfer of Courses Toward the Major: Generally each program in the CoB will accept no more than two courses of transfer credit toward the major. The major is defined as the course work required by a major field of study in addition to the lower and upper-level BBA core courses. For a course to be considered for acceptance in the student's major, typically it must have been completed in an AACSB International-accredited business program at a four-year university. Certain majors within the CoB may have more restrictive policies on transfer credit.

Limit on Business Course Transfers: Any student desiring to earn a BBA degree from the JMU CoB must complete at least fifty percent of the business credit hours required for the degree at JMU. Required business credit hours include the BBA core and the courses required for the major. The following BBA Core courses do not count toward meeting this requirement: COB 191, ECON 201 and ECON 200.

CoB Policy 2155

Internships for Business Majors

Date of Current Revision: October 2002

Students majoring in the College of Business (CoB) are encouraged to participate in at least one formal business internship prior to graduation. Most commonly, students serve as interns in business organizations during the summer between their junior and senior years, but internships are not usually restricted to that period of time.

In some cases, students may receive academic credit for internships. In such cases, the maximum amount of credit that may be obtained is three credit hours. The minimum requirements for such academic credit are the following:

- The student must have at least junior standing
- The internship must be approved in advance by the Faculty Internship Coordinator and the Program Director in the student's major, and the student must be registered for the class credit during the internship experience.
- The intern must complete a minimum of 200 hours of work experience.
- The intern's immediate supervisor must submit at least one performance evaluation to the Faculty Internship Coordinator.
- The intern must submit a final written paper and participate in an exit interview with the Faculty Internship Coordinator.
- Internships in more than one program are permitted. However, double counting (i.e., receiving credit for a single internship experience in more than one major) is not permitted. Some majors in the CoB may have higher requirements than these minimum standards.

CoB Policy 2156
Internship and Independent Study Credit
Date of Current Revision: February 2018

Credit will not be given for an independent study or internship after the actual activity has been performed. A student desiring academic credit for an independent study or internship must apply for approval (using whatever method the department has established) prior to the semester in which the activity will take place and must be properly registered for the course while performing the activity.

CoB Policy 2157

First-week Attendance Policy

Date of Current Revision: February 2018

At the instructor's discretion, any student registered for a class in the College of Business (CoB) who fails to attend either of the first two scheduled meetings of the class may be administratively dropped from the class.

All students are responsible for verifying the accuracy of their schedules and changes made in their schedule via MyMadison. <https://mymadison.jmu.edu>

CoB Policy 2160

Admission Policy for Transfer Students Entering JMU with Completed Lower-Level BBA Requirements

Date of Revision: April 2022

An incoming transfer to JMU may be formally accepted to the College of Business and allowed to enroll in COB 300 when the following conditions are met:

1. Transfer credit awarded for approved equivalents of all lower-level BBA core courses (COB 191, COB 202, COB 204, COB 241, COB 242, COB 291, ECON 200, ECON 201 and calculus);
2. A grade of B- or better is earned in each approved lower-level BBA core course equivalent except for COB 242 and calculus;
3. Cumulative GPA at previous college(s) is minimum of 3.00;

This policy is effective as of April 6, 2022 and applies to any transfer student entering JMU beginning April 11, 2022.

This policy does not supersede the requirement that 50% of the student's credit hours must be completed at an accredited four-year college or university.

CoB Policy 2162

Policy on Assignment of WP and WF Grades

Date of Establishment: November 2007

Date of Current Revision: February 2018

According to the James Madison University's Academic Policies and Procedures

(<http://catalog.jmu.edu/content.php?catoid=3&navoid=91&hl=Withdraw+passing&returnto=search>)

In extraordinary situations, a student unable to complete some course requirements after the course adjustment deadline (approximately one week after midterm grades are due for a regular semester) may request that the instructor consider awarding a grade of "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing). A student should not assume that a late withdrawal will be provided by the instructor. There is no obligation for the instructor to assign a "WP" or "WF" grade. The instructor determines the form (e.g., verbal, written) and timing of requests for a "WP" or "WF" grade. The student must ensure that the request is made in an appropriate manner and at an appropriate time. In response to such a request, the instructor may choose to record a grade of "WP" or "WF," but is not obligated to do so and may record any grade other than "W." The course instructor may also suggest that the student contact the Office of the Dean of Students about withdrawing from the university. Withdrawing from a course will not result in a tuition reduction.

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

The College of Business policy further states:

Withdrawals (WP or WF) after the course adjustment period are not permitted except in extraordinary situations in which a student can demonstrate that circumstances (such as hospitalization) rendered him or her unable to meet course requirements. Changes of major or merely not performing well in a class are not sufficient reasons to permit withdrawals after the course adjustment deadline.

Many courses in the College of Business have policies about use of WP or WF grades and these policies are clearly stated on course syllabi.

*In the absence of a stated policy, a student seeking a grade of WP or WF must provide a letter and supporting documentation to the instructor and academic unit head describing the request and the justification. The letter must be received at least **five business days prior to the scheduled time of the final exam**. The decision of the academic unit head regarding the granting of such request is final.*

CoB Policy 2164**Policy on Taking Lower-Level BBA Core Courses at Other Institutions****Date of Establishment: October 1, 2008**

Any matriculated JMU student who wishes to take one or more of the lower-level BBA core courses – with the exception of ECON 201, ECON 200, or MATH 205 – in partial fulfillment of the lower-level core course requirements for the B.B.A degree – must do so at a four-year institution with a business program accredited by AACSB International.

In order to avoid any misunderstanding or confusion, a student must have the course(s) approved prior to taking the course(s) at another institution. It is the student's responsibility to provide information sufficient to determine whether the course is comparable to the JMU course. A list of AACSB-accredited business schools can be found on the AACSB website at <https://www.aacsb.edu/accreditation/accredited-members/global-listing>

This policy applies only to matriculated JMU students, and does not pertain to students who take the aforementioned BBA core courses at other institutions prior to enrolling for courses at JMU.

This policy is effective as of October 1, 2008, and pertains to any course taken at another institution beginning January 1, 2009.

Approved: CoB Leadership Council, September 17, 2008

CoB Policy 2165

30 Hour Rule

Date of Current Revision: September 2020

The AACSB Programmatic Scope 2020 guidelines state:

Included programs are degree programs in which 25 percent or more of the content for baccalaureate degree programs, or 50 percent or more of the content for post-baccalaureate degree programs, relates to business disciplines such as accounting, economics, finance, legal studies, management, management information systems, marketing, and quantitative methods.⁵

This means that if students take more than 30 credit hours of COB classes at JMU we would have to include the program in our accreditation review. In order to make sure we don't violate that, we have a 30 credit hour limit on the number of hours that can be earned by a non-business degree student.

No more than 30 credits (10 classes) can be earned by non-College of Business (COB) majors within the 120 credit hours required for a bachelor's degree without a waiver from the COB Associate Dean.

For the purposes of this policy, COB courses have the following prefixes: ACTG, BLAW, BSAN, CIS, COB, ECON, FIN, IB, MGT, and MKGT.

MGT courses in the Small Business Management & Entrepreneurship track and CIS courses in the Business & Information Technology track in the Adult Degree Program are exempt from the 30 credit (10 class) limit that can be earned by non-College of Business (COB) majors within the 120 credit hours required for a bachelor's degree.

Most recent revision: 23 Sept. 2020

CoB Policy 2170

Laptop Policy

Date of Current Revision: November 2023

The College of Business requires a laptop that meets the specifications identified [HERE](#)¹.

The College of Business understands that laptops may have issues and we will work with you if your laptop is not available at any given time. JMU provides general computing labs on campus with all software used in College of Business. Each professor will have their own policies on laptop usage in class.

¹ At the time of this policy the requirements were: 8 GB RAM and a 256 GB Solid State Hard Drive