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Marshall University Student Handbook

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The Student Handbook of Marshall University, 1971-1972

Marshall University

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Marshall University

Student Handbook

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The Student Handbook is designed to acquaint the student with his rights and responsibilities as part of the university community and to inform him of the services and facilities the university offers him.

The Marshall University community, comprised of the undergraduate and graduate student bodies, the faculty and the administration, has as its goals the development and emancipation of the individual. The Student Conduct and Welfare Committee's recommendations in all areas of extracurricular life are the basis of official university policy. All segments of the community are represented on the Committee: four undergraduate students, seven faculty members and one administrator (two administrators are ex-officio members).

The administrative responsibility for the supervision of the extracurricular life of this campus community rests with the Vice President of Student Affairs, the Dean of Students, and their staff. We suggest that you visit often with these people who are ready to help when you wish advice and counsel.

At Marshall University, life outside the classroom is an integral part of the educational process. The exercise of responsibility is an important part of the development of the full potential of the student as an individual and as a citizen. The student's awareness of his rights and responsibilities is basic to community life.

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Calendar

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FIRST SEMESTER

August 23, Monday	Freshmen Orientation
August 24, Tuesday	General Registration
August 24, Tuesday Evening	Evening Registration
August 25, Wednesday	New Students Register and General Registration
August 26, Thursday	Class Work Begins
August 27, Friday	Late Registration
August 30, Monday	Late Registration Closes at 8:00 p.m.
September 6, Monday	Labor Day Holiday
October 19, Tuesday	Mid-Semester
October 20, Wednesday	Mid-Semester Reports Due
October 30	Homecoming
November 24, Wednesday - Noon	Thanksgiving Recess Begins
November 29, Monday - 8:00 a.m.	Class Work Resumes
December 3	Last Day to Withdraw With Grade of W
December 10	Last Day of Classes
December 11-12-13-14	Study Days
December 15 - 18	Final Examinations
December 21, Tuesday	Final Grades Due

SECOND SEMESTER

January 10, Monday	Freshmen Orientation
January 11, Tuesday	General Registration
January 11, Tuesday Evening	Evening Registration
January 12, Wednesday	New Students Register and General Registration
January 13, Thursday	Class Work Begins
January 14, Friday	Late Registration
January 17, Monday	Late Registration Closes at 8:00 p.m.
March 3, Friday	Mid-Semester
March 6 - 11	Spring Vacation
March 31	Good Friday Holiday
April 28, Friday	Last Day to Withdraw With Grade of W
May 5	Last Day of Classes
May 6-7-8-9	Study Days
May 10-13	Final Examinations
May 14	Commencement
May 16	Final Grades Due



Organizational Structure of Marshall University

The administration of Marshall University is divided into three main areas: Student Affairs, Academic Affairs, and Business Affairs. Student Affairs is responsible for all student services, out-of-classroom educational projects, personal problem solving, and related matters. Academic Affairs area is responsible for all aspects of academic life at the university. Business Affairs is a term used to describe those services supplied by the Business, Finance, and physical plant areas.

In addition, most policy decisions of the university originate with standing faculty committees. (See page 58 for a description of the duties of each of these committees.)

MARSHALL UNIVERSITY OFFICERS OF ADMINISTRATION

President	John G. Barker, B.S., M.S., Ph.D.
President Emeritus	Stewart Harold Smith, B.S., M.A., Ph.D., Litt.D., LL.D., L.H.D., L.H.D.
Assistant to the President	Donald K. Carson, B.A., Ph.D.
Vice President for Academic Affairs	Donald N. Dedmon, B.S., M.A., Ph.D.
Dean of College of Arts and Sciences	George J. Harbold, B.A., M.A., Ph.D.
Assistant Dean	
Dean of Teachers College	Robert B. Hayes, A.B., Ed.M., Ed.D.
Assistant Dean	William S. Deel, B.A., M.S., Ed.D.
Dean of College of Applied Science	
Dean of School of Business	R. W. Morell, M.B.A., Ph.B., Ph.D.
Assistant Dean	Thomas Bishop, B.S., M.A., Ph.D.
Dean of Graduate School	John R. Warren, A.B., M.A., Ph.D.
Director of Institutional Self Study	A. Mervin Tyson, A.B., M.A., Ph.D.
Director of Continuing Education	Paul Collins, A.B., M.A.
Registrar	Robert H. Eddins, B.S., M.S.
Librarian	Harold W. Apel, A.B., M.S., in Library Science
General Manager of WMUL-TV	Terry M. Hollinger, Met. Engr., M.A.
Director of Computer Center	Karl C. Thomas, B.A.
Vice President for Business Affairs	Joseph C. Peters, B.S., M.B.A.
Division Director	Richard D. Vass, B.B.A.
Director of Plant Operations	Joseph S. Soto, A.B., B.S., M.A.
Director of Personnel	
Director of Purchasing	Robert G. Bradley, B.S.
Vice President for Student Affairs	
Dean of Students	
Assistant Dean of Students	
for Special Programs	Mary Louise Gallagher, A.B., M.Ed.
Assistant Dean of Students for Housing	Warren S. Myers, A.B., M.A.
Assistant Dean of Students	
for Activities and Organizations	Jeffrey G. Nemens, B.A., M.A.
Director of Admissions	James W. Harless, B.S. Ed., M.A.
Director of Student Financial Aid	Richard G. Mund, B.A., M.A., Ph.D.
Director of Counseling Center	
Director of Special Services	Ted R. Morford, A.B., M.A.
Director of Student Health Center	Ralph P. Hall, B.A., B.S., M.D.
Director of Development	John S. Callebs, A.B., M.A.
Director of Alumni Affairs	Howard B. St. Clair, B.S. in Military Science
Director of Career Planning and Placement	Reginald A. Spencer, B.B.A.
Director of Information and Publications	James A. Martin, A.B.
Director of Athletics	Joseph H. McMullen, Sc.B., A.B., M.A.

Assistant Dean of Students for Residence Life

The Assistant Dean of Students for Residence Life is in charge of all university owned housing. This includes dormitories and apartments for married students. The assistant dean is also in charge of all programming within university housing.

UNIVERSITY RESIDENCE HALLS

The university maintains seven residence halls which house approximately 2,300 students. Each residence hall provides students with the best possible living and learning conditions. The student's experience in hall government, educational, social, and recreational programs, and his association with residence hall staff members give him an opportunity for sound academic and social development. Most of the halls are located at convenient points on campus within a five-minute walk of any classroom building.

Room Applications and Reservations

Since all freshmen who do not commute to the university from home are required to live in university residence halls, all students who are admitted by the university for enrollment are sent residence hall applications. The application must be accompanied by a \$25.00 non-refundable room reservation deposit which is credited toward the first term's room and board payment. Room assignments are made by the Student Housing Office on a first come, first served basis without regard to the student's race, religion, or national origin. The student is assigned to the residence hall of his choice if possible. If there are no vacancies in his preferred hall, he will be assigned to a room in another hall. The names of students who reject their room assignment are placed on a waiting list for future assignment as space permits. Students wishing to room together should make every effort to send in applications and the \$25 reservation deposit at the same time.

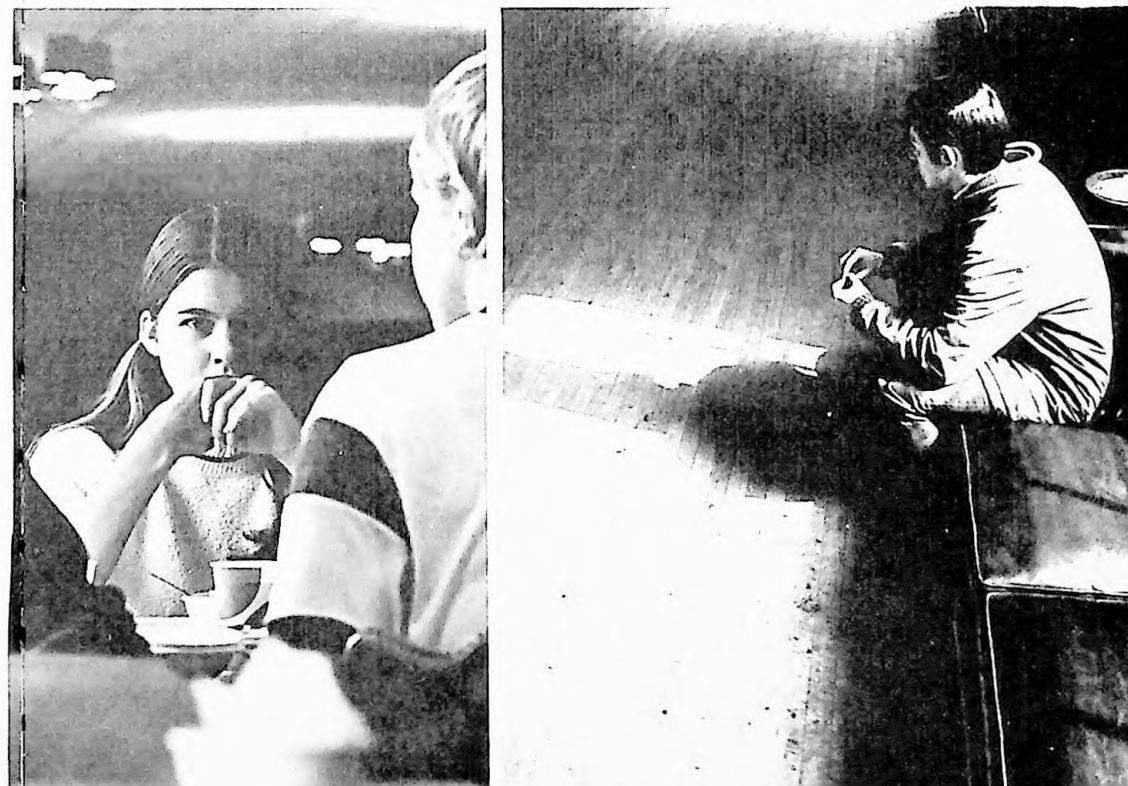
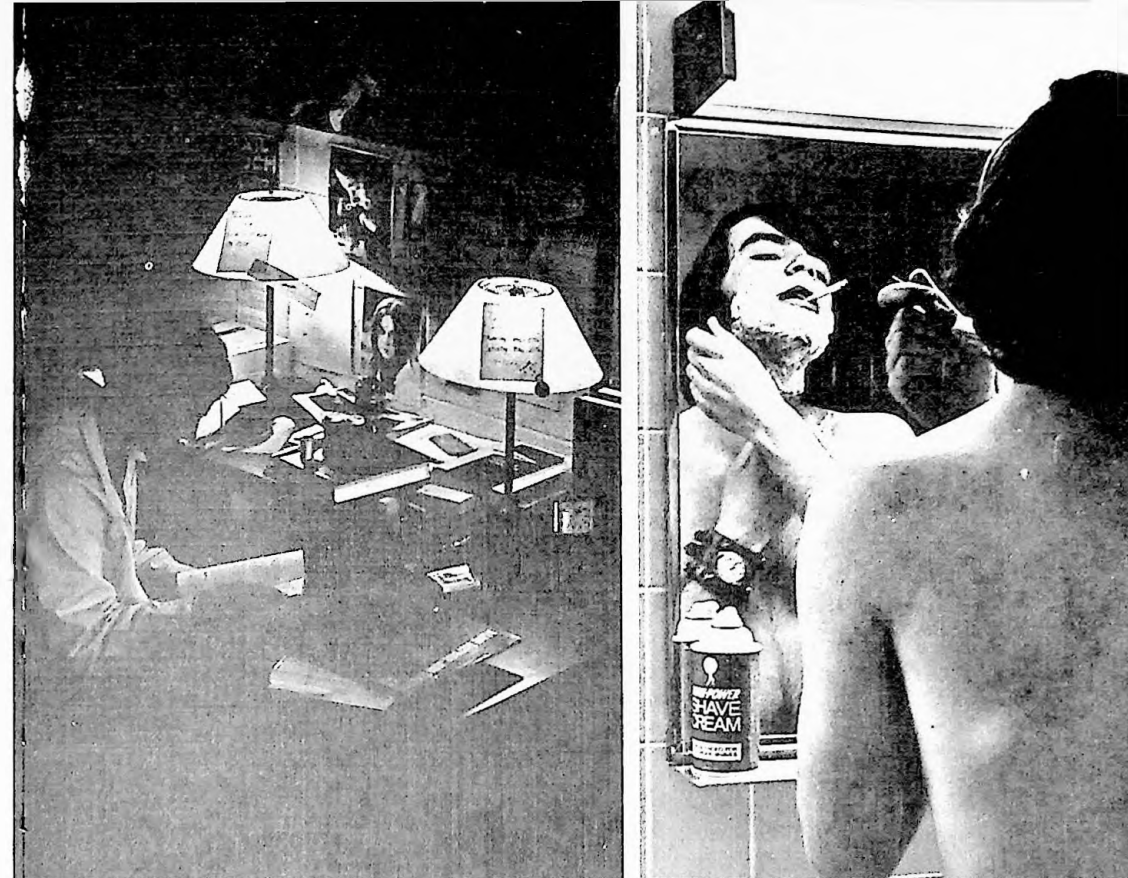
Contracts

Consuming an agreement to live in university residence halls constitutes a contract. The stipulations of that contract are: (1) that the student resides in his assigned residence hall for the entire academic year; (2) that the student abides by the governing rules and standing traditions of the residence hall; (3) that the student purchases a meal ticket for one of the university dining halls; (4) that the student will receive no refund of any portion of the room rent because of withdrawal from the university after regular registration day for each semester except for reasons entirely beyond the student's control.

Expenses

Room and board rates for rooms in residence halls are \$514 per semester except for a limited number of private rooms in Hodges and Laidley Halls and all rooms in Twin Towers for which there is an additional charge of \$20 per semester. Room and board rates are subject to change by the university without prior notification.

Rooms are furnished with study desks, chairs, single beds, chests of drawers, and study lamps. Students may subscribe to the privately run linen service or may choose to furnish linens themselves. Rooms in Twin Towers are provided with draperies. In the other residence halls students must furnish their own draperies.



Off-Campus Housing

Marshall University does not designate any housing not specifically owned by the university as "university approved." The university does not and cannot supervise the health, safety, living standards, and contractual arrangements of students living in privately owned dwellings. Any student who decides to live in one of these residences accepts full responsibility for his choice with relation to the aforementioned items. However, staff members are available for consultation regarding matters related to your housing.

Housing for Married Students

Housing for married students is provided in 84 furnished family dwelling units owned and operated by the university. The units include a wide variety of accommodations with rents ranging from \$50 to \$120 per month. The apartments are one or two bedroom units with kitchen, bath, and living room. Efficiency apartments are also available. Applications may be secured from the University Housing Office. Married full-time students are eligible to reside in married student housing units.

Loss or Damage of Property

The university cannot be responsible for loss of or damage to personal property of students who reside in residence halls. If parents' homeowners insurance does not cover student belongings, it may be desirable to purchase additional insurance coverage. Students are advised to always lock their rooms when they go out of the hall.

Holidays

Residence halls are not open during vacation periods. The halls close at 6:00 p.m. on the last day of class before holidays begin. At the close of a semester, students must vacate their residence hall within twenty-four hours following their last examination.

Hours for Women

Sophomore, junior, and senior women have the privilege of setting their own hours in the dormitory. Freshman women are regulated by the hours set by the women and approved by the university. With parental approval, freshman women may regulate their own hours.

Food Services

All students living in the dormitories are required to purchase a meal plan and take their meals in the university dining halls. Meals also are available to students rooming off the campus at the same rate as resident students.

Included in the dormitory fee is the cost of board of \$270 each semester plus \$8.10 consumers' sales tax. This cost is subject to change in the event of continued price increases in food cost. Board may be paid in full upon entrance or in two equal installments each semester. The first installment is due and payable on the day of registration; the second installment is due on the first day of the second half of the semester.

Board per five-week summer term is \$75 plus \$2.25 consumers' sales tax. The meal plan is not valid during vacation periods. If it is necessary for the student to remain on campus during these periods, he can obtain meals at regular cafeteria prices if the cafeteria remains open.

Meal plans will become effective on the first day of classes of any semester or summer term. Meals taken prior to the first day of classes must be paid for in cash.

Students must present their I.D. card (properly validated) and the receipt of their meal plan payment to the Director of Food Service in order to have a meal ticket identification card made. This meal ticket must be presented and punched prior to entering food lines at each meal.

No deduction or refund is made in board charges unless the student is absent from the campus for more than a calendar week because of personal illness or a university-approved trip. No deduction is made in room charges for absences.

ADMISSIONS OFFICE

The Admissions Office is the primary point of contact for all applicants to Marshall University. However, even after a student is admitted, the Office may be able to help a student with a number of services. At the present time the Admissions Office offers a number of services to Marshall students: distributes catalogs, maintains a file of 500 college and university catalogs, evaluates course equivalency for students that wish to take a course at another institution, evaluates veteran, physical education, and military credit, and helps with correspondence courses. It is likely that the Admissions Office can either help you or else knows who can.

COUNSELING SERVICES

The Counseling Service is staffed by professionally trained counselors who are skilled in listening and helping students to analyze their own problems. Anything that the student considers to be a problem is open for discussion.

Vocational tests are available, as well as literature about various career possibilities. Above all, whatever is discussed with a Marshall counselor is confidential. The Office of Counseling Services is located in the Center for Student Services, 1618 Fifth Avenue.

STUDENT CENTER

The Student Center is the focal point for all members of the university community--students, faculty, administration, alumni, staff and guests. It is not just a building; it is a total educational program. Through outstanding facilities and activities oriented to the university community, the Center provides a "come together" atmosphere where all members get to know and understand one another through informal association outside the classroom.

The Center programs are designed to enhance the cultural, social, and recreational aspects of university life, aiming to make free time activity a cooperative and complementary factor with study in education. In all its activities the Center encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness. The Center's goal is the development of persons as well as intellects. Through cultural and cinema arts programs, forums and Center recreational services, the Student Center hopes to attain this goal. The Marshall University Student Center provides new and unique facilities for our academic community. As the focal point of campus life, the Center provides an enriching and stimulating environment for self-development and individual education. Among the facilities included in the Center are a cafeteria, special dining area, snack bar, meeting rooms, large multi-purpose room, television and stereo lounge, study lounge, games area, bowling lanes, duplicating center, and rathskellar.

Student Center Policy And Program Committees

Policy making and programming for the new Student Center originates with these two committees. It is through these two committees that the students control the use of their Center.

STUDENT RELATIONS CENTER

The Student Relations Center was established to promote racial understanding and human brotherhood, to coordinate student volunteer projects in residential areas near the university, and to serve as a focal point for social, cultural and educational interests of black students.

To implement the latter, an Afro-American Cultural Center has been established as a part of the Student Relations Center. The Afro-American Cultural Center contains a library of materials relating to black history and culture, and the Center scheduled programs and exhibits relating to black experience.

The Student Relations and Afro-American Cultural Center are located in their new offices in the Student Center.

SPECIAL SERVICES PROJECT

The Special Services Program, funded through the U. S. Office of Education, works with selected Appalachian freshmen students with the goal of assisting them in their adjustment to college life, both socially and scholastically. Participation in the program is voluntary and open to students from the Appalachian region who scored low on the ACT, who had poor high school preparation and who can establish financial need. These freshmen are provided vocational, social, and psychological counseling, as well as tutoring by graduate and undergraduate students. Tutoring is available in most subjects traditionally taken by entering freshmen. Participation in programs to improve reading and study skills are also encouraged. A special summer program is being planned for project students to aid in their own self-development and increase their understanding of the demands of college-level work.

Efforts are being made to establish an Appalachian Center on campus where literature concerning the culture and history of the region, along with hometown newspapers of project students, would be available to the students who gather there. The Special Services offices are located in the Center for Student Services, 1618 Fifth Avenue.

ORIENTATION

Bridging both student services and student activities is orientation. Marshall's orientation program can be regarded as the university in miniature. Through this program new students learn about every facet of university life. Orientation sessions during the summer and in September introduce freshmen and transfer students and their parents to faculty and administrative staff members who answer questions concerning Marshall policies and the student services their offices provide. At Orientation students meet their faculty advisors to discuss schedules and register for classes. Students are also invited to learn about various campus groups and about Marshall's traditional, educational, cultural and social events. Specially planned Orientation mixes, movies and get-togethers all add extra welcome to these new students. In general, the Orientation session is the student's best opportunity to learn all about Marshall and have all his questions answered before his first semester begins.

This year the Orientation Program extends beyond the short session each student attends before classes commence in the fall. The Office of Freshman Programs, under the direction of Mr. Willis Haws, will continue throughout the academic year to help new students adjust to life in the campus community. From its office in the Center for Student Services at 1618 Fifth Avenue, the Office of Freshman Programs offers counseling and information services related to every area of the new student's involvement on campus. Students with special problems learn where to find help through the directions and guidance of the Freshman Programs Office, which refers students to the Reading Center, Speech and Hearing Clinic, Financial Aid, Career Planning and Placement, Student Personnel Programs, Housing and other offices offering student services. Freshmen and transfer students are always welcome to visit the office. Hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday (phone 696-3111).

FINANCIAL AID

The Financial Aid Office in Old Main 124 assists students in furthering their education through scholarships, grants, loans, and part-time employment in the Work-Study Program.

Scholarships

A number of academic scholarships are available to freshmen and upperclassmen who demonstrate academic superiority. Most scholarships are based on financial need, although a few scholarships are annually granted to outstanding students without regard to financial need.

Most scholarships are for one year only; therefore, the student must re-apply each academic year provided he maintains high academic achievement and continues to need financial aid.

Educational Opportunity Grants

Educational Opportunity Grants are awarded to exceptionally needy students who otherwise would be unable to continue their education. Students are not required to repay funds received through the Educational Opportunity Grant Program.



Nursing Student Scholarship Program

Full-time students in Nursing are eligible for scholarship assistance if they can demonstrate exceptional need.

National Defense Student Loans

Under the National Defense Student Loan program, full-time graduates and undergraduates may borrow funds to pay for college expenses. Loans are based on financial need and availability of funds.

The borrower and his co-signer, if the borrower is under age 21, must sign a promissory note payable to Marshall University and must subscribe in writing to an oath or affirmation of allegiance to the United States of America.

Repayment commences nine months after the date the borrower ceases to carry at least the normal full-time academic load. Repayment may be deferred for graduate school, active military duty, Peace Corps, or VISTA service. Cancellation of 50 per cent to 100 per cent of the student loan is possible for individuals who enter the teaching field upon graduation.

The Nursing Student Loan Program

Full-time students in the Department of Nursing are eligible for these loans which are established on the same basis as the National Defense Student Loan Program.

Emergency Loans

Full-time students may be granted short-term loans to meet an emergency. The maximum loan is \$100, and all recipients must sign a ninety (90) day, six per cent (6%) note payable to Marshall University. If the recipient is under age 21, he must supply a suitable co-signer.

Student Guaranteed Bank Loan Program

Students who do not apply or qualify for federal funds may participate in the bank program administered through the student's hometown bank. Applications are available at participating hometown banks and at the University Financial Aid Office. Out-of-state students should apply through the Guaranteed Loan Program established in their home states.

Student Employment

Under the College Work-Study Program, Marshall University attempts to secure part-time and summer employment for students who need financial assistance to remain in school. Jobs are available both on and off campus. All placements are on a yearly basis and reapplication is necessary each year. Employment history, grade point average, and financial need are utilized in reappointments.

A small number of institutional jobs are available on campus. Students demonstrating financial need and/or possessing specialized or technical knowledge receive preference in job placement under this program.

Off-campus jobs in the Huntington area are available for students. Positions are listed in the Financial Aid Office and the Office of Career Planning and Placement. All students on Work-Study are paid \$1.60 per hour for a total of 15 hours per week during school or up to 40 hours when school is not in session.

Application Procedures

To apply for any type of financial aid a student must have his parents complete a Parents' Confidential Statement, which should be sent to the College Scholarship Service (Princeton, New Jersey) where it is analyzed and subsequently reported to Marshall in a Financial Need Analysis Report. This report is the student's application for financial aid. Incoming freshmen cannot be awarded any type of financial aid until they are admitted for enrollment at Marshall University. For specific information on scholarships, grants, loans, and employment, students may refer to the Financial Aid brochure or inquire at the Financial Aid Office.

UNIVERSITY HEALTH SERVICE

The University Health Service provides basic outpatient medical services to all Marshall students upon payment of the student activity fee. Eligibility for service extends for the semester or session covered by the activity fee. Present services provide for 24 hour emergency care contracted by Marshall University with a Huntington hospital. Emergencies are subject to definitions as stated in the contract, between the two agencies and/or the discretion of the Health Service staff.

The University Health Service Clinic is located in Gullickson Hall (phone 696-3110). The facilities are open from 8:30 a.m. to 5:00 p.m., Monday through Friday, and 9:00 a.m. to 12:00 noon on Saturday. Extension of service will depend upon future funding. Two physicians, two registered nurses, and one medical technician are on duty each full operating day.

A current medical history and physical examination form completed by the student and his family physician must be on file in the Clinic prior to initial treatment. If the student is a minor a parental/legal guardian consent form authorizing emergency medical care must also be on record. No deviation from these two requirements will be recognized. All medical records are confidential and cannot be released without written consent of the student or a court order.

Each student is responsible for reporting illness to his instructor should it result in absence from classes. The instructor can determine the validity of the absence by telephoning the Health Service and consulting with a staff member.

For specific details of health services consult the University Health Service brochure which may be obtained at the clinic or the Office of Information and Publication.

Student Health Services Committee

This committee works with the Director of the University Health Service in an effort to improve the health services offered to students.

Additional Student Services

A number of additional services are available to students beyond those services solely supplied by the Office of Student Affairs. Some of these services will be used more than others, but all are supplied to help our students to obtain a more complete and meaningful educational experience.

INFORMATION SERVICE

The Office of Information and Publications, located in the Basement of Old Main in Room 112, prepares, prints and distributes news releases and publications for the university and offers professional public relations assistance for the planned activities of various campus groups. This office maintains a complete collection of brochures and pamphlets describing academic degree programs, student services, and educational, cultural and social events of the university.

The Office of Information and Publications is best able to answer questions concerning date, time and location of performances and lectures by guest artists and speakers (phone 696-6480).

MARSHALL UNIVERSITY LIBRARY

The Marshall University Library is housed in the James E. Morrow Library Building. Library facilities are open to university students, faculty, and staff. Permission for use of the facilities is also extended to others in the Huntington area when such use does not specifically interfere with use by those in the university community. Arrangements have been made with the Huntington Public Library to provide for cooperation in making the facilities of both collections available when necessary.

The Library contains approximately 190,000 volumes, and more than 1,200 current periodicals are received regularly. The Library is a designated depository for U. S. Government documents. Several special collections are available for reference use.

BOOKSTORE

The new bi-level University Bookstore, located in the Student Center, is owned and operated by the university for the convenience of students, faculty and administrative staff. Drafting equipment, art supplies, new and used textbooks, and campus souvenir items are all on sale there. The Bookstore is open from 8:00 a.m. to 4:15 p.m. Monday through Friday and from 8:30 a.m. to 12:00 noon Saturdays.

PLACEMENT

The university provides a placement service for all students and alumni. The facilities of the office give undergraduate students the opportunity to obtain part-time employment off campus and enable graduating seniors and alumni to arrange job interviews with recruiting officials from all areas of business, industry, education and government. To secure an interview with an employer visiting campus on a given date, students should call or visit the office at 1620 Fifth Avenue to schedule an appointment.

The Placement Office also published an Employment Opportunities Bulletin which students may obtain at the Placement Office.

READING LAB

The Reading Lab is located on the basement level of Jenkins Laboratory School. The Lab assists students to develop better study techniques and improve reading skills. The Lab's objective is to help the individual student benefit the most from study time by helping him increase his reading speed and depth of comprehension. Services of the Reading Lab are available to all interested students free of charge.

SPEECH AND HEARING CLINIC

Students having particular speech or hearing difficulties receive individual attention and help at the Speech and Hearing Clinic, Smith Hall 143 (phone 696-3640).

Students are urged to take advantage of the Clinic's professional services which provide speech and hearing diagnostic evaluations and therapy at no cost to the student. The Clinic is under the direction of Dr. Olson.

LOST AND FOUND

The Office of Student Affairs, Old Main 125, maintains a campus lost and found service. Articles found on campus should be turned into this office. Likewise, students may inquire about lost possessions there.

Residence halls and various department offices also offer lost and found services in their respective buildings.

Student ID cards found anywhere on campus should be taken to the Registrar's Office in Old Main, where they may be claimed upon presentation of adequate identification.

ELEVATOR KEYS

Request forms for elevator keys for physically handicapped faculty, staff and students are available at the Office of the Superintendent of Buildings and Grounds (Phone 696-6680). Each form must be signed by a staff member in the Office of Student Personnel Programs, located in Old Main 125.

USE OF THE UNIVERSITY BUS

The Office of the Vice President of Business controls use of the university bus. Application for use of the bus should be made no earlier than ten (10) and no less than seven (7) days prior to the date it is needed.

PARKING

Parking on University lots is reserved for students, faculty, and staff who have obtained permits. Immediate towing is in effect for cars not having permits.

First priority in assigning parking space goes to physically handicapped faculty, staff, and students. Second priority is according to the length of service as a regular faculty or administrative staff member. Third priority is based on proximity of job site to available space.

Application for a permit is made two weeks prior to the academic period in question of the Office of Business and Finance, Old Main 116. This office issues an authorization form which is to be presented to the Cashier's Office for payment of the parking fee. The Cashier issues a paid receipt and the proper decal, which is to be secured to the vehicle only as directed at time of issuance.

Parking Fees

	Inside	Outside
Per Semester	\$25.00	\$15.00
Per Summer Term	7.50	5.00
Per Academic Year	45.00	30.00
Fiscal Year (Sept. 1-Aug. 31)	60.00	40.00

All students, faculty, and staff are responsible for knowledge of and compliance with the parking regulations, a copy of which may be obtained in the Office of Business and Finance.

SECURITY OFFICERS

The Security Officers assigned to Marshall University patrol the campus regularly on a 24-hour basis. Their duties include maintaining the safety and security of the entire campus as well as enforcing parking regulations. Security officers on the campus may be reached by telephone at 696-6406 or by calling the University operator. The Security Office is located in the basement of Old Main in Room 113.

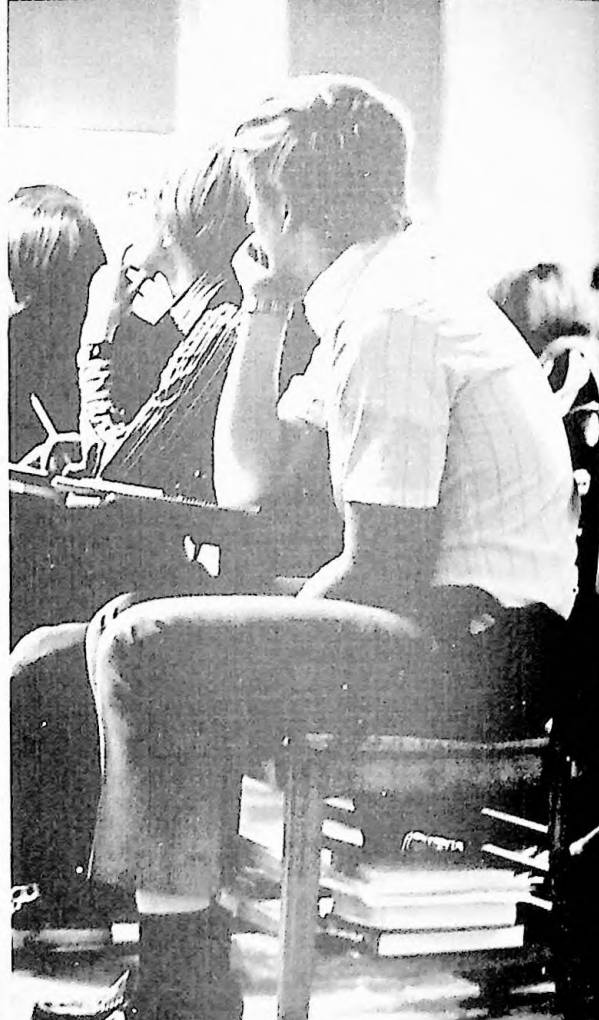
STUDENT HEALTH INSURANCE

The University Student Government offers a specially designed student accident and sickness group insurance plan at a reasonable cost to students. The plan, although optional, is recommended as an excellent supplement to the University Health Service program. The plan provides year-round coverage at home, at the University, and during all vacations. It may be used at any hospital.

All full-time students and their dependents are eligible to participate. For applications and additional information, contact the Student Government office in the Student Center or the Office of Student Personnel Programs, Old Main 125.

BLOOD DRIVE

The University Student Government sponsors a blood drive through which students, faculty and staff can donate blood three times a year when the Red Cross Bloodmobile visits the campus. Participation on an annual basis by these members of the University community enables the Red Cross Blood Center to meet the possible blood needs of Marshall.



University Policies Pertaining to Student Conduct

STUDENT RIGHTS AND RESPONSIBILITIES

Marshall University is an academic community whose members include its faculty, students, and administrators. The basic purposes of the University are the enlargement, dissemination and application of knowledge. The most basic necessity for the achievement of these purposes is freedom of expression and communication. Without this freedom, effective sifting and testing of ideas cease and research, teaching and learning are stifled. Yet absolute freedom in all aspects of life means anarchy, just as absolute order means tyranny. Both anarchy and tyranny are antithetical to the purposes and necessities of the University. Therefore, the University must always strive to strike that balance between maximum freedom and necessary order which best promotes its basic purposes of providing the environment most conducive to the many faceted activities of research, teaching, and learning.

Each right of an individual places a reciprocal responsibility upon others—the responsibility to permit the individual to exercise that right. The student, in his status as a member of the academic community, has both rights and responsibilities. Within that community, the student's most essential right is the right to learn. The University has a responsibility to provide for the student those privileges, opportunities and protections which best promote the learning process in all its aspects. The student, for his part, has responsibilities to other members of the academic community, the most important of which is to refrain from interference with those rights of others which are equally essential to the purpose and processes of the University.

The University cherishes many values, modes of thought and standards of behavior that are better taught by example, persuasion, social pressure, and rewards than by the threat of penalties. Regulations governing the activities and conduct of student groups and individual students should not be comprehensive codes of desirable conduct; rather, they should be limited to the prescription of procedures for meeting the practical, routine necessities of a complex community and to the prohibition or limitation of acts which cannot be tolerated because they seriously interfere with the basic purposes, necessities and processes of the academic community, or with rights essential to other members of that community.

The student is not only a member of the academic community; he is also a citizen of the larger society. As a citizen, he retains those rights, protections and guarantees of fair treatment which are held by all citizens, and the University may not deny them to him. The enforcement of the student's responsibilities to the larger society is, however, the responsibility of the legal and judicial authorities duly established for that purpose.

To protect student rights and to facilitate the definition of student responsibilities at the University, the following rights are guaranteed:

An application to the University will be considered for admission, financial aid, and University housing without regard for race, age, sex, color, national origin, religious creed, or political belief.

The student is free from actions on the part of the University, its affiliates or any organizations sponsored or recognized by the University which unlawfully discriminate on the basis of race, age, sex, color, national origin, religious creed, or political affiliation.

The student has freedom of research, of legitimate classroom discussion and of the advocacy of alternative opinions of those presented in the classroom.

The student will be evaluated on knowledge and academic performance for purposes of granting academic credit. He will not be evaluated on personal or political beliefs and will have protection from capricious or prejudicial evaluation.

The teacher-student relationship within the classroom is confidential and disclosures of a student's personal or political beliefs expressed in connection with course work will not be made public without explicit permission of the student. It is understood that the teacher may undertake the usual evaluation of knowledge and academic performance. This confidential relationship extends outside the classroom on one-to-one relationships with faculty, administrators, counselors, and other institution functionaries.

Students will be informed of all policies, rates, and regulations deriving from contractual agreements with the university before signing any such contracts.

Students residing in university-owned housing will be secure in their possessions, and will be secure against invasion of privacy and from unreasonable and unauthorized search and seizure.

Students will be free from censorship in the publication and dissemination of their views so long as these are not represented as the views of Marshall University.

Students are free to form, join, and participate in any group for intellectual, religious, social, economic, political, or cultural purposes.

Students will have their views and welfare considered in the formation of University policy, and will be consulted by or represented on University committees which affect students as members of the University community.

Students are free to assemble, to demonstrate, to communicate, and to protest, recognizing freedom requires order, discipline, and responsibility and further recognizing the right of all faculty and students to pursue their legitimate goals without interference.

The records of students, including academic, medical, and disciplinary records, are confidential.

Students and recognized student organizations are free to use university facilities subject to uniform regulations as to time and manner governing the facility.

A student is free to be present on campus and to attend classes pending action on criminal or civil charges, except for reasons relating to his physical or emotional safety and well-being or for reasons relating to the safety and well-being of students, faculty, staff, or university property.

Students may invite and hear speakers of their choice on subjects of their choice and approval will not be withheld by university officers for the purposes of censorship.

It is recognized that every member of the community has the responsibility to conduct himself in a manner which does not violate the rights and freedoms of others and has the responsibility to recognize the principles within this statement of policy.

CODE OF CONDUCT

The student is expected, as are all citizens, to respect, and abide by, local ordinances and state and federal statutes, both on and off the campus. As a member of the educational community, he is expected to abide by the institution's code of student conduct which clarifies those behavioral standards considered essential to its educational mission.

A student enrolling in the University assumes a responsibility to conduct himself in a manner compatible with the University's function as an educational institution. Specific categories of misconduct exist for which students are subject to discipline. Students are also subject to disciplinary action for the aiding or abetting of these categories of misconduct which are as follows:

1. Possession of firearms or other dangerous weapons on University-owned or controlled property contrary to law; possession or display of any firearm on University-owned or controlled property frequented by the public, except in the course of an authorized activity; or possession of weapons in residence halls on University property in violation of residence halls rules.
2. Intentional possession on University-owned or controlled property of a dangerous article or substance as a potential weapon, or of any article or substance calculated to injure or discomfort any person.
3. Disruptive picketing, protesting, or demonstrating on Marshall University-owned or controlled property or at any place in use for a University-sponsored or supervised function. Such disruptive activity includes:
 - a. Unauthorized occupancy of University facilities or buildings.
 - b. Interference with the rights of students, faculty, to gain access to any University facility for the purpose of attending classes, participating in interviews and conferences, or for any other authorized purpose.
 - c. Interference with the orderly operations of the University, by destruction of property, breach of the peace, physical obstruction, or coercion, or by noise, tumult, or other forms of disturbance.
 - d. Deliberate interference with University pedestrian or vehicular traffic.
4. Assault, hazing, abuse of, or threat to any person, or conduct which threatens or endangers the health, safety, or well-being of other persons on University-owned or controlled property or at University-sponsored or supervised functions.
5. Theft, malicious destruction, commandeering, misuse or damage of or to University-owned or controlled property or of or to a member of the University community or any person on University-owned or controlled property.
6. Disorderly conduct or lewd, indecent, or obscene conduct or expression on University-owned or controlled property or at University-sponsored or supervised functions.
7. Use, possession, or distribution of narcotic or illegal drugs, except as expressly permitted by law.
8. Violation of University regulations and policy concerning the use of alcoholic beverages and beer. Marshall University students are subject to all West Virginia state and local codes and laws relating to the possession and consumption of intoxicating beverages or beer.
9. Gambling on University-owned or controlled property.

10. Failure to comply with directions of University officials or security officers acting in performance of their duties or to identify one's self to these officials when requested to do so.
11. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false statement in any University disciplinary proceeding, and forgery alteration or use of institution documents or instruments of identification with intent to defraud.
12. Knowingly passing a worthless check or money order or failure to pay any financial obligation to the University or to a member of the University community acting in an official capacity.
13. Intentionally false reporting of a fire, or that a bomb or other explosive has been placed in any University building or elsewhere on University-owned or controlled property.
14. Throwing of any object, including but not limited to water balloons, bottles, and cans on University-owned or controlled property.
15. Unauthorized possession of keys to University-owned or controlled property.
16. Violations of published University regulations including residence regulations, policies pertaining to student organizations and activities, the use of University facilities, registration, and/or other regulations and policies which may be enacted.

OTHER UNIVERSITY REGULATIONS AND POLICIES

Smoking Regulations

In accordance with local ordinances smoking is prohibited in classrooms, laboratories, auditoriums, and theater and dressing rooms. Classes and organizations meeting in the late afternoon or at night are not exempt from this regulation. Smoking is permitted in the corridors.

Illegal Acts Committed Off-Campus

Off-campus, a violation of an ordinance or statute is a matter for adjudication between the student and civil authorities. The special authority of the University is to be asserted only when the institution's interests as an academic community are involved.

University Housing Policy

The West Virginia Board of Regents has adopted a housing policy which requires all full-time incoming freshmen to live in a University residence hall their freshman year unless the entering freshman resides with his parents or legal guardian and commutes from that residence to the main campus.

Sophomores will be required to live in a University residence hall if space is available.

Exceptions to this policy include married students, students 21 years of age or older, and students who have completed their active military service.

PROCEDURES FOR CAMPUS DISTURBANCES

The President or his designated representative will adjudge whether the activity in question is one for which an institutional response is in order.

The individuals participating in the illicit or unacceptable activity will be notified by an authorized University official that their actions are illicit and/or unacceptable. Such a notification will specifically cite the regulations and/or statutes being violated. The individuals participating will be requested to disband and desist their actions. If the opportunity to disband and desist the illicit or unacceptable activity is not heeded, the University official will order the individuals to disband and desist and will indicate clearly that a refusal to heed the order will result in disciplinary action.

Disciplinary proceedings will be instituted only when there has been a violation of institutional regulations. Disciplinary proceedings pertaining to disruptive picketing, protesting, or demonstrations will follow normal disciplinary procedures unless the number of students involved is too numerous to be handled in a reasonable length of time. In these instances the Marshall Judicial Board may function as subcommittees composed of at least three members to handle any disciplinary action. The decision of the Marshall Judicial Board and/or subcommittees shall be final if the accused is exonerated or if there is no appeal. In other cases, appeal may be taken to the President, in which case such appeal shall be solely on the record of the proceedings before the committee.

If the President, the Vice President of Student Affairs, or the Dean of Students believes that the continued campus presence of a participant could well prove detrimental to others, he may suspend the participant from the University, provided that a hearing is held within 48 hours of the decision to suspend.

PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

The disciplinary powers of Marshall University are inherent in its responsibility to protect its educational purposes through the regulation of the use of its facilities and through the setting of standards of conduct and scholarship for the students who attend the University. In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to exceptional circumstances when these preferred means fail to resolve problems of student conduct, proper procedural safeguards shall be observed to protect the student from the unfair imposition of serious penalties.

In all situations procedural fair play requires that the students be informed of the nature of the charges against him, that he be given a fair opportunity to refute them that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards in such proceedings:

THE MARSHALL JUDICIAL BOARD

- I. Composition
 - A. The Judicial Board shall be composed of seven students and two faculty members, each appointed by the President of the University. Student members shall be recommended by the President of the Student Body. The faculty members shall be recommended by the Student Conduct and Welfare Committee. All committee members shall serve a one-year term renewable for one additional year upon recommendation and re-appointment. The Board will elect a chairman from its student membership.
 - B. A quorum of the Board shall consist of four student members and one faculty member.

II. Authority and Jurisdiction

- A. The Judicial Board shall have the authority to impose the following:
1. Acquittal
 2. Warning--a written notice stating that continuation or repetition of wrongful conduct may be cause for more severe disciplinary action.
 3. Disciplinary Probation
 4. Suspension--a severance of the student's relationship with the University for a definite or indefinite period of time.
 5. Expulsion--a permanent severance of the student's relationship with the University.
 6. Power to compel reimbursement for damage to University property.
- B. The Judicial Board shall have jurisdiction in all disciplinary cases. It has sole original jurisdiction in all disciplinary cases in which the sanction could be disciplinary probation, suspension, or expulsion. The Board shall have appellate jurisdiction over all inferior judicial bodies in the following instances:
1. The case was initiated or conducted according to improper procedures.
 2. The decision embodied an inappropriate penalty.
 3. Evidence not available at the time of the decision, but now available, would affect the decision itself.
- If the appeal is made by a student, the Judicial Board shall review the evidence and do one of the following:
1. Sustain the decision of the inferior judicial body.
 2. Reverse the decision of the inferior judicial body.
 3. Grant a rehearing.
- If the appeal is made by the University, the Judicial Board shall review the evidence and do one of the following:
1. Sustain the decision of the inferior judicial body.
 2. Grant a rehearing.
- In all appellate cases, if the Judicial Board has a rehearing, the Board shall adhere to the procedures outlined for original jurisdiction cases.

III. Pre-hearing

- A. A student who is charged with violation of University policies or regulations shall receive written notice at least three days prior to his hearing. The notice shall be sent by certified mail or delivered personally. The written notice of charge shall state the specific policies or regulations alleged to have been violated and the date, time, location, and nature of the event at which the violation is alleged to have occurred, and a brief description of the specific behavior alleged to constitute said violation. It shall also state the time, place, and date of the hearing.
- B. A member of the Dean of Students' Office shall meet with the student involved prior to his appearance before the Judicial Board and explain the charges and inform the student of his rights.
- C. Requests for a delay in the hearing shall be directed in writing to the Dean of Students or the Chairman of the Judicial Board. Either the Dean of Students or the Chairman of the Judicial Board may grant a delay.

IV. Hearing

- A. The Board shall maintain a verbatim record of the history and disposition of each case to come before it.
- B. Both the student and the University officer in charge of presenting the case shall be entitled to make brief opening statements prior to the presentation of evidence and to make brief closing arguments at the conclusion of the evidence. Both arguments shall normally be limited to ten minutes to a side.
- C. The student shall be guaranteed the following rights:
1. The right to confront his accuser(s).
 2. The right to call witnesses in his behalf.
 3. The right to present evidence in his behalf.
 4. The right to remain silent and have no inference of guilt drawn from such silence.
 5. The right to cross-examine.
 6. The right to have, during the hearing, an advisor, but such an advisor may not be a person other than his parent or guardian, a student at the institution, a member of the faculty or staff of the institution, unless specifically permitted by name by the Judicial Board.
- D. A student's prior record shall be inadmissible as evidence to prove his guilt. However, if the Board so chooses, a prior record may be considered in determining the appropriate disciplinary measure(s).
- E. No decision for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations shall be based solely upon the evidence presented, and shall be based upon proof of violation of policies, rules, and regulations by the student as charged by a preponderance of the evidence in the case as a whole.
- F. Where the facts are disputed, the University shall have the burden of proof of the alleged violation of University policies and regulations by clear and convincing evidence. A student shall be presumed innocent until proven guilty.

V. Decision

- A. A decision that a student has committed an offense requires an affirmative vote of two-thirds of the members of the Board deciding the case. Sanctions of suspension or expulsion may likewise be imposed only by two-thirds of the members voting on the question. Sanctions of lesser severity than suspension or expulsion may be imposed by a majority of the members who vote. A written copy of the decision shall be given to the student if a sanction of expulsion, suspension or probation is imposed. The decision shall advise the student of his right of appeal.
- B. The Office of the Dean of Students shall execute the decision of the Board.

VI. Appeals

- A. There shall be an Appeals Board composed of three students and two faculty members appointed by the President of the University for a term of one year. A decision to reverse the Judicial Board ruling shall require a majority vote of the appeals committee. A quorum of the Appeals Board shall consist of two students and one faculty member

- B. A student may appeal any decision by delivering to the Dean of Students within five days of receiving written notice of his right to appeal a signed statement containing:
 - 1. A statement that he appeals the designated decision; and
 - 2. A brief statement of the respects in which he considers the decision is wrong.
- C. The Appeals Board shall adhere to the procedures outlined for the Marshall Judicial Board.
- D. The Appeals Board shall review the evidence and do one of the following:
 - 1. Sustain the decision of the Marshall Judicial Board.
 - 2. Reverse the decision of the Marshall Judicial Board.
 - 3. Grant a re-hearing.
- E. A final University appeal can be directed in writing to the President of Marshall University.

University Policies Pertaining to Student Organizations

The Office of the Dean of Students and the Student Conduct and Welfare Committee, composed of faculty, administrators and students (chosen by the Student Government) are responsible for student organizations, social events and other student functions. Regulations governing these matters follow:

I. Standards for Student Organizations

Every student organization is expected to be free to select its membership upon the basis of individual merit. However, any student organization which selects or restricts its membership based on race, color, sex, ethnic origin or religious affiliation (except when the express and legitimate purpose of the organization requires limitation as to sex or religion) will be considered to be operating in conflict with University Policy.

Standards which have been established for student organizations of Marshall University are as follows:

- 1. To have one or more advisers who are members of the University faculty or staff.*
- 2. To submit to the Office of Student Personnel Programs, Old Main 125, by October 15 of each year a report consisting of:
 - a. A complete list of officers and members.
 - b. A statement of non-discrimination in membership selection.
 - c. The signature of acceptance of the advisor.
- 3. To limit membership to students, faculty and staff of Marshall University.
- 4. To limit the activities of the group, and insofar as possible, those of its individual members, to acceptable conduct which is within the limits of city, state, federal and University regulations.

*Exceptions made for alumni and faculty wives if approved by the Student Conduct and Welfare Committee.

2. Recognition of New Groups.

A petition for recognition for a new group must include a list of officers, a statement of purpose, two copies of the constitution, and an acceptance by the faculty advisor. The faculty advisor and a student officer may appear before the Student Conduct and Welfare Committee when a petition is presented to that committee. After consideration and investigation, the committee will accept or reject the petition for recognition.

3. Registration of Student Activities

Students and student groups or organizations planning to sponsor an activity or event on University owned or controlled property should observe the following procedures:

- 1. Clear the date on Calendar of Events located in the Office of Information and Publications.

2. Notify the Office of the Dean of Students of the date, time, location, and nature of the activity forty-eight (48) hours before its occurrence. This office should also be informed of any cancellation or change in time or location of the activity.
3. Arrange for necessary University facilities or services through the appropriate University office by requesting such reservations in writing at least twenty-four (24) hours in advance of the activity or event. Reservation requests should be made through the following University offices:
 Registrar -- Smith Hall, Northcott Hall, Science Hall
 Director of Theatre -- Old Main Auditorium
 Chairman, Department of Music -- Smith Music Recital Hall
 Chairman, Department of Physical Education -- Gullickson Hall
 Director of Student Center -- Student Center

4. Solicitation and Fund Raising

The selling of articles on the University campus is regulated by the West Virginia Board of Regents as follows:

"All solicitation and selling of products and articles upon property under the jurisdiction of the West Virginia Board of Regents is prohibited except by organizations and groups directly connected with the institution and upon written approval of the respective presidents."

5. Group Disciplinary Measures

Any group which fails to meet the prescribed standards of the Student Conduct and Welfare Committee may be penalized by:

- a. Denial of use of University facilities.
- b. Denial of recognition of the group as an organization.
- c. Forfeiture of right to representation in other University organizations (Inter-fraternity Council, Student Government, Intramurals, etc.).
- d. Forfeiture of right to representation in Student Handbook or other publications.
- e. Denial of privilege of some or all social activities for a definite period.
- f. Forfeiture of right to function as a group - including forfeiture of charter. This penalty must be approved by the Student Conduct and Welfare Committee and the President of the University.

Student Life

Campus Activities

MARSHALL ARTISTS SERIES, INC.

Marshall Artists Series, Inc. conducts four series of attractions: Community Artists Series, Community Forum, Student Artists Series, and Convocations.

The Community Artists Series and Student Artists Series programs are held at the Keith Albee Theater in downtown Huntington. Curtain time is 8:30 p.m. The Community Forum and Convocations are held in Old Main Auditorium on the main campus. Community Forum programs being at 8:00 p.m. Convocations are at 11:00 a.m.

In normal season, there are six attractions on both the Student Artists Series and on the Community Artists Series, ten attractions on the Community Forum, and nine Convocations.

For further information concerning the Marshall Artists Series, Inc., contact Curtis Baxter, Vice-President and Manager, c/o Department of English.

STUDENT ARTISTS SERIES

Marshall University students may attend features of the Student Artists Series at no charge. Reserved seat tickets are distributed on the main campus prior to each event upon presentation of an Activity Card. As available, Marshall students may obtain tickets at the Keith Albee Theater box office preceding each event, also on presentation of an Activity Card. Any one student may obtain up to four reserved seat tickets with as many Activity Cards. Marshall University students are provided first opportunity to obtain tickets. When all seats are taken, no further distribution of tickets will be made. Marshall Artists Series, Inc., assumes no liability for Marshall University students who do not obtain tickets after distribution is completed on campus. Individual performance tickets are usually available to the general public and may be obtained at the Keith Albee box office preceding each event for the price of \$2 to \$5. No ticket refunds will be granted after noon of the day of the performance. Attractions for the 1971-72 year will be announced by the Office of Information and Publications at a later date.

COMMUNITY ARTISTS SERIES

Single memberships range from \$14 to \$20 per season. Marshall students may attend any performance for \$1 upon presentation of an Activity Card at the Keith Albee Theater box office preceding each event. (When Student Artists Series and Community Artists Series occur on consecutive days and are showings of the same programs, Marshall students may attend the Community Artists Series free of charge upon presentation of an Activity Card.) Reserved seats are normally available for individual attractions and may be obtained at the box office preceding each event. Individual reserved seat tickets range from \$2.50 to \$5.00. No ticket refunds will be granted after noon of the day of performance and all seats are reserved. Attractions for the coming year will be announced at a later date.

COMMUNITY FORUM

Season memberships are \$8.50 for the general public and \$5.00 for Marshall faculty and staff. Marshall students may attend at no charge upon presentation of an Activity Card at the door. No reserved seats are available. The 1971-72 program will be announced at a later date.

CONVOCATIONS

The Convocations series is a potpourri of all performing arts, designed primarily to expose Marshall students to the various art forms. Admission is free and there are no reserved seats. The 1971-72 Convocation program will be announced at a later date.

MUSIC DEPARTMENT CONCERTS

The Department of Music presents numerous concerts and recitals in Evelyn Smith Music Hall. The various performing groups are:

- Symphonic Wind Ensemble
- Symphonic Band
- Stage Band
- Brass Wind Ensemble
- University Singers
- Woodwind Quintet
- Brasswind Quintet
- Symphonic Choir
- Choral Union
- Opera Workshop
- A Capella Choir

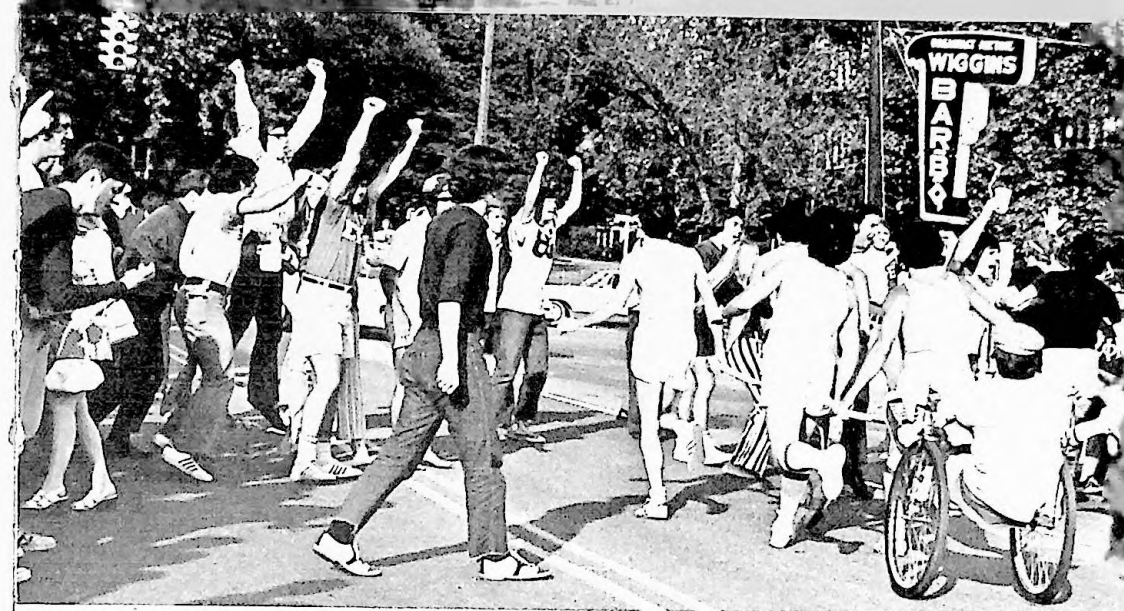
Admission is always free. For further information, contact the Music Department located in Evelyn Smith Music Hall.

UNIVERSITY THEATRE

This all-University activity is under the general direction of the Department of Speech. Normally, four full-length plays, one musical presented in conjunction with the Music Department, and several studio and experimental dramas are produced each year. Productions are in Old Main Auditorium and admission is usually free. For further information contact the Speech Department located on the second floor of Smith Hall.

WMUL RADIO STATION

All students are invited to participate in the Marshall University Radio Station program (WMUL). A third class endorsed broadcasting license and an audition tape is required. The station broadcasts seven days a week on 88.1 megacycles on the FM band. A variety of programs provide popular, classical, and jazz music, sports, weather and news of the campus, and nation. For more information, contact radio personnel at WMUL in the Telecommunications Building or in Science Hall basement.



ART EXHIBITS

The Art Department conducts many exhibits of art work in the Smith Hall Student Lounge, the sixth floor hallway, the Campus Christian Center and the Library Lounge. The Huntington Galleries, 3065 Eighth Street Road, also provides a continuing exhibition of art. Student and faculty exhibits planned for this year will be announced at a later date.

ALL-CAMPUS MOVIES

All-campus movies are sponsored by the Student Center Program Board. Coming attractions to be shown in the Student Center will be announced at the beginning of the fall and spring semesters.

HOMECOMING

Homecoming is traditionally the one weekend in the fall when alumni return to campus once again to share their many memories of Marshall, and undergrads make every effort to welcome them with a festive weekend. An all-campus concert and dance are planned, plus the festivities associated with the big game.

IMPACT

IMPACT is sponsored by the Marshall University Student Government in conjunction with the University. It is a series of programs in a week-long period designed to bring important national and international issues into focus for members of Marshall's campus community throughout outstanding speakers, movies, and plays.

LEADERSHIP SEMINAR

The Leadership Seminar is a weekend retreat for any Marshall University student involved in Student Government, campus organizations, and residence hall life. Both administrative and faculty members are invited to attend to discuss freely with the students the problems facing Marshall's campus and to seek ways to alleviate problems.

CAMPUS CHRISTIAN CENTER

In giving opportunities for worship, service, and discussion, the Campus Christian Center hopes to give the University student a realistic approach to the problems of modern society.

The Campus Christian Center programs are created and operated by students through the student commission, which is composed of students interested in the work of the Center.

The Center offers the following programs:

CONTACT -- a personal encounter group designed to give people a look into their own lives and into the lives of others.

COMMUNITY ISSUES -- a program designed to combine both discussion and community action.

UNIVERSITY FORUM -- an opportunity for students, faculty, and administration to meet on critical issues facing the University.

APPALACHIAN CULTURAL COMMITTEE -- offers students a view culturally, artistically, and politically into the area in which the University is located.

ARTS FESTIVAL -- a creative outlet for students interested in the arts.

VICS -- Volunteers in Community Service is a program designed to place students in areas of social service in the community.

SUNDAY EVENING DINNER AND STUDY GROUPS -- a Sunday evening meal (for a nominal fee) followed by study groups.

There are other programs and worship services offered to help students fulfill their recreational, educational, cultural, and religious needs.

The Campus Christian Center is jointly sponsored by the following Christian denominations:

American Baptist

Roman Catholic

Christian

Church of God

Episcopal

Lutheran

United Methodist

Presbyterian

Four ministers are available for counseling and personal guidance.

Student Publications

CHIEF JUSTICE

The University's yearbook presents a pictorial review of each year's highlights and includes all phases of the University community. Key officers are selected by the Chief Justice Board and approved by the Public Relations and Publications Committee. Any student may apply for a position on the staff. Each full-time student who attends Marshall for one academic year is entitled to a copy of the Chief Justice at no cost since it is a part of the student activity fee. Distribution is in the fall.

THE PARTHENON

Written and edited by students enrolled in journalism courses, the student newspaper is published four times per week, Tuesday through Friday, and is distributed on campus at no cost. The Parthenon is financed in part through the student activity fee.

STUDENT DIRECTORY

This book, published by Student Government, contains the names, addresses and phone numbers of students, faculty and administration who wish to have their names included. Student information is obtained during registration. Those persons wishing to make a correction in information should contact the Student Government Office. Distribution is usually in late fall.

ET CETERA

The campus literary magazine contains poetry, short stories, essays and art. Any student may contribute material to be judged for publication in this magazine. Contact the English Department for further information.

UNIVERSITY STUDENT HANDBOOK

This handbook is published by the Office of the Dean of Students and Student Government. This book is designed for all students, but especially for freshmen to help familiarize them with the campus and University community. Distribution is through the Office of Student Personnel Programs.

Student Organizations

A large number of student organizations at the University offer the opportunity to each student of personal development through participation in extracurricular activities. For information concerning a particular group, students should contact the Assistant Dean of Students for Organizations and Activities in Room 122, Old Main. Campus organizations are listed in categories as follows:

RECOGNITION AND HONORARY ORGANIZATIONS

Alpha Beta Alpha, Library Science
Alpha Delta, Advertising Honorary
Alpha Kappa Delta, Sociology Honorary
Alpha Kappa Psi, National Business Administration Honorary
Alpha Lambda Delta, National Freshman Women's Honorary
Alpha Psi Omega, National Dramatics Honorary
Alpha Phi Omega, National Service Fraternity
Chi Beta Phi, National Science Honorary
D-Rho D-Theta, National Engineering Honorary
Delta Omicron, National Music Honorary
Eta Mu Phi, National Retailing Honorary
Eta Sigma Phi, National Honorary for Classical Languages
Fagus, Senior Women's Honorary
Gamma Theta Upsilon, National Geography Honorary
Kappa Delta Pi, National Education Honorary
Kappa Omicron Phi, National Home Economics Honorary
Kappa Pi, National Art Honorary
Lambda Tau Alpha, Medical Technology Honorary
Mu Gamma Sigma, Geology Honorary
Omicron Delta Kappa, National Men's Leadership Honorary
Pershing Rifles, National Military Honorary
Phi Alpha Theta, National History Honorary
Phi Eta Sigma, National Academic Honorary for Freshmen Men
Phi Mu Alpha, National Music Honorary
Phi Mu Epsilon, National Math Honorary

Pi Delta Phi, National French Honorary
Pi Kappa Delta, National Debate Honorary
Pi Omega Pi, National Business Education Honorary
Pi Sigma Alpha, National Political Science Honorary
Psi Chi, National Psychology Honorary
Robe, Men's Leadership Honorary (Fraternity)
Scabbard and Blade, Highest Military Honorary
Sigma Alpha Eta, Professional Speech Correction Organization
Sigma Delta Pi, National Spanish Honorary
Sigma Tau Delta, National English Honorary
The Order of Omega, Fraternity Honorary
Theta Sigma Phi, National Journalism Honorary

INTEREST ORGANIZATIONS

American Home Economics Association
Appalachian Interest Group
Association of Childhood Education
Arts and Cinema Society
Black United Students
Chief Justice
Classical Association
Chess Club
Council for Exceptional Children
Engineering Association
4-H Club
German Club
International Relations Club
Le Cercle Francais
Music Educators Association
Nurses Association
Pershing Ruffles
Physical Education Majors Club
Radio Club
Society of Physics Students
Speaker's Bureau
Student National Education Association
Veteran's Club
Women's Recreation Association
Young Americans for Freedom
Young Democrats
Young Republicans

RELIGIOUS ORGANIZATIONS

Baptist Student Union
Canterbury Club (Episcopal)
Christian Science Organization
Campus Crusade for Christ (College Life)
Lutheran Student Association
MUST (Marshall University Seekers after Truth)
Newman Apostolate (Roman Catholic)
Presbyterian Student Association
The United Methodist Student Movement

SOCIAL ORGANIZATIONS

National Fraternities

Alpha Sigma Phi
Kappa Alpha Order
Kappa Alpha Psi
Lambda Chi Alpha
Pi Kappa Alpha
Sigma Alpha Epsilon
Phi Kappa Tau
Sigma Phi Epsilon
Tau Kappa Epsilon
Theta Xi Colony
Zeta Beta Tau
Interfraternity Council

National Sororities

Alpha Chi Omega
Alpha Sigma Alpha
Alpha Xi Delta
Delta Zeta
Phi Mu
Sigma Kappa
Sigma Sigma Sigma
Panhellenic Council

Inter-Dorm Council

Athletics

INTRAMURAL PROGRAMS

Intramural sports at Marshall have been an integral and important part of student life. An extensive program has been developed which offers a wide selection of sports, many of which are co-educational, to meet the needs and interests of all students. The program has been designed especially to provide activities suitable for both graduate and undergraduate students.

All students are urged to participate in intramurals in individual and team sports. Participation will provide opportunities to develop new skills, improve physical fitness and add to the student's personal enjoyment and satisfaction.

Approximately 50 per cent of the total student body of Marshall compete in recreational and intramural activities. At present the women's intramural program consists of the following activities:

Badminton	Tennis
Table Tennis	Archery
Volleyball	Golf
Shuffleboard	Bowling
Basketball	Softball

The men's intramural program consists of these activities:

Basketball	Eight Man Flag Football
Tennis	Two-man Volleyball
Golf	Archery
Badminton	Bowling
Water Basketball	Softball

For more information about the intramural program, contact Buddy Rogers, intramural and recreational director, in the Men's Department of Physical Education, or Dr. Dorothy Hicks, Professor and Chairman of the Women's Physical Education Department.

INTERCOLLEGIATE ATHLETICS (MEN)

Marshall has a long and proud tradition in athletics. In past years the Thundering Herd has gained national prominence for its feats on the field and court. Since Marshall's break with the Mid-American Conference in 1969, we have been essentially an independent school.

The NCAA, Governor, Legislature, and Board of Regents of West Virginia have all shown their support to the athletic program. Funds have been appropriated by the State to build a new track and tennis courts, and the installation of "Astro-turf" at Fairfield Stadium has been completed.

The Thundering Herd competes with other colleges and universities in:

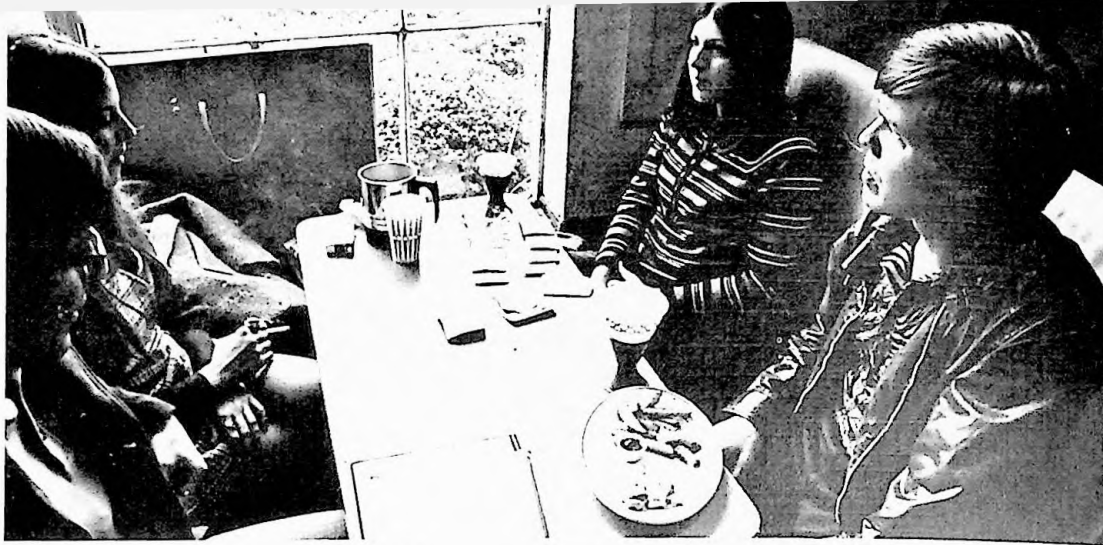
Football
Basketball
Baseball
Golf
Tennis
Wrestling
Swimming
Track
Cross Country

INTERCOLLEGIATE ATHLETICS (WOMEN)

The Marshall University Women's Intercollegiate Sports Program (WISP) affiliated with the West Virginia Intercollegiate Women's Sports Association, Midwest Association for Intercollegiate Athletics for Women, and the National Organization for Intercollegiate Athletics for Women (NOIAW), participated in invitation, national D.G.W.S., and A.A.U. tournaments. Regular season games and tournament types were scheduled for the teams from Michigan to Georgia, thus providing the women with a broad scope of competition.

WISP competes with other colleges and universities in:

Badminton
Basketball
Field Hockey
Golf
Gymnastics
Tennis
Track and Field
Volleyball



Membership on the teams is open to undergraduate women meeting the necessary eligibility requirements and are selected by the coach through announced try-outs.

Women interested in highly skilled competition should contact the Chairman, Department of Physical Education for Women for information regarding their preferred sport.

MARCHING BAND, MAJORETTES, AND CHEERLEADERS

Membership in the Marching Band is open to all students either on a credit or non-credit basis. No audition is necessary. No fees are charged for the use of uniforms, music, or equipment. Instruments are available for students who need them. The Marching Band appears at all home games, and one all-expense-paid trip is taken each year. Marching Band rehearsals are held from 3:30 to 5:30 p.m. on Monday, Wednesday, and Thursday every week and on Friday of home-game weeks. Director of Bands is Robert R. Clark, Room 146, Smith Music Hall, who can be contacted for further information.

Marshall majorettes are chosen for their ability to perform individual and group marching and twirling. Tryouts for all members of the corps are held in late spring. They perform along with the band during parades, pre-game shows, and half-time shows during football season.

It is the job of the cheerleaders to stimulate enthusiasm and to instill excitement during all games. Tryouts for the squad are held in late spring.

Tryouts for freshmen interested in cheering on the freshman squad will be held in October. To try out, the student must have a 2.0 grade point average, be single, and be willing to attend practices. Freshmen with tumbling ability are welcome on the squad.

Student Government

The Marshall University Student Government is showing signs of becoming a viable part of University life. Through the channels of Student Government, students are for the first time making decisions in those areas that directly affect them. And, there is hope for more progress in this area in the future.

Beyond a lesson in democracy, Student Government offers vital interaction with those individuals committed to the goal of a better Marshall. The student has a chance to broaden his perspectives as to other world views. It is a chance to come into contact with all types of individuals, concerned with many different problems.

Student Government is concerned with improving the effect of education upon a student. Through its many channels of communication, it offers student input into the issues which directly concern the lives of the Marshall University student body.

Student Government consists of three divisions: Senate, Court, and Cabinet. Under a new constitution, Senate elections are held twice yearly, in September and February. This allows for a revolving membership as in the United States Senate. Constituencies are dormitory residents, off-campus housing (Greeks and Independents), and transient (commuters).

The Student Court is charged with two main functions: (1) the interpretation of the Student Government Constitution; and (2) the exercise of judicial review over all actions of Student Government.

The Student Body President heads the Cabinet and appoints all its members. Cabinet members are ratified by Senate, to whom they must report concerning their commission or post. Regular meetings are held to discuss matters coming before Senate and Cabinet, and to report on the progress of each commissioner in his field.

President	David Cooke
Vice President	Michael Prestera
Executive Secretary	Gail Neal
Business Manager	Ed Patton

SENATE

On-Campus Housing	Off-Campus Housing
Sheila Baxter	Bill Clough
Ira Bostic	Susan Casali
Steve Bloom	John Snider
Pete Harris	David Sangid
Sue Huff	Kathi Turner
Pam Jones	Susie Warner
Bill Meador	
Joe Quinlan	
Ray Wolfe	

TRANSIENT

Becky Browning
David Buchannon
Cindy Chambers
David N. Cooke
Jane Hutchinson
Anna Laura Kovich
Karen Kuhl
Mary Jane Peddicord
Kent Runyan
John David Short
Linda Stear
Mike Torlone

CABINET

Cabinet members are appointed to posts as Commissioners. The following posts constitute the Cabinet:

Academic Affairs
Social Affairs
Administrative Affairs
Housing Affairs
Human Rights
Elections
Publications and Public Relations
Student Government Affairs and Community Service
Representative to West Virginia Association of Student Government

PRESIDENT'S ADVISORY COUNCIL

The President's Advisory Council is comprised of the class presidents and vice presidents. These ex-officio cabinet members work on class projects in conjunction with Student Government. They also serve in an advisory capacity to the President of the Student Body.

REVISED CONSTITUTION OF THE MARSHALL UNIVERSITY STUDENT GOVERNMENT FEBRUARY 1970

We, the regularly enrolled students of Marshall University, in order to preserve and promote the high standing and activities of our institution, to maintain order, to strengthen cordial relations between our faculty and students and to achieve a lasting opportunity for responsible individual and collective action, do hereby establish this Constitution of the Marshall University Student Government.

ARTICLE I.

Section 1. Members.

All regularly enrolled students of Marshall University, both undergraduate and graduate, who pay a student activities and services fee, shall be members of the Marshall University Student Government.

Section 2. Supreme Law.

This Constitution and all laws enacted pursuant thereto shall be the supreme student law.

Section 3. Student Participation.

Although the power of government of Marshall University is vested in the West Virginia Board of Regents, the University president and other officials, the Student Government shall be recognized as the principal authorized agency through which participation in college government by the students and student representatives shall be made effective. The development of a sense of joint responsibility of students, faculty members and administrators for the welfare of the University and its effective management to achieve its educational objectives shall be recognized as its major purposes.

Section 4. Name Restricted.

The name "Student Government" shall not be used by any student or group of students in connection with any public or campus performance, except as authorized by Senate.

Section 5. Student Government Code.

Provisions contained in this Constitution may be enforced, interpreted and defined by means of the Student Government Code, the contents of which shall be passed by a majority vote in Senate unless otherwise stipulated and approved by the student body president.

Section 6. Recall.

Any constituency shall have the power to recall any officer elected or appointed member of the government under this Constitution. If the constituency is campus-wide, the petition to recall shall be given to the Chief Justice of the Student Court and shall not be valid until he determines that it contains the signatures of at least ten per cent of the qualified voters of that constituency. Any officer so recalled shall have the right to be a candidate for office, including the one from which he has been recalled, in the next election.

Section 7. Referendum.

The student body shall have the power to call for a ballot on any act of Senate, providing a petition calling for the ballot and specifying in writing the act on which the referendum is to be taken shall be signed by at least ten per cent of the qualified voters. The president shall, if he determines the petition to be in good order, direct the Election Commission to conduct an election on the act in no less than six or more than fifteen days after he receives the petition. Public notice of such an election shall be given not less than four days before it shall take place. A majority of the votes cast shall be sufficient to rescind the act.

Section 8. Initiative.

The student body shall have the power to initiate any act within the power of Senate provided that the same procedure shall be used as is designated in Section 7 of this article.

Section 9. Amending Procedure.

Amendments to the Constitution shall become valid under the following procedure:

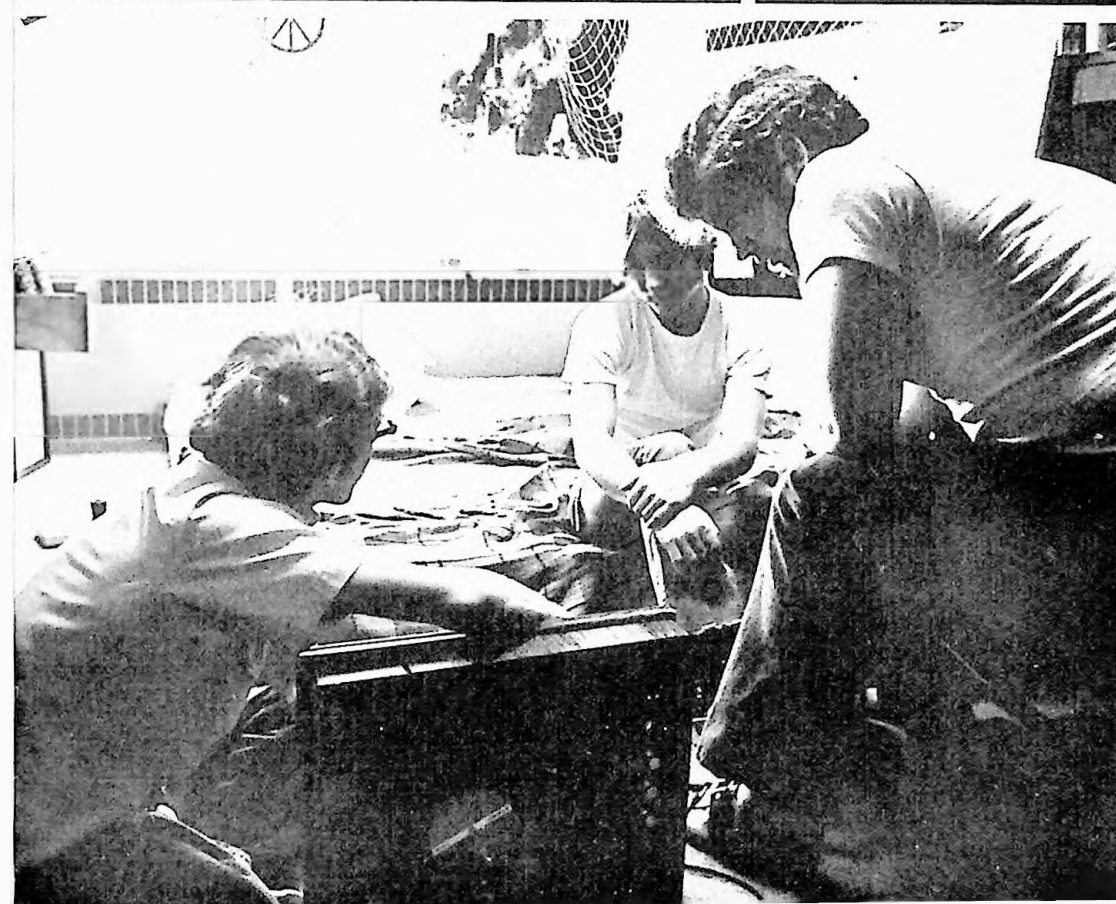
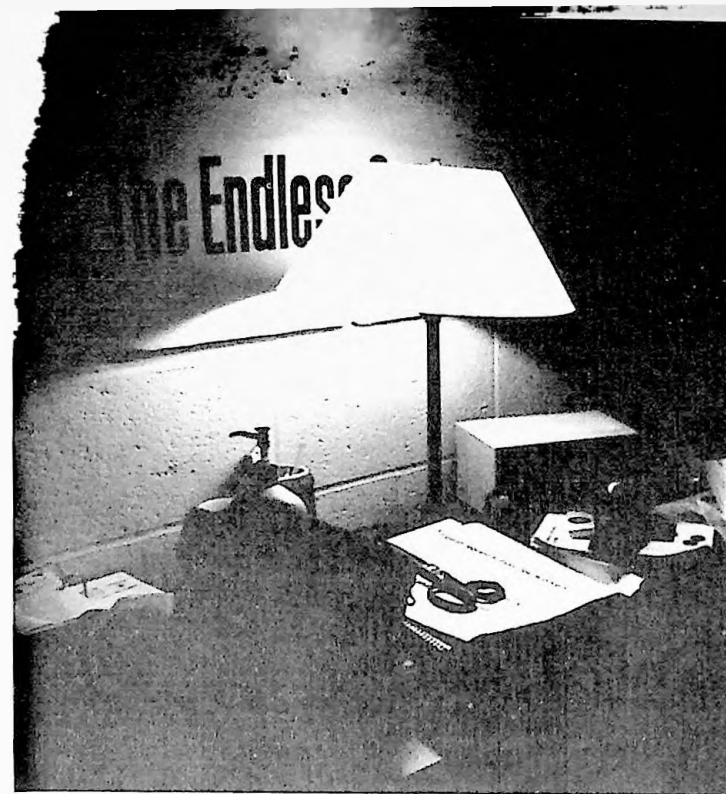
- a. An amendment may be introduced to Senate by any member at any regular session. The proposed amendment shall be debated at the subsequent session.
- b. An amendment may also be introduced by the presentation to Senate of a petition bearing the names of at least ten percent of the qualified voters of the student body. If the petition is found to be in good order, the Senate shall make provisions for its presentation to the student body.
- c. A majority vote of the members elected shall be necessary for Senate approval of regularly proposed amendments. Approval by the student body president shall not be required.
- d. The proposed amendment shall be put into effect if approved by a majority of the students voting in any regular or special election.

Section 10. Rules of Order.

All matters not covered in this Constitution, the Student Government Code or Senate legislation shall be governed by Sturgis Standard Code of Parliamentary Procedure.

Section 11. Effective Date.

This Constitution shall take effect upon approval by a majority of the students voting in the special election of February, 1970.



ARTICLE II
LEGISLATIVE

Section 1. Supreme Power.

Supreme legislative powers of the Student Government shall be vested in the Senate.

Section 2. Enumerated Powers.

The Senate shall have the power to:

- a. Recommend the amount of the student activities and services fee and the amount each organization shall receive.
- b. Appropriate funds to all agencies of the Student Government and to such other extra-curricular activities as shall seem compatible with the general welfare of the student body.
- c. Ratify or reject all appointments made by the student body president by a majority vote.
- d. Override a presidential vote by a two-thirds vote of the members elected.
- e. Establish such subordinate officers and committees of the Senate as it shall deem proper.
- f. Must approve all rules governing student elections.
- g. Make recommendations to the University president concerning matters affecting the student body, but not within the power of Student Government to adjust.
- h. Require reports from all permanent or special student committees and from all organizations receiving appropriations from Senate and to approve or reject such reports in whole and in part.
- i. Present honors or awards in the name of the student body or Student Government.
- j. Establish by law the compensation of any officer or employee of the Student Government.
- k. Provide regulations for conducting social affairs in the name of the student body and to approve or reject the charging of a fee for any program or social event under the auspices of Student Government.
- l. Engage in legitimate enterprise for the purpose of gaining revenue for the maintenance of the Student Government.
- m. Conduct assemblies.
- n. Impeach, by a two-thirds vote of the members elected, any senator or officer elected or appointed by a class, Senate or the student body.
- o. Make all laws necessary and proper to carry out the provisions of this Constitution and promote the general welfare of the student body.
- p. Approve or reject the Student Government budget in whole or in part.

Section 3. Restricted Powers.

The Senate shall not have the power to:

- a. Pass any ex post facto law.
- b. Make any law abridging or denying the freedom of the student press or any other freedom guaranteed by the Constitution of the United States of America, the Constitution of the State of West Virginia, or the Constitution of the West Virginia Association of Student Governments.

Section 4. Legislative Procedure.

Legislation may be introduced in the Senate by a main motion, resolution, bill or amendment.

- a. To be valid, any act must be signed by the speaker of the Senate, attested to by the executive secretary and approved by the student body president. If the president disapproves the motion, it shall be returned to the Senate for possible reconsideration and may be enacted into law by a two-thirds vote of the members elected.
- b. All actions of the Student Government shall be subject to the approval of the University president. Actions shall be considered so approved unless the University president shall express the contrary in writing to the Senate within seven days after enactment.

Section 5. Speaker.

The student body vice president shall serve as speaker of the Student Senate.

Section 6. Membership.

The Senate shall consist of constituency senators elected from and by each constituency.

- a. Senators shall be elected in the regular elections in the spring and fall of each year. Fall and spring elections shall be held the last week of September and February in conjunction with the new "fast" academic calendar to be started August 1971. (as amended April 15, 1971).
- b. Senators shall be elected according to the following constituencies:
TRANSIENT -- Students whose school address and permanent home address are the same are qualified to represent this constituency.
UNIVERSITY HOUSING -- Students residing in University-owned housing such as dormitories and University Heights, are qualified to represent this constituency.
OFF-CAMPUS HOUSING -- Students whose residence is not University-owned, excluding those who qualify for the transient constituency, are qualified to represent this constituency.
OTHERS -- Other constituencies as Senate shall deem necessary.
- c. A student's constituency shall be determined by the information on file in the Office of Student Personnel Programs.
- d. The number of senators elected in each election shall be according to the number of students in each constituency in accordance to the following table:

1- 599	Students	1 Senator
600- 999	Students	2 Senators
1000-1399	Students	3 Senators
- e. The number of senators to be elected shall be established prior to the election. Each student shall vote for the number of senators designated to represent his constituency.

Section 7. Quorum.

One more than half the members elected shall constitute a quorum.

Section 8. Requirements for Membership.

Each senator shall be a full-time student when filing and when elected and shall have and maintained an overall average of 2.0 or C.

Section 9. Vacancies.

In case of a vacancy the candidate receiving the next highest number of votes in the election shall assume the powers and responsibilities of senator. The new senator must have run in the same election as the senator whom he replaces. If there are no candidates from which to choose, the senators of the constituency in question shall caucus and elect the replacement within fifteen days of the announcement of the vacancy.

Section 10. Term.

Members of the Senate shall serve for one year.

Section 11. Senate Adviser.

The Senate shall elect, by majority vote, an advisor. The advisor shall be a member of the University faculty or administration. This election shall take place yearly upon the selection of that Senate which begins with the elections of those senators in the spring. (as amended April 15, 1971)

ARTICLE III
EXECUTIVE

Section 1. Power.

The executive power shall be vested in the student body president, student cabinet, and class advisory council.

Section 2. Election.

The student body president and vice president shall be elected by and from the student body at large; the class presidents and vice presidents shall be elected by and from their respective classes.

Section 3. Enumerated Powers.

- A. The Student Cabinet shall have the responsibility to:
- a. Determine and recommend to the Senate any part of the budget concerning Cabinet and President's Council.
 - b. Make policy recommendations to Senate.
 - c. Issue directions to the permanent and to the special student committees; supervise their activities and require reports from them.
 - d. Enforce the decisions of the Student Court.
 - e. Establish such subordinate offices and committees as it shall deem necessary. The Student Government Code lists and explains the various offices and committees.
 - f. Make recommendations to the University president concerning matters affecting the class body, but not within the power of the Student Government to adjust.

- B. The President's Advisory Council shall have the responsibility to:
- a. Determine and recommend to the Senate any part of the budget concerning Cabinet and President's Council.
 - b. Make policy recommendations to Senate.
 - c. Issue directions to the permanent and to the special student committees; supervise their activities and require reports from them.
 - d. Establish such subordinate offices and committees as it shall deem necessary. The student Government Code lists and explains the various offices and committees.
 - e. Make recommendations to the University president concerning matters affecting the class body, but not within the power of the Student Government to adjust.

Section 4. Membership.

The Student Cabinet shall consist of:

- a. Student body president and vice president elected in the spring election of each year.
- b. The Student Government business manager appointed by the student body president and approved by Senate.
- c. The executive secretary appointed by the student body president and approved by Senate.
- d. All commissioners as set forth in the Student Government Code appointed by the student body president and approved by Senate.
- e. Other persons as the student body president shall deem necessary subject to Senate approval.

Section 5. Meetings.

The Cabinet shall meet upon the call of the student body president provided there are at least two meetings per month. The president shall act as chairman.

Section 6. Presidential Powers.

The student body president shall have the power to:

- a. Appoint the chairmen and members of all permanent and special committees not otherwise provided by law.
- b. Make all executive appointments, except class secretaries and treasurers.
- c. Veto acts of the Senate within the limitations previously provided.
- d. Serve as ex-officio member of all permanent and special committees.
- e. Represent the student body in all transactions with the students of other colleges or universities.
- f. Remove any appointive officer for incompetence or neglect of duty.
- g. Call special sessions of the Senate during the school year when he shall deem necessary.
- h. Establish such bodies subsidiary to him as he shall deem necessary to aid him in the performance, subject to Senate approval.

Section 7. Qualifications.

The student body president and vice president shall meet the following qualifications upon filing for office:

- a. Possess an overall 2.0 average.
- b. Have completed one semester at Marshall University as a full-time student immediately prior to the semester in which he files.
- c. Be a junior or senior by the end of the semester in which he files.

Section 8. Oath of Office.

The incoming student body president shall take the oath of office, administered by the outgoing Chief Justice.

Section 9. Student Prosecutor.

The student prosecutor shall:

- a. Represent the Student Government before the Student Court.
- b. Investigate all violations of the Constitution of Marshall University Student Government and the rules and regulations enacted thereby and shall prosecute all violators before the Student Court.
- c. Recommend to the student body president the appointment of as many assistants as he shall deem necessary.
- d. Represent the Student Government in all cases involving claims against or on behalf of the Student Government.

Section 10. Finance.

The Student Government shall maintain two separate systems of financial records.

- a. The money collected from the student activities and services fee shall be placed in the student special account of the University. A requisition shall be submitted to the director of finance by the business manager and Senate advisor. This money shall not be used until appropriated by the Senate.
- b. Money collected from every other Student Government activity shall be placed into the University campus units account. However, Senate shall provide by law for a petty cash fund which shall be kept by the business manager.

Section 11. Financial Audit.

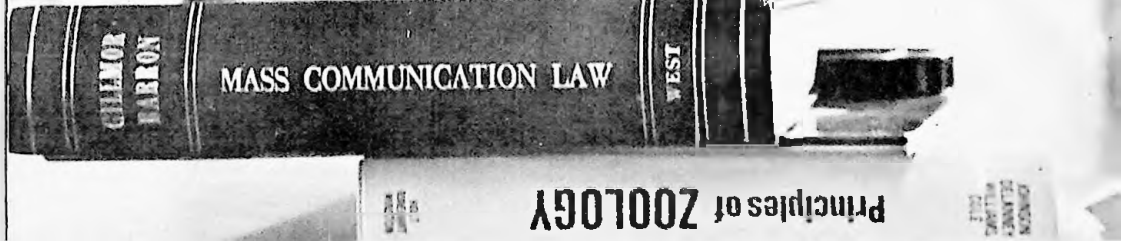
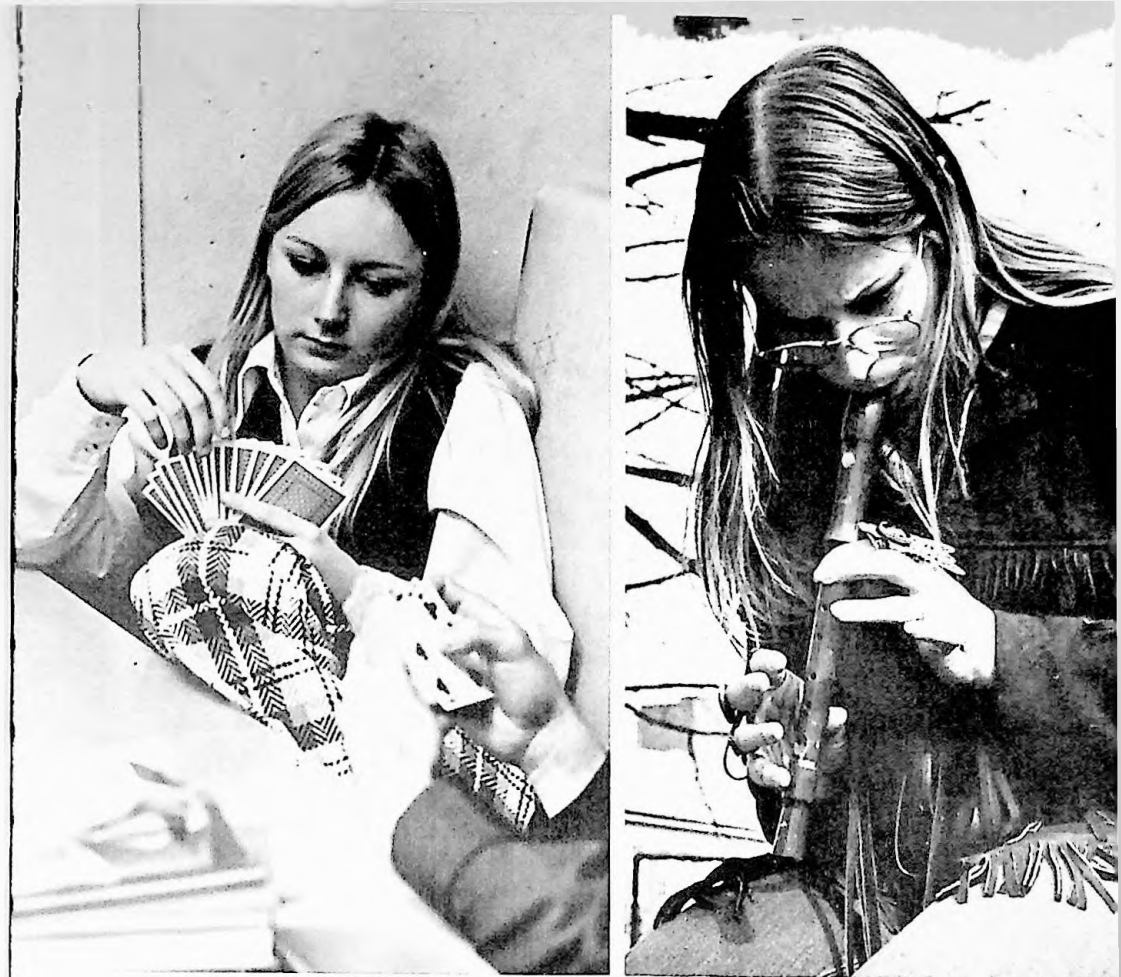
All financial records of the Student Government shall be audited by the director of finance. This shall be during July and a report shall be submitted to the University president, the student body president and Senate.

Section 12. Bonding.

The executive secretary and the business manager shall be bonded for the amount of one thousand dollars each at the beginning of their term of office.

Section 13. Term.

The student body president and vice president shall serve for one year. The class officers shall serve for one year unless at the end of a semester they are no longer a member of the class they represent.



ARTICLE IV
JUDICIAL

Section 1.

The judicial power of the Marshall University Student Government shall be vested in one Student Court, and in such Judicial Boards as may from time to time be established.

Section 2.

The judicial power of the Student Court shall extend to all matters arising under this Constitution, the Code of the Marshall University Student Government, and actions taken and decisions made under their authority;

- a. to all matters of interpretation of the provisions of this Constitution in accordance with its stated purpose and general intent when an interpretation is requested by a majority vote of the Senate;
- b. to the exercising of judicial review over actions taken and decisions made by officers and agencies of the Student Body under the provisions of the Constitution, to the extent of declaring null and void any such action or decision which is deemed by the majority of the justices to be contrary to the provisions of the Constitution, to be ultra vires, to be in conflict with the official policies of the University as set forth in the current University catalog, or to be inconsistent with the Constitution and Public Laws of the State of West Virginia or the United States of America.
- c. to all matters which may be referred to the Student Court by any of the Judicial Boards;
- d. to the reconsideration of any previous, non-disciplinary decision of the Marshall University Student Court and the authority to reserve or affirm any such decision.

Section 3.

The Student Court shall consist of nine (9) Justices. Three (3) of said Justices shall be members of the upcoming Senior, Junior, and Sophomore classes, respectively.

- a. No officer of any other department of the Student Government shall be eligible for membership on the Court. No student who is a member of any Judicial Board shall be a member of the Court. No student who shall not have been a student in good standing at Marshall University for at least one academic year shall be eligible to serve on the Court.
- b. The President of the Student Body shall fill vacancies which occur in the Court in the manner heretofore provided. Vacancies shall be filled within two (2) weeks.

Section 4.

The Chief Justice shall be the presiding officer of the Court. He shall be elected by a majority vote of the Justices, shall be a Senior when he takes office and shall serve for a term of one (1) year.

- a. Sessions shall be called by the Chief Justice whenever he deems it necessary, provided twenty-four hours' notice is given each Justice. Sessions shall be closed to the public at the discretion of the Chief Justice.
- b. The Chief shall inaugurate the Student Body President, student body vice president, class officers, justices and senators within two (2) weeks of their selection administering the oath of office to them as follows: " I (name) do solemnly swear (or affirm) that I will faithfully execute the office ofand will to the best of my ability, protect, preserve, and uphold the Constitution of the Marshall University Student Government.
- c. The Chief Justice shall receive all petitions or recall elective officials of the Student Government and shall determine the validity of the signatures upon such petitions.
- d. The Chief Justice shall preside at all impeachment trials by the Senate wherein the President or Vice President of the Student Body are on trial.



Academics

Academic Policies

GRADES AND QUALITY POINTS

The following system of grades and quality points is used within the institution:

- A - For superior performance. Four quality points are earned for each semester hour with a grade of A.
- B - For performance distinctly above the average in quality. Three quality points are earned for each semester hour with a grade of B.
- C - For performance that is of average quality. Two quality points are earned for each semester hour with a grade of C.
- D - For performance of below-average quality. One quality point is earned with a grade of D.
- F - Failure, given for unsatisfactory work. No quality points.
- W - Withdrawn prior to the last week of classes or withdrawn passing during the last week of classes. Not considered in determining the quality point average. (Check policies concerning withdrawal.)
- WF - Withdrawn failing during the last week of classes. No quality points.
- I - Incomplete, given to students who miss some of the last part of classwork because of illness or some other valid reason beyond the control of the student. When the work missed is done satisfactorily, the final grade may be any one of the four passing marks. If a deficiency represented by I is not made up within a calendar year, or if the make-up work is unsatisfactory, the grade becomes an F. I-grade is not considered in determining the quality point average.

REPEATING FAILED CLASSES

- a. If a student earns a grade of "D" or "F" on any course taken no later than the quarter, semester, or summer term when he has attempted a total of 60 semester hours, and if he repeats this course on time only, the first grade shall be disregarded for the purpose of determining the student's quality point average and the grade earned the second time this course is taken shall be used in determining his grade point average.
Courses in which a grade of "D" or "F" was received (taken in the first 60 hours of college study) may be repeated at any time before the completion of a baccalaureate degree.
- b. This regulation shall be effective only for students entering upon college study for the first time in the fall term of 1968 and thereafter.
- c. The first grade recorded shall not be deleted from the student's record and the second grade shall be entered adjacent thereto.

REGULATIONS ON WITHDRAWAL FROM COURSES OR FROM THE UNIVERSITY

Official withdrawal from courses or from the University:

A student who wants to withdraw from one or more courses must apply to the dean of his college for permission. The dean informs the registrar who in turn informs the instructors concerned.

A student desiring to withdraw from the University must apply to the dean of his college for permission. If permission is granted, the student must secure the approval of the appropriate administrative offices, as listed on the student withdrawal form. When applying for withdrawal, whether in person or by mail, the student must turn in his unused meal ticket, activity card, and student identification card. The semester's validation on the I.D. card is voided and the card returned to the student for use in future registration.

In all cases of withdrawal from one or more courses or from the University the instructors report grades for the student as follows:

1. Students withdrawing before the final week of classes or withdrawing passing during the final week of classes will receive a grade of W, which is not considered in determining the quality point average.
2. Students withdrawing during the final week of classes will receive a grade of WF if failing. No quality points are granted.
3. Official withdrawals during the last week of classes and the examination period of a regular semester or the last week of a summer term are not permitted except in cases of extreme emergency beyond the control of the student. Withdrawals in this period will be permitted only through personal conference with the academic dean.
4. Men and women called to the armed services of the United States shall be granted full refund of fees, but no credit, if the call comes before the end of the first three-fourths of the term. And full credit by courses, but no refund of fees, shall be granted if the call comes thereafter; provided, however, that credit as described above will be granted only in those courses in which the student is maintaining a passing mark at the time of his or her departure to military service. In recording the final grades for three-fourths of a term or more, both passing and failing grades are to be shown on the student's permanent record card.

Irregular withdrawal from courses or from the University:

Students who drop out of one or more courses without permission and who do not follow regulations provided in the preceding paragraphs receive a grade of F at the end of the semester or summer term.

Refund of Fees

- I. Withdrawal from the University--enrollment, tuition, and registration fees

Students who withdraw regularly from the University may have a refund on tuition and registration fees in accordance with the following schedule:

	Campus	Branches
During the first and second weeks	90%	50%
During the third and fourths weeks	70%	25%
During the fifth and sixth weeks	50%	none
Beginning with the seventh week	none	none

Laboratory, activity and course fees are to be refunded in the same percentages as outlined above.

All refunds are to be estimated from the first day of regular registration of a given semester or term. Every student who registers incurs a financial obligation. Refunds under \$1.00 in amount will not be made except on special request. Refund checks normally are mailed within 15 days.

Dormitory fee: Cancellation of room reservation prior to the first day of classes will result in a refund of the dormitory fee less the \$25 deposit. Cancellation of a room reservation after the first day of classes of any semester will result in the forfeiture of the prepaid quarterly dormitory fee. Cancellation of a room reservation after the payment due date of the second and fourth quarterly dormitory fee will likewise result in the forfeiture of the prepaid quarterly dormitory fee.

II. Withdrawals due to administrative action

When it becomes necessary to cancel a class by administrative and/or faculty action, a student is granted a full refund for the class cancelled unless he registers in another course of like value in terms of semester hours. This action does not apply to withdrawals due to disciplinary action.

III. Food Service Plan

Refunds will be pro-rated on the basis of a full week of 20 meals and not on the total number of meals remaining on the meal plan for the semester.

IV. Refunds to students called to the armed services

See section 4 under Regulations on Withdrawal from Courses or from the University.

V. Special fee refunds

The I.D. card fee of \$0.25 is not refundable. The student activity fee is not refundable unless the activity card is returned to the Office of Business and Finance.

VI. Late fees are nonrefundable.

ATTENDANCE POLICY

A student should recognize that one of the most vital aspects of a college experience is attendance and participation in classes and that the value of this academic experience cannot be fully measured by testing procedures alone.

The members of the student body are considered sufficiently mature to appreciate the necessity of regular attendance, to accept this personal responsibility, and to demonstrate the kind of self-discipline essential for such performances.

It is the responsibility of each individual instructor to evaluate the importance of student class attendance for his classes. Accordingly, each instructor prepares at the beginning of each semester a written statement setting forth his policy for consideration of unexcused absences, make-up for examinations, and related matters, which will be in force for that semester. The statement is filed with the chairman of his department and a statement of policy on attendance appropriate to each class is read at the first class meeting.

In those cases where marked violations of class attendance policy occur, the instructor may notify his dean so that every effort can be made to find and counsel the student whose academic prospects are being jeopardized by non-attendance.

Absences such as those resulting from illness, death in the family, or institutional activities (those approved by the academic deans) are to be excused when a student reports and verifies them to his instructor. For such excused absences, the students should not be penalized.

GRADE APPEAL PROCEDURE

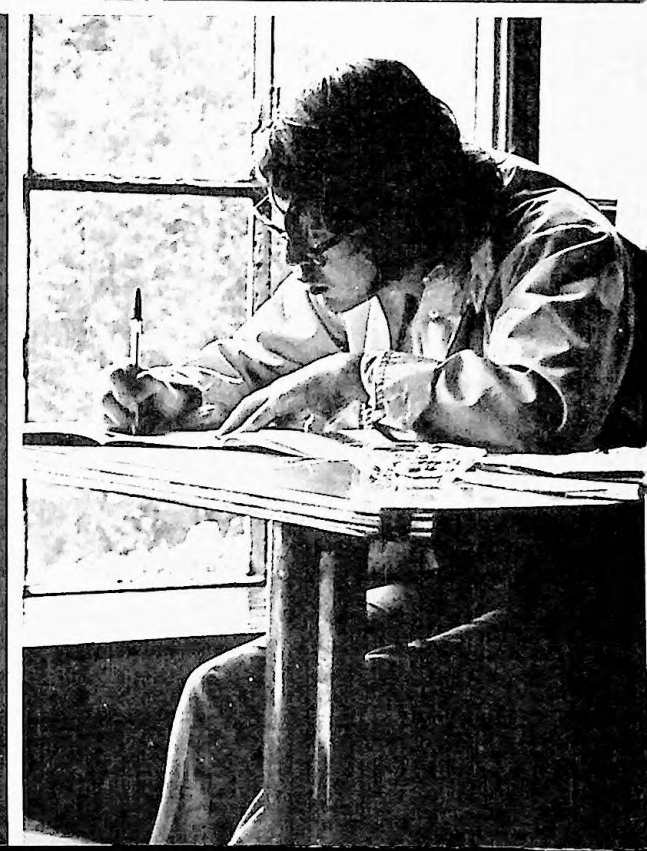
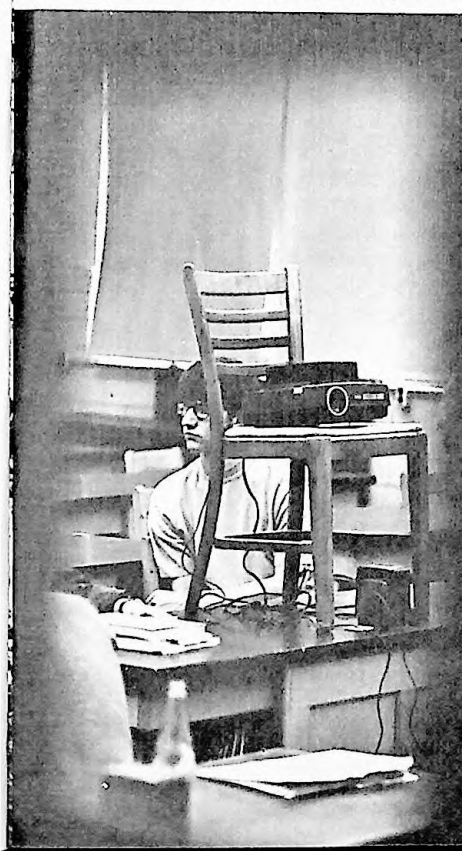
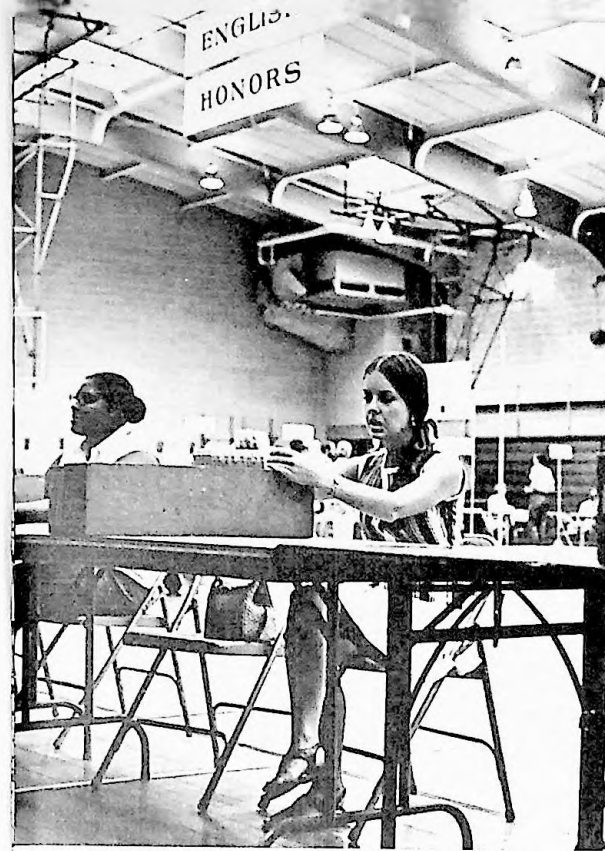
The following steps should be observed in appealing a grade received by students:

1. The student should first have a discussion with the course instructor to determine whether the grade recorded in the Registrar's Office is correct.
2. If the procedure in Step 1 does not have a mutually satisfactory result, either party may appeal to the Department Chairman. The Chairman will attempt to mediate the issue at the departmental level.
3. Should the problem not be resolved at the departmental level, either party may appeal, in writing, to the Dean of the college in which the course is offered. The Dean will attempt to bring it to a mutually satisfactory solution through mediation.
4. Should the problem not be resolved at the college level, either party may appeal, in writing, to the Chairman of the Academic Planning and Standards Committee who will appoint a Review Committee as a special subcommittee of the Academic Planning and Standards Committee to be constituted as follows:
 - a. Two members of the Academic Planning and Standards Committee, one of whom will serve as chairman.
 - b. The academic dean in whose college the course is offered.
 - c. The Chief Justice of the Student Court.
 - d. A student representative of the Student Conduct and Welfare Committee.
5. The full report of the action of the special subcommittee will be sent to the Academic Planning and Standards Committee which will hold further hearings.
6. Further appeal should be to the governing state board in accordance with appeal procedures set up by that body.
7. Initial appeal must be within sixty days of the mailing of grades from the Registrar's Office.
8. This procedure will be effective from the date of adoption by the faculty.

Functions of Standing Faculty Committees

University Council

The University Council is composed of eight faculty members, one student, and one ex-officio representative of the administration. The University Council serves as the executive committee of the faculty, taking such action as



may be necessary to enforce the provisions of the University Constitution. Such action is subject to review by the faculty. It considers and assigns to appropriate faculty committees the problems and suggestions of faculty members and administrators. The Council recommends to the President nominations to standing and special committees of the faculty. It also coordinates the work of faculty committees.

A student complaint may be registered with any chairman of the appropriate committee. If the student is uncertain as to which committee should consider the question, the complaint should be made to the University Council to be directed to the proper committee.

Academic Planning and Standards Committee

The Academic Planning and Standards Committee is composed of eight faculty members, one student, and five ex-officio representatives of the administration. This committee initiates and considers plans for the academic development of the University, including development of standards of admission, requirements for graduation, and new curricula. Except as provided, the committee refers all affirmative actions to the faculty for approval. New course offerings are referred to this committee for final disposition, subject to appeal to the faculty by ten members of the faculty within ten days of notification. The curriculum committees of the respective college jurisdiction shall have final authority in minor matters such as dropping a course and changing numbers, titles, and descriptions of the courses, subject to appeal to the Academic Planning and Standards Committee.

Faculty Personnel Committee

The committee shall consider policies relating to academic rank, salary, and tenure, teaching and non-teaching load, retirement, sabbatical and other leaves, distribution of summer term teaching. The committee shall act as an appeal board for all cases concerning the well-being of faculty members.

Physical Facilities and Planning Committee

The Physical Facilities and Planning Committee is composed of eight faculty members, two students, and three ex-officio representatives of the administration. The committee considers policies relating to the maintenance, utilization, and improvement of existing facilities; planning for existing and anticipated needs, including priority of major capital improvement. It recommends allocation of space, campus improvements; prepares a long range plan for campus development; and makes and enforces campus traffic regulations.

Student Conduct and Welfare Committee

The Student Conduct and Welfare Committee is composed of six faculty members, four students, the Director of Student Personnel Programs and the Dean of Students. This committee considers policies relating to the coordination and regulation of student organizations, student social events, and other student activities; academic conduct of students; advisory and counseling programs; health services; financial aid through loans and scholarships. It makes policies governing academic integrity and class attendance. The committee develops policies governing the counseling and orientation programs. One main objective is to promote desirable relations between the faculty and the student body.

Faculty Service Committee

This committee is concerned with matters relating to official University faculty social functions and non-academic welfare of the faculty. It assists the President upon request in entertaining university guests and in helping at other social functions.

Commencement and Honorary Degrees Committee

The Commencement and Honorary Degrees Committee is composed of five faculty members, one student, and two ex-officio representatives of the administration. The committee is concerned with matters relating to the commencement activities and selection of candidates for honorary degrees; and it advises the President in matters pertaining to such.

Athletic Committee

The Athletic Committee is composed of seven faculty members, two students, one alumni representative, and three ex-officio representatives of the administration. This committee considers policies relating to the maintenance and development of the intercollegiate athletic program, eligibility of athletes, budgets and athletic staff personnel. It also approves the Athletic Department budget.

Public Relations and Publications Committee

The Public Relations and Publications Committee is composed of five faculty members, two students, and two ex-officio representatives of the administration. This committee deals with policies relating to University and student publications and matters concerning public relations. It is responsible for seeing that all University publications are of good quality and in good taste and it approves the financial budget and such other University Theatre matters that arise.

Human Relations Board

The Human Relations Board has been established and designed to promote positive relations among people of different race, creed, and belief. The specific responsibility of the Board is to hear complaints of individual students, faculty, or staff who make allegations of unfair discriminatory practices existing on the University campus. The Board is responsible for making requests and/or recommendations for changes in University policies. There are five student members and eight faculty-staff members.

Graduate Council

The Graduate Council is composed of nine faculty members, one student, and two ex-officio representatives of the administration.

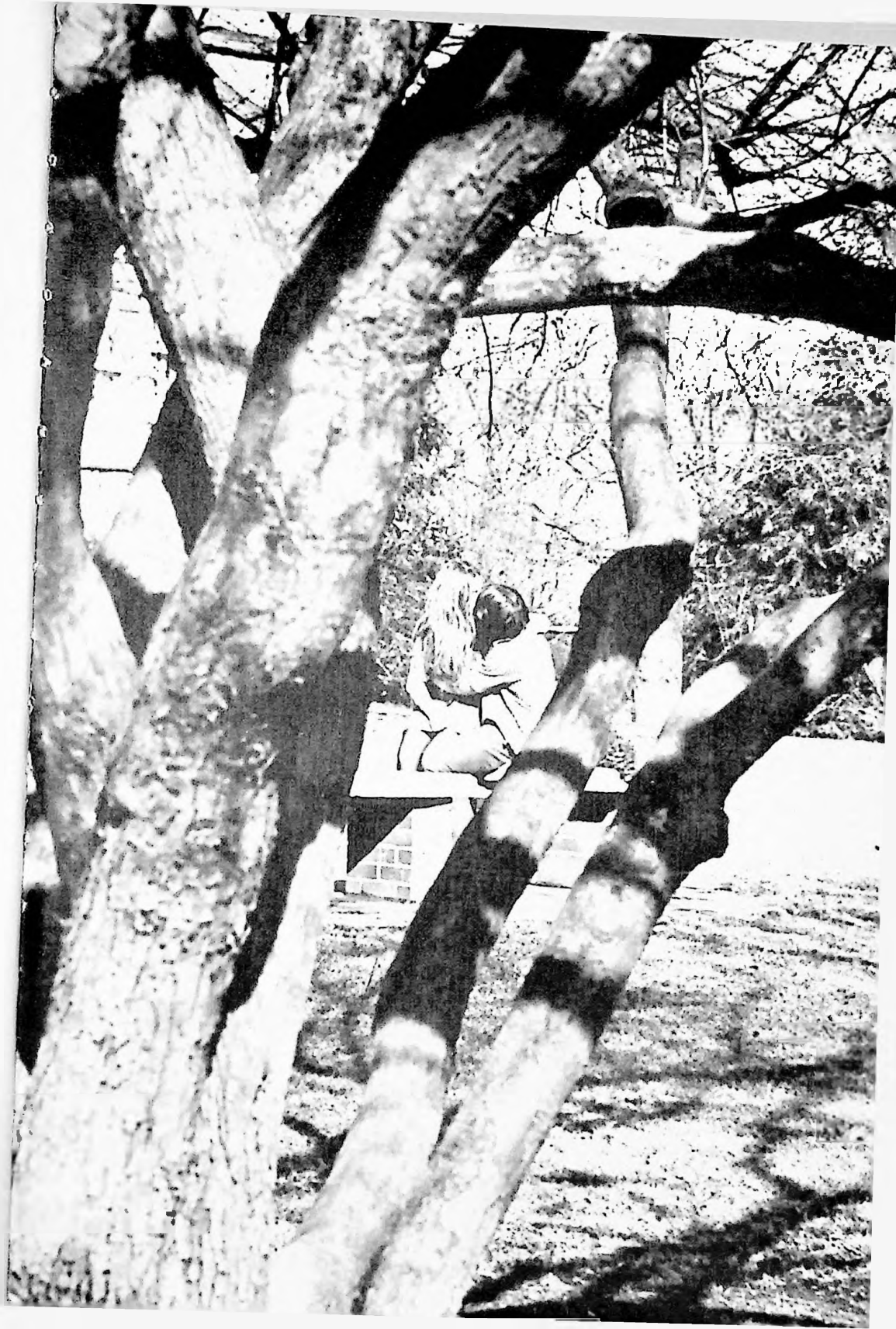
University Recreation Committee

The University Recreation Committee was established as a subcommittee of the Student Conduct and Welfare Committee to give leadership in providing

Marshall students, faculty and staff recreational opportunities. The Committee is concerned with improving physical facilities, providing students access to these facilities and expanding the availability of organized and free play recreational programs. The Committee works closely with the Director of Intramurals in providing a comprehensive intramurals sports program.

Financial Aid Advisory Council

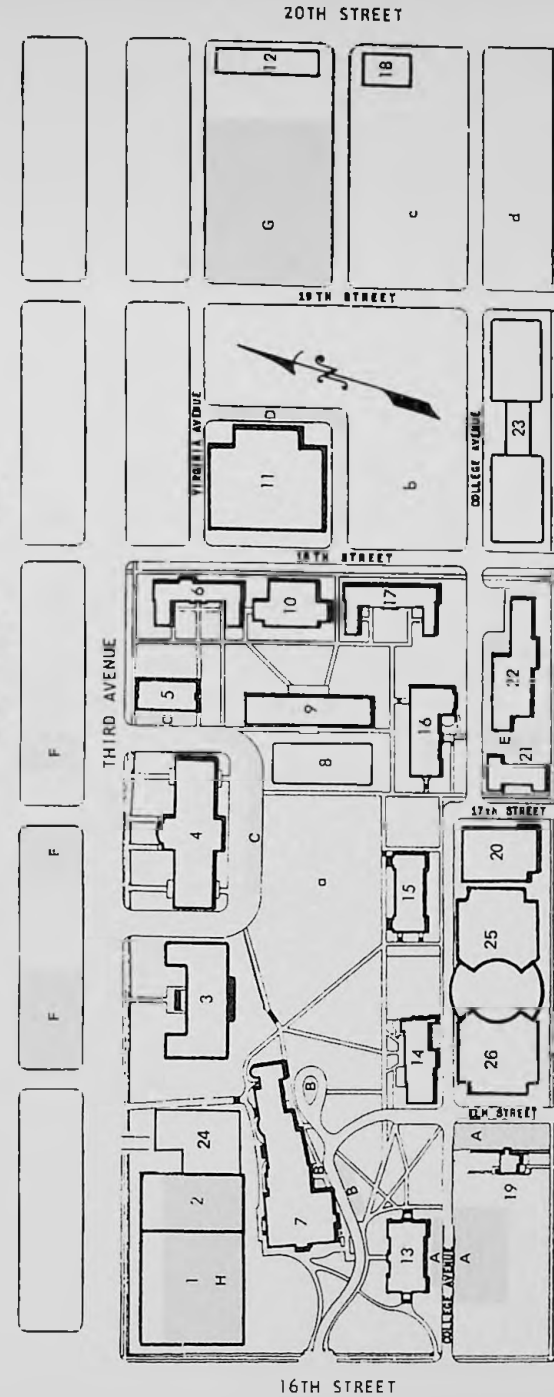
The Financial Aid Advisory Council, a subcommittee of the Student Conduct and Welfare Committee, reviews and recommends changes in the policies governing Marshall's student financial aid programs. The Council advises the Director of Student Financial Aid on matters pertaining to the administration of these programs and also serves as the body granting and terminating financial aid received by athletes.



Where to Go to See About What

- ACADEMIC COUNSELING: Faculty Advisor
 ACTIVITIES: Assistant Dean of Students for Activities and Organizations
 Old Main room 122
 ADMISSIONS: Admissions Office
 Old Main room 123
 ALUMNI AFFAIRS: TV Building
 BOOKSTORE: Student Center
 BUILDINGS AND GROUNDS: Supt. of Building and Grounds
 Maintenance Building, 20th Street and Virginia Avenue
 CALENDAR OF EVENTS: Office of Information and Publications
 Old Main basement
 COMPUTER CENTER: Old Main basement
 COURSE CHANGES: Dean of your college or school
 FINANCIAL AID: Office of Student Financial Aid
 Old Main room 124
 FOREIGN STUDENT COUNSELING: Dr. Robert Alexander, Foreign Student
 Advisor, 1616 Fifth Avenue
 HEALTH SERVICE: Gullickson Hall basement
 HOUSING: Housing Office
 Old Main room 121
 ID CARDS: Registrar, Old Main room 105
 INTRAMURALS: Director of Intramurals, Gullickson Hall room 104A
 LIBRARY: James E. Morrow Library
 LOST AND FOUND: Old Main room 125
 ORGANIZATIONS: Assistant Dean of Students for Activities and Organizations
 Old Main room 122
 PART-TIME EMPLOYMENT: Office of Student Financial Aid
 Old Main room 124
 PAYMENT OF FEES: Cashier's Office, Old Main room 101
 PERSONAL COUNSELING: Office of Counseling Services
 Center for Student Services, 1618 Fifth Avenue
 PLACEMENT SERVICE: Office of Career Planning and Placement
 1620 Fifth Avenue
 POST OFFICE (UNIVERSITY): Old Main basement
 REGISTRATION: Registrar, Old Main room 105
 RESIDENCE HALL: The Resident Advisor or Resident Director of a residence
 hall or Assistant Dean of Students for Housing, Old Main room 121
 SCHOLARSHIPS: Office of Student Financial Aid, Old Main room 124
 SELECTIVE SERVICE: Registrar's Office, Old Main room 105
 SPECIAL PROGRAMS: Assistant Dean of Students for Special Programs
 Old Main room 125
 STUDENT GOVERNMENT: Student Center
 TRANSCRIPTS: Registrar, Old Main room 105
 VARSITY ATHLETICS: Director of Athletics, Gullickson Hall room 114
 VETERAN'S AFFAIRS: Registrar's Office, Old Main room 105
 VOCATIONAL COUNSELING: Office of Counseling Services, Center for
 Student Services, 1618 Fifth Avenue
 WITHDRAWAL: Dean of your college or school
 XEROX: James E. Morrow Library

MARSHALL UNIVERSITY



- Key**
- 1. Evelyn Holberg Smith Music Hall
 - 2. Stewart Harold Smith Hall
 - 3. James E. Morrow Library
 - 4. Science Hall
 - 5. Temporary TV Building
 - 6. Laidley Hall
 - 7. Old Main
 - 8. West Hall
 - 9. Prichard Hall
 - 10. University Dining Hall
 - 11. Gullickson Hall
 - 12. Maintenance Building
 - 13. Northcott Hall
 - 14. Shawkey Student Union
 - 15. Women's Physical Education Building
 - 16. Jenkins Laboratory School
 - 17. Hodges Hall
 - 18. Temporary Engineering Building
 - 19. Nursery
 - 20. Campus Christian Center
 - 21. Laboratory School Annex
 - 22. South Hall
 - 23. Twin Towers Dormitory
 - 24. Telecommunications Center
 - 25. Student Center
 - 26. Bookstore
- Parking Areas**
- A
 - B
 - C
 - D
 - E
 - F
 - G
 - H
- a - Intramural Field
 b - Athletic Field
 c - Intramural Field
 d - Intramural Field