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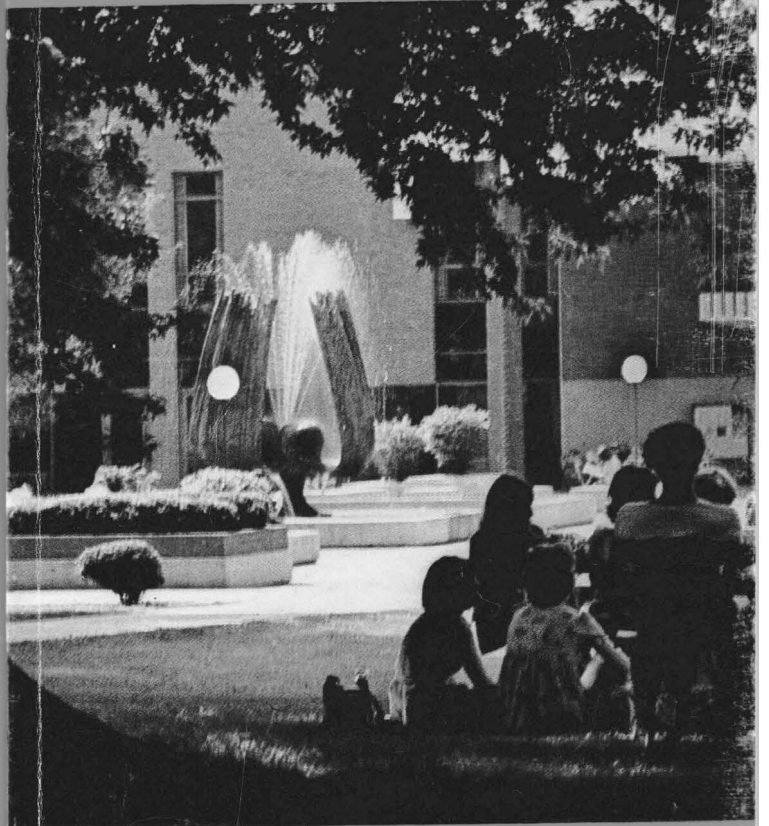
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STUDENT HANDBOOK

Marshall University



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Dear Students,

Welcome to Marshall University. We hope Marshall can contribute to your future success and at the same time you can help contribute to the future success of Marshall.

Though you came here for academic reasons, this is not the only area you must grow in during your tenure at MU. Social participation will help you grow in the most important ways.

Your Student Government is ready to assist you during your stay here. If you have any problems let us know. Though we have not always been able to solve the problems of the past, we are endeavoring to help the individual students in the future.

Please feel free to stop by our offices in the Student Center Room 2W29 at any time. If you are willing to help us help you, please let us know.

Here's tokin' one to you,

Tom Searls
President of the Student Body
Marshall University

ARCHIVES

To Members of the Student Body:

This *Student Handbook* has been assembled to provide you with a source of basic information about the functions of university offices, the uses of university facilities, the nature of university policies governing campus life, and the aims and programs of various campus organizations.

It has been Marshall's experience that in every class a proportion of members volunteer to take part in various university affairs in addition to their degree programs. Opportunities for such participation range through work in campus service organizations, involvement in dramatic productions, service on programming boards, and participation in the assignments of university committees.

Participants in such activities generally find their involvement valuable in shaping personal commitments, in developing analytical skills—particularly through service in the issue-oriented committees—and in increasing their knowledge of the functions of an increasingly complex urban organization. Looking at the other side of the matter, thoughtful student participation can bring value to the university through contributions to the quality of programs in which the student body, the faculty, and the administration share concern.

Information is important to you. Accurate, timely information can assist you in making the best decisions in your learning experience. If you can not find answers in this or through other University sources, come in to see someone on the Dean of Students' staff. We encourage your active participation in and use of University activities and resources.

Richard G. Fisher
Dean of Students

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CALENDAR

1975-76

FIRST SEMESTER

Aug. 4, Mon., 4:30 p.m. Final Payment Date for
Fall Semester Advance Registered Students
Aug. 24-26 Orientation for New Students
Aug. 25, Mon., 8-12, 1-3 p.m. Registration
6-9 p.m. Registration for Evening Students
Aug. 26, Tue., 8-12, 1-3 p.m. Registration
Aug. 27, Wed., 8 a.m. Classes Begin
Sept. 1, Mon. Labor Day Holiday
Sept. 2, Tue., 8:30-12, 1-4, 5:30-7 p.m. Late Registration
and Add-Drop
Sept. 3, Wed., same hours Late Registration and Add-Drop
Sept. 4, Thurs, same hours Late Registration and Add-Drop
Sept. 2, 3, 4 Sign Up for Credit/No Credit Option
Sept. 4 Application for December
Graduation Due in Academic Dean's Office
Oct. 16, Thurs. Mid Semester 1st 8 weeks Courses End
Oct. 17, Fri. Mid-Semester Reports Due for Freshmen
2nd 8 Weeks Courses Begin
Oct. 18, Sat. Graduate Record Examinations
Oct. 25 Homecoming
Oct. 27-31 Advance Registration for Second Semester
Oct. 28, Tue. Final Draft of Graduate Thesis
Submitted to Adviser
Nov. 1, Sat. Admissions Test for Graduate
Study in Business
Nov. 7, Fri. Last Day to Drop Classes with
"W" Grade
Nov. 8, Sat. National Teacher Examinations
Nov. 10-Dec. 3 "w"- "WF" Withdrawal Period
Nov. 17-28 Oral Examinations for Master's Degree
Nov. 22, Sat., 8-1 Written Examinations for
Master's Degree
Nov. 26, Classes end 12 noon Thanksgiving Recess Begins
Nov. 27, Thurs. University Holiday
Nov. 28, Fri. University Holiday
Dec. 1 Classes Resume
Dec. 3, Wed. Last Day to Drop a Class
Dec. 8, Mon, 4:30 p.m. Final Payment Date for
Second Semester Advance Registered Students
Dec. 10, Wed. Last Class Day
Dec. 12, 15, 17, 18, 19 Examination Days
Dec. 11, 13, 14, 16 Study Days
Dec. 13, Sat. Graduate Record Examinations
Dec. 19, Fri., 12:15 p.m. First Semester Ends
Dec. 22, Mon., 9 a.m. Final Gradues Due in
Registrar's Office
Dec. 24, Wed. University Holiday
Dec. 25, Thurs, Christmas University Holiday
Dec. 26, Fri., University Holiday
Jan. 1, Thurs., New Year's Day University Holiday

SECOND SEMESTER

Jan. 12, Mon., 8-12, 1-3 Registration
5-7 p.m. Registration for Evening Students Only
Jan. 13, Tue., 8-12, 1-3 Registration continues

Jan. 14, Wed., 8 a.m. Classes Begin
Jan. 19, Mon, 8:30-12, 1-4, 5:30-7 p.m. Late Registration
and Add-Drop
Jan. 20, Tue., same hours Late Registration and Add-Drop
Jan. 21, Wed., same hours Late Registration and Add-Drop
Jan. 19, 20, 21 Sign Up for Credit/no Credit Option
Jan. 21 Application for May Graduation
Due in Academic Dean's Office
Jan. 31, Sat. Admissions Test for Graduate
Study in Business
Feb. 16, Mon., President's Day University Holiday
Feb. 21, Sat. National Teacher Examinations
March 5, Fri. Mid-Semester, 1st 8 Weeks
Courses End
March 8 - 13 Spring Vacation
March 15, Mon Mid-Semester Reports Due
2nd 8 Weeks Courses Begin
March 27, Sat. Admissions Test for Graduate
Study in Business
March 29-April 2 Advance Registration for Summer
April 1, Thurs. Final Draft of Graduate Thesis
Submitted to Adviser
April 5-9 Advance Registration for Fall
April 6, Tues. Last Day to Drop Courses
With "W" Grade
April 7-28 "W"- "WF" Withdrawal Period
April 12-27 Oral Examinations for Master's Degree
April 16 University Holiday
April 24, Sat. 8-1 Written Examination
for Master's Degree
April 24 Graduate Record Examinations
April 26, Mon. Approved Thesis Due in Graduate School
April 28, Wed. Last Day to Drop a Class
May 5, Wed. Last Class Day
May 7, 10, 12, 13, 14 Examination Days
May 6, 8, 9, 11 Study Days
May 16, Sun. Commencement
May 17, Mon. 9 a.m. Final Grades Due in
Registrar's Office
May 31, Memorial Day University Holiday

SUMMER SESSION 1976

FIRST SUMMER TERM

June 14, Mon. 8-3 p.m. Regular Registration
June 15, Tues. 8 a.m. Classes Begin
June 15, Tue., 4 p.m. Registration Closes for First Term
Last Day to Add Classes
June 17, Thurs. Application for July Graduation
Due in Academic Dean's Office
June 23, Wed. Final Draft of Graduate Thesis
Submitted to Adviser
June 30-July 13 Oral Examinations for Master's Degree
July 5, Mon. University Holiday
July 10, Sat. 8:00-1:00 Written Examination for
Master's Degree
July 10 Admission Test for Graduate
Study in Business
July 12, Mon. Approved Thesis Due in Graduate School
July 16, Fri. First Summer Term Ends
July 17, Sat. National Teacher Examinations
July 19, Mon., 4:00 p.m. Final Grades Due

SECOND SUMMER TERM

July 19, Mon., 8:00-3:00 Regular Registration
July 20, Tues., 8 a.m. Classes Begin
July 20, Tues., 4 p.m. Registration Closes for Second Term
Last Day to Add Classes
July 22, Thurs Application for August Graduation
Due in Academic Dean's Office
July 28, Wed. Final Draft of Graduate Thesis
Submitted to Adviser
July 28-Aug. 11 Oral Examinations for Master's Degree
Aug. 7, Sat., 8:00-1:00 Written Examination for
Master's Degree
Aug. 16, Mon. Approved Thesis Due in Graduate School
Aug. 20, Fri. Second Summer Term Ends
Aug. 23, Mon., 9:00 a.m. Final Grades Due

WHERE TO GO TO SEE ABOUT

ACADEMIC COUNSELING: Faculty advisor; Central Advising, Old Main 3B
ACTIVITIES: Office of the Dean of Students, MSC 2W31, 696-6420
ADMISSIONS: Office of Admissions, Old Main 123, 696-3160
ALUMNI AFFAIRS: Memorial Student Center 2W20, 696-3134
AMBULANCE SERVICE: Security Office, Old Main Basement 13, 696-6406
PAYMENT OF BILLS: Cashier's Office, Old Main 101, 696-6723
BOOKSTORE: Memorial Student Center, 696-3622
BUILDINGS AND GROUNDS: Superintendent of Buildings and Grounds, Maintenance Building, 20th Street and Virginia Avenue, 696-6680
CALENDAR OF EVENTS: Office of the Coordinator of Student Information Services, Memorial Student Center 2W23, 696-2353. An activities calendar is located in the Lobby of the Memorial Student Center. Call 696-2353 to have items placed on calendar.
CHECK CASHING: Memorial Student Center Information Desk, 696-2365; Bookstore, Memorial Student Center, 696-3622
COMPUTER CENTER: Prichard Hall 2nd floor, 696-3140
COURSE CHANGES: Dean of your college or school (Arts and Sciences, M114, 696-2350; Education, Jenkins Hall 211, 696-3130; Business and Applied Science, Prichard 422, 696-2314; Graduate School, M127, 696-6606
DUPLICATING: Graphic Services, Old Main Basement, 696-6608; Library, 696-2320; Bookstore, MSC, 696-3622
ELEVATOR KEYS: Human Relations Center, Memorial Student Center, 696-6705
FINANCIAL AID: Office of Student Financial Aid, Old Main 124, 696-3162
FOREIGN STUDENT COUNSELING: Human Relations Center, Memorial Student Center, 696-6705
HANDICAPPED ASSISTANCE: Vocational Rehabilitation, Memorial Student Center 2W8, 696-2394
HEALTH SERVICE: Prichard Hall, 696-3110
HOUSING: University Housing Office, Old Main 126, 696-6765
I.D. CARDS: Registrar, Old Main 105, 696-6410
INFORMATION CENTER: Memorial Student Center Main Lobby
INSURANCE-HEALTH: Student Government, MSC 2W29, 696-6435
INTRAMURALS: Director of Intramurals, Gullickson Hall 18, 696-6490
LEGAL ADVICE: Student Legal Aid Advisor, Memorial Student Center, 2W29, 696-2366.
LIBRARY: James E. Morrow Library Building, 696-2320
LOST AND FOUND: Information Desk at Memorial Student Center
NEWSPAPER: Parthenon, Smith Hall 317, 696-6696

OFF-CAMPUS HOUSING AID: Housing Office, Old Main 126, 696-6765, or Student Government, MSC 2W29, 696-6435

ORGANIZATIONS: Office of the Dean of Students, MSC 2W31, 696-6420

ORGANIZATIONAL WORKROOM: MSC 2W29, 696-6435

PARKING: Physical Plant Operations, Old Main 116, 696-3122

PART-TIME EMPLOYMENT: Office of Student Financial Aid, Old Main 124, 696-3162 or Office of Career Planning & Placement, 696-2370, Prichard Hall

PAYMENT OF FEES: Cashier's Office, Old Main 101, 696-6723

PERSONAL COUNSELING: Office of Counseling Services, Prichard Hall, 696-2324

PLACEMENT SERVICE: Career Planning and Placement, Prichard Hall, 696-2370

POST OFFICE (UNIVERSITY): Old Main Basement 7, 696-6644

POSTAGE STAMPS: Memorial Student Center Lobby; Bookstore, Memorial Student Center; Mailroom, Basement, Old Main

PURCHASING: Old Main 203, 696-6487

RADIO STATION: WMUL-FM, Communications Building, 696-6640

READING CENTER: Old Main Basement 19, 696-2368

REGISTRATION: Registrar, Old Main 105, 696-6410

RELIGIOUS SERVICES: Campus Christian Center, 529-3086

RESIDENCE HALL: The Resident Advisor or Resident Director of a residence hall or Director of University Housing, Old Main 126, 696-6765

SCHOLARSHIPS: Office of Student Financial Aid, Old Main 124, 696-3162

SECURITY SERVICES OFFICE (Escort Service, reporting violations, information): Old Main Basement 13, 696-6406

SELECTIVE SERVICE: Registrar's Office, Old Main 105, 696-6410

SPECIAL SERVICES: Prichard Hall, 696-3164

STUDENT ACTIVITIES PROGRAMMING, MSC 2W40, 696-6770

STUDENT GOVERNMENT: Memorial Student Center 2W29, 696-6435

TOUCHLINE: Student Development Center, Prichard Hall, 696-2324, 696-3111

TRANSCRIPTS: Registrar, Old Main 105, 696-6410

VARSITY ATHLETICS: Director of Athletics, Gullickson Hall 114, 696-3190

VETERAN'S AFFAIRS:
Veterans Representative on Campus, Old Main 234, 522-4181

VOCATIONAL COUNSELING: Office of Counseling Services, Prichard Hall, 696-2324

WITHDRAWAL: Dean of your college or school (Arts and Sciences, M114, 696-2350; Education, Jenkins Hall 211, 696-3130; Business and Applied Science, Prichard 422, 696-2314; Graduate School, M127, 696-6606)

XEROX: James E. Morrow Library Building, 696-2320; Bookstore, MSC, 696-3622

STUDENT SERVICES

Student Affairs

Student Affairs encompasses the following university offices and services: Admissions, Counseling Services, Dean of Students Office, Financial Aid, Health Service, Housing, Human Relations Center, Memorial Student Center, Student Information Services, Placement, Registrar and Special Services.

These offices cooperatively function to serve students in providing educational opportunity, helping students succeed personally and academically, and by developing and supporting educational and social programs outside the classroom. Many of your contacts with the university will be through these offices. We think you will find them student-oriented and interested in you.

VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs is the chief administrator of the non-academic programs and services the university provides its students. The vice president serves on the President's cabinet, the Student Conduct and Welfare Committee, the Human Relations Board, and the Student Activities and Services Committee.

DEAN OF STUDENTS

The Dean of Students is charged with the responsibility of providing the core of the university's non-academic services, as well as effecting better communication between students and administration. To facilitate such services and programs, the Dean of Students is aided by an Associate Dean, Assistant Dean, Manager of the Memorial Student Center, the Coordinator of Student Activities, the Coordinator of Student Information Services, Student Legal Aid Advisor, and the Coordinator of the Marshall Artists Series.

ASSOCIATE DEAN OF STUDENTS

The Associate Dean of Students is responsible for the operation and programs of the Human Relations Center located in the Memorial Student Center and the development of an outreach program centered upon the concept of human relations.

The Human Relations Center is a division of the Dean of Students area and represents a concept in coordination of student personnel services to special campus and cultural groups. The Center was created because the diversification of students in higher education in recent years has pointed out the need to develop and coordinate services to student groups that have unique needs because of special cultural circumstances. The Human Relations Center offers special assistance to: 1) International students, 2) Minority students, and 3) other special interest groups.

Administrative services to these groups usually include assistance in personal, academic, and

institutional affairs.

In conjunction with these services, the Human Relations Center provides a broad program of activities designed to educate students in general about the need for understanding and acceptance among persons of differing life styles.

Request forms for elevator keys for physically handicapped students are available at the Human Relations Center (phone 696-6705). Students without an obvious handicap are required to obtain a statement from their doctor concerning their disability.

ASSISTANT DEAN OF STUDENTS

The Assistant Dean of Students serves as a liaison between student organizations and the university administration. Specifically, she works closely with the Inter-Pan Council and is the advisor to Panhellenic Council. The assistant dean helps to implement the student judicial system when appropriate and serves as a personal counselor to students as well. The assistant dean is responsible for special emphasis programs which include drug and sex education, women's interests, and leadership development.

MANAGER OF THE MEMORIAL STUDENT CENTER

The manager of the Memorial Student Center coordinates the overall operation of the entire facility. The Memorial Student Center has become the focal point for all members of the university community—students, faculty, administration, alumni, staff and guests. The Center is not just a building; it is a total educational program. Through its outstanding facilities and wide variety of programming oriented to the university community, the Center provides a "come together" atmosphere where all members of the academic community are afforded the opportunity to get to know and understand one another through informal association outside the classroom.

Among the facilities included in the Center are a cafeteria, special dining area, snack bar, meeting rooms, large multi-purpose room, television lounge, study lounge, games area, bowling lanes, coffeehouse, student government offices, alumni offices, human relations center, student activities offices and individualized study areas.

STUDENT INFORMATION SERVICES

Student Informational Services is a division of the Dean of Students Office which has two major purposes: to distribute to Marshall students information about the University, and to gather information concerning student needs for use in the Student Affairs area. Almost all of these services are run by students, fulfilling the philosophy that "students are good for students." Some of the major programs under Student Informational Services are:

1. New Student Information Programs (formerly Orientation)—This program is designed to disseminate vital information, techniques and

skills to all new students of Marshall. The seminar consists of simulation games, intensive sessions dealing with such matters as academics, student programming and extracurricular activities and, of course, registration and academic advising by competent student para-professionals. A true learning experience, the NSIP is mandatory for all new undergraduate students.

2. Student Information Center—Located in the first floor lobby of the Memorial Student Center, the Information Center is designed to answer any and all questions about life at Marshall, as well as in the surrounding community. Manned by student para-professionals, the Information Center also serves as the distribution point for lost items on campus, and maintains a calendar of campus activities. In addition, the Center offers a telephone service. For additional facts, contact the Student Information Center.
3. Pit-Stop—An extension of the Student Information Center, Pit-Stop operates only during peak "information need" periods, such as preregistration and regular registration weeks. Pit-Stop is manned by students who operate information tables around the campus.
4. Peer Recruiter Program—This program, run in conjunction with the Office of Admissions, sends Marshall students to high schools in their own home area to aid in Marshall's recruiting efforts. Students are completely trained, and arrangements are made for them by the Office of Admissions. For further information, contact either the Director of Student Informational Services or the Admissions Office.
5. Data Gathering—Each year, questionnaire surveys are distributed to determine students' needs and attitudes concerning a variety of topics for use in program planning. In addition, class profiles are now being constructed to aid this office in adequately describing Marshall students.
6. Student Information Directories—The major publication now offered is the *Guide to the Green*, available at the Student Information Center. This book deals with all facets of campus and community life. Future plans call for three books, with the two additional publications dealing respectively with both the administrative and due process system, and the academic system at Marshall.

STUDENT ACTIVITIES PROGRAMMING AND MARSHALL ARTISTS SERIES

The Coordinator of Student Activities Programming and the Coordinator of the Marshall Artists Series are responsible for programming all student activities and cultural events funded through student activity fees. They further coordinate the production of the Marshall Artists Series, all activities of the various campus organizations, and serve as the official university

representatives when scheduling or planning cultural or entertainment events in cooperation with the Huntington community. The coordinators publish an All-Activities Calendar each semester and maintain an up-to-date calendar of all activities and cultural events scheduled both on and off campus.

STUDENT LEGAL AID PROGRAM

The Student Legal Aid Program (SLAP) provides legal advice to students by means of the Attorney for Students, programming, and brochures. The attorney may not represent the student in a court of law, yet may offer advice to avoid future litigation or entanglement. All matters discussed with the attorney are held in strictest confidence.

Areas covered include:

1. Landlord-Tenant Problems
2. Domestic Relations
3. Contracts and Loans
4. Real Estate
5. Consumer Affairs
6. Civil Rights
7. Traffic Procedures
8. Other areas

STUDENT DEVELOPMENT CENTER

The Center for Student Development and Health Services has four specific offices within its responsibility.

1. Counseling Services:

The Counseling office is staffed by professionally trained counselors who are skilled in assisting students to resolve conflicts. Many of these concerns are of a vocational or educational nature with the counselors available to assist in determining career choices and/or educational programs which will best meet the needs of the individual student. Vocational testing is available along with career information.

Another important service of the Counseling Center is to assist students in reconciling personal problems regardless of their scope or nature. All discussions with the counselors are strictly confidential.

Phone 696-2324 or 696-3111 for an appointment or drop in if the occasion warrants. Location—First floor Prichard Hall (enter from North-West side).

2. Special Services Program:

The Special Services Program, funded through the U.S. Office of Education, works with selected Appalachian freshman 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 demonstrate 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 held and operates for project students to aid

in their own self-development and increase their understanding of the demands of college-level work.

Special Services offices are located in the Student Development Center, first floor Prichard (enter from North-West side). Phone 696-3164.

3. Career Planning and Placement:

The Office of Career Planning and Placement provides services for all students from the incoming freshmen to the graduate level. The functions encompass five major areas:

- 1) Assistance and job referrals to undergraduates seeking part-time or full-time employment while in college.
- 2) Assistance to undergraduates seeking summer employment opportunities.
- 3) Career counseling service for any student needing information or direction concerning choice of a major and minor field of study and/or an occupational goal.
- 4) Career placement assistance to seniors or graduate students from all colleges of Marshall. Personal interviewing, vacancies, credential file, employer addresses, plus resume and employment letter writing instruction are all available through our services.
- 5) Alumni seeking relocation or career upgrading may also use the office through every service offered to undergraduates. Alumni from other cities are notified of incoming interviews, plus all employment opportunities reported to us, by receiving a weekly bulletin, free of charge.

The office is open from 8:00 a.m.-4:30 p.m., Monday through Friday and is located at Prichard Hall first floor (enter from North-West side). Phone 696-2370.

4. University Health Services:

The University Health Services 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 and upon presentation of a validated I.D. card. Present services also provide for 24-hour emergency care contracted by Marshall University with Cabell-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 at first floor Prichard Hall, South entrance. (phone: 696-3110). The facilities are open from 8:00 a.m. to 4:45 p.m., p.m., Monday through Friday. Physicians, and registered nurses are on duty each full operating day.

A current medical history form completed by the student and/or his family physicians 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 consent of the student.

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 or the student can obtain a receipt of presence form at the Health Center.

For specific details of health services, consult the University Health Service brochure which may be obtained at the clinic, or the Information Desk, Memorial Student Center.

UNIVERSITY RESIDENCE HALLS

The Student Housing Office, located in Room 126 Old Main, maintains six residence halls which house approximately 2,150 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. All 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 and sophomores who do not commute to the university from home are required to live in university residence halls, all freshmen 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 deposit in the same envelope.

Contracts

Consumating 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 room and board fees because of withdrawal from the university after the first week of classes for each semester.

Expenses

Room and board rates for the various residence halls

are as follows:

	Per Semester	Per Year
Twin Towers	\$676.50	\$1,353.00
West Hall	663.00	1,326.00
Single rooms	701.50	1,403.00
(Hodges and Laidley)		
Double rooms	655.50	1,311.00
(Hodges, Laidley, South)		

SUMMER TERM (5 weeks)

Twin Towers only	
Single Room	\$205.00
Double Room	185.00

Room and board fees are divided into quarterly payments (two per semester) and are due on August 1, November 1, January 1, and March 1.

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. Student Government, with the cooperation of the Housing Office, operates an off-campus Housing Investigation Bureau to assist students.

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 \$70 to \$140 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.

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 are also available to students rooming off the campus at the same rate as resident students.

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.

OFFICE OF ADMISSIONS

The Office of Admissions 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.

The office administers the College Level Examination Program (CLEP). Actual credit for classes can be earned by passing the exams in this program.

FINANCIAL AID

The Office of Student Financial Aid has as its main objective service to Marshall University students. We are located in Room 124, Old Main and may be called upon at any time to assist you the students. The following is a chart of available financial assistance for the 1974-75 school year.

MARSHALL UNIVERSITY - FINANCIAL ASSISTANCE CHART 1975-76 ACADEMIC YEAR

TYPES	BASIS ON WHICH GRANTED	ANNUAL AMOUNTS	TO BE REPAID	REQUIRED MINIMUM CREDIT HOUR	RENEWABLE	TYPE REQUIRED	APPLICATION DEADLINE	PERSONAL INTERVIEW	CSS OR ACT REQUIRED	REMARKS
1. Basic Educational Opportunity Grants	Need and acceptance to school	Varies with need. Maximum at \$1400.	NO	6 hours	Annually by reapplication	B.E.O.G. application	March 15, 1976	NO	NO	B.E.O.G. applications, 1975-76, will be available from high school counselors in January 1976.
2. Nursing (scholarships) grants	Must be prior year recipient	Varies with need	NO	12 hours	Annually by reapplication	CSS or ACT and our general application	March 1, 1975	NO	YES	Acceptance into Nursing Program and progress toward the degree.
3. Law Enforcement Education Grants	See remarks	Tuition and Books - not over \$400 semester	NO	No minimum	Each semester by reapplication	L.E.E.P.	Depends on funding - inquire	Yes - after all applications are on file	NO	Proof of employment as full-time employee or field of law enforcement.
4. Supplemental Educational Opportunity Grant	High need after-40% Self-Help	\$200 to \$1500	NO	6 hours	Annually by reapplication	General Application CSS or ACT	March 1, 1975	Freshman-No Others-Yes After all applications are on file	YES	Is offered only after other aid sources is exhausted. 40% of total assistance must be from loan and work-study.
5. West Virginia State Scholarship	Need, grade point average ACT scores	Tuition and fees	NO	12 hours	Annually by reapplication	West Va. State Sch. Application and PCS	First come First serve	NO	YES	Student applies directly to the state program officer. Applications available - High School Counselors.
6. Marshall University Tuition Waiver Awards	Need and/or Grade point average	Amount of Tuition	NO	12 hours	Annually by reapplication	General application CSS or ACT	March 1, 1975	Freshman-No Others-Yes	YES	Not automatically Renewable - student must re-apply.

7. College Work-Study Program	Need and acceptance to school	Varies with need	NO	Can vary	Annually by reapplication	General Application and CSS or ACT	March 1, 1975	Freshman-No Others-Yes	YES	General 15 - 20 hours per week - offered work to suit major when possible.
8. Scholarships General	To those having the highest Grade Point Averages	\$100.00 to \$1500.00	NO	12 hours	Annually by reapplication	Part I and II of the General Application	March 1, 1975	NO - Unless requested to do so.	NO	Depending on donors - some scholarships may go to students residing in specific counties, others have student majors as criteria, etc.
9. National Direct Student Loan	Need - Progress towards degree	Varies with need	YES	6 hours	Annually by reapplication	General Application PCS or ACT	March 1, 1975	Freshman-No Others-Yes	YES	Interest rate is 3% annually. Payment starts nine months after graduation. Interest begins at this time.
10. Nursing Loan	Need and acceptance into Nursing Program	Varies with need	YES	6 hours	Annually by reapplication	General Application GSS or ACT	March 1, 1975	Freshman-No Others-Yes	YES	Same as above
11. Federally Insured Student Loans	Need and acceptance to school.	\$2000.00	YES	6 hours	Annually by reapplication	F. I. S. L. from bank	NONE	NO	YES	The interest rate is 7% annually - form is completed by student, university and bank. Bank secures the loan.

Students submitting the General Financial Aid Application and the Parents' Confidential Statement from GSS or ACT are automatically considered for (2) Nursing Scholarships, (4) Supplemental Educational Opportunity Grants, (6) Marshall University Tuition Waiver Awards, (7) College Work-Study Program, (8) General Scholarships, (9) National Direct Student Loans, (10) Nursing Loans.

For further information contact the Office of Student Financial Aid, Marshall University, Huntington, West Virginia, or telephone 304-696-3162.

Additional Services

A number of additional services are available to students beyond these 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.

INFORMATIONAL SERVICES

Duties of the Office of Informational Services include: preparation of news releases for the university; publication of a semi-annual alumni magazine and a monthly alumni newsletter; publication of a weekly newsletter for faculty and staff; public relations assistance to various campus groups; scheduling of news conferences and maintaining day-to-day relations with the news media. This office also supervises the Office of Publications which prepares and produces printed materials ranging from departmental brochures to the faculty-staff telephone directory.

MARSHALL UNIVERSITY LIBRARIES

The principal Library resources are housed in the James E. Morrow Library building. This building has a capacity of 375,000 volumes and there are 700 study stations. The architecture is Georgian. It is the most beautiful library building in the State of West Virginia. The reading areas are comfortable with carpeted floors, complete air conditioning, electrical heating and adequate lighting. The reading areas are on the first and second floors. The third floor houses the West Virginia Collection, Archives and Rare Books. The fourth floor, or attic, contains Government Documents.

The Library contains in excess of 265,000 volumes and more than 2,000 periodicals are received. Some 340,000 Government publications are arranged on the fourth level by the Superintendent of Documents classification. In September of 1966 the University Libraries shifted from the Dewey classification to the Library of Congress system. Generally speaking, all books purchased before 1966 remain in the Dewey classification. All books purchased since 1966 are in the Library of Congress system.

The Microform Collection now numbers in excess of 19,000 reels of microfilm and 170,000 pieces of microfiche which total more than the equivalent of 55,000 bibliographical volumes.

BOOKSTORE

The new bi-level University Bookstore, located in the Memorial 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 4:30 p.m. Monday through Friday and from 10:00 a.m. to 2:00 p.m. Saturdays except holidays and summer terms.

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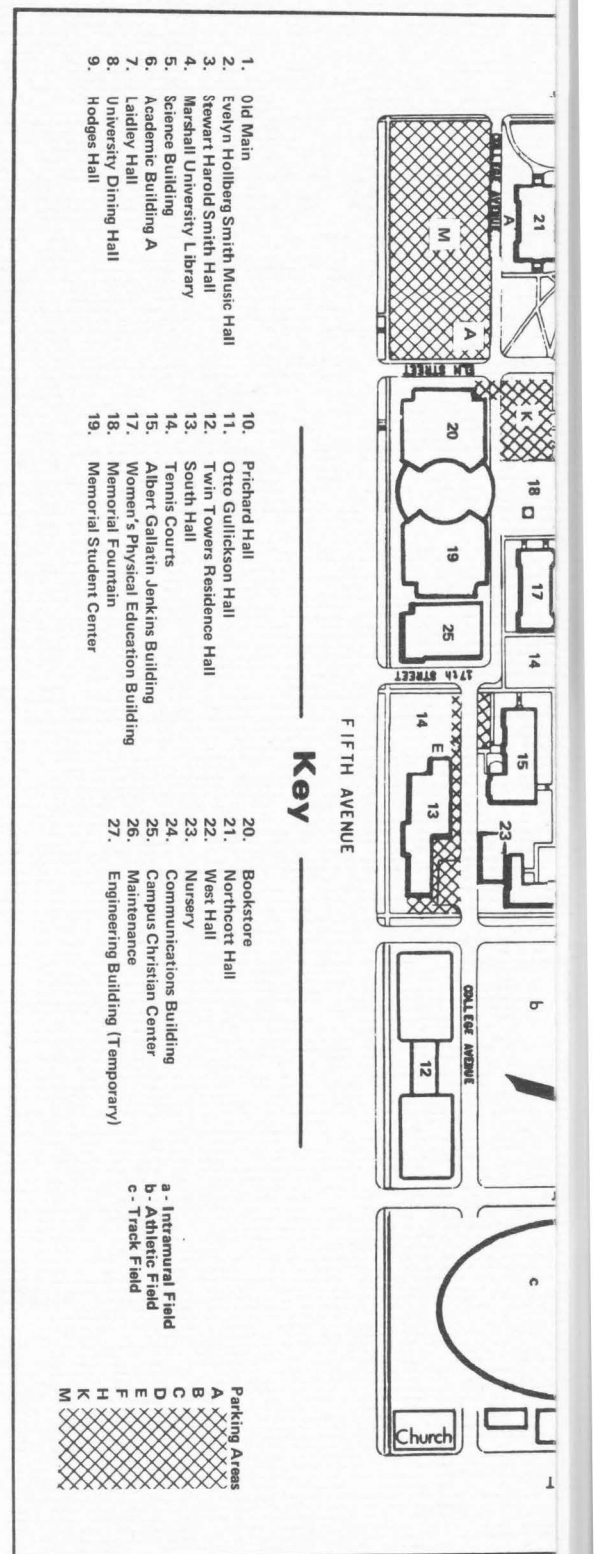
OFFICE OF ADMISSIONS

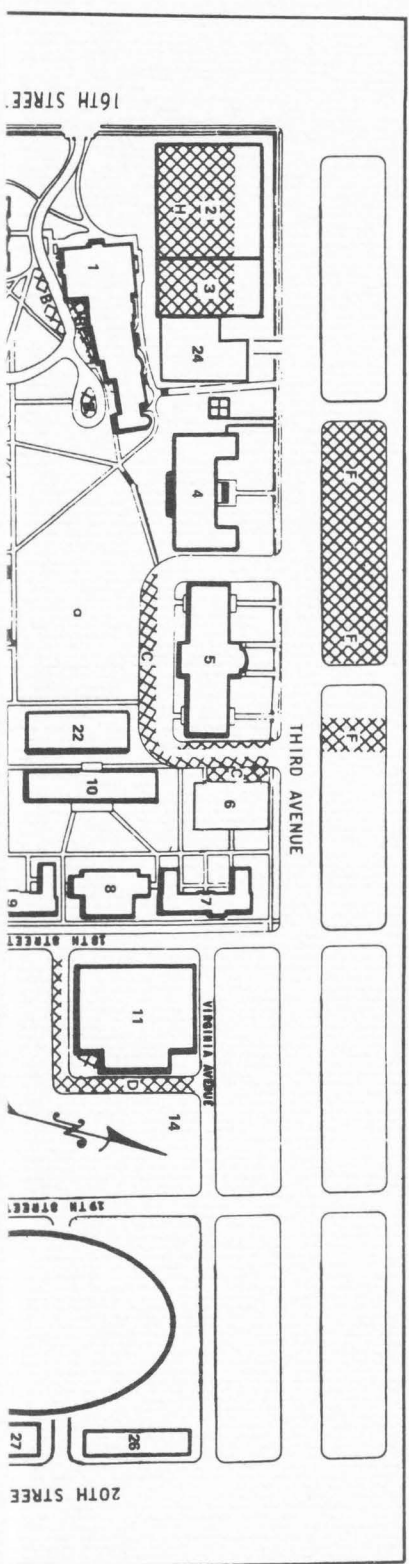
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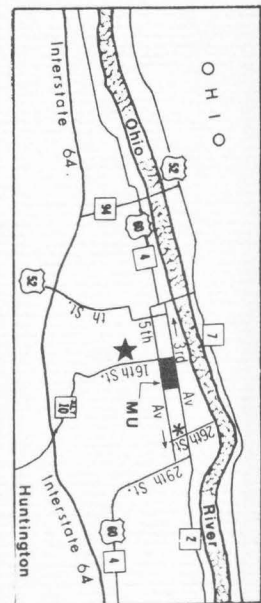
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READING LAB

The Reading Lab is located on the basement level of Jenkins Building. 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.

LOST AND FOUND

The Student Information Desk in the Memorial Student Center maintains a campus lost and found service. Articles found on campus should be given to the staff of the Student Information Center so they may be recorded. Likewise, students losing items may inquire about them at the Student Information Center.

Student ID cards found anywhere on campus should be taken to the Student Information Center or the Registrar's Office. (It is important to check both places since a \$5 fee is assessed for replacement of your ID). ID may be claimed upon presentation of adequate identification.

ELEVATOR KEYS

Request forms for elevator keys for physically handicapped students are available at the Human Relations Center, Memorial Student Center (phone 696-6705). Students without an obvious handicap are required to obtain a statement from their doctor concerning their disability.

STUDENT HEALTH INSURANCE

The 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. This plan provides year-round coverage at home, at the university, and during all vacations. It may be used at any hospital.

All students carrying six (6) hours or more and their dependents are eligible to participate. For applications and additional information, contact the Student Government office in the Memorial Student Center 2W29 or the Dean of Students Office, Memorial Student Center, 2W31.

ACTIVITY CARD

Full-time students pay an activity fee of \$70.50 per semester. An activity card is issued which entitles the student to all services and activities covered by the fee.

Part-time students pay a reduced fee which excludes several activities (e.g., intramurals, intercollegiate athletics, Artists Series). With an additional payment of the applicable fee, part-time students who are enrolled in regular semesters may participate in any activity available to full-time students.

The spouse of a full-time student may pay a special fee (20.50) for an activity card to cover events in athletics, Artists Series, and Convocations and Forums.

BLOOD DRIVE

The Student Government sponsors a blood drive through which students, faculty and staff can donate blood at least two times a semester 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. Inquire about coverage in the Dean of Students Office, MSC, 2W31.

PARKING

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

First priority in assigning parking spaces goes to physically handicapped faculty, staff and students. Second priority is according to 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 must be made in advance to the Office of Physical Plant Operations, Old Main 116. Permits are issued from this office when a space becomes available, after payment is made to the Cashier. Due to limited space, parking is difficult to obtain.

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 Physical Plant Operations.

SECURITY SERVICES

The Marshall University Security Department is located in the basement of the Southwest corner of Old Main, and is a service agency established to provide protection and service to Marshall University and the

University community.

The University Security provides 24-hour, seven-days-a-week service to the community. This service includes both security protection and trained ambulance personnel.

Professional training is a must for all University Security Officers. All Officers receive basic training and continued in-service training designed to further develop their professional skills. Certain Officers also attend advanced and specialized training courses at other formal schools.

All Security Officers are sworn peace officers by enactment of the Legislature of West Virginia and their appointment is authorized by the West Virginia Board of Regents. Security Officers have full police authority upon any premises owned or leased by the state of West Virginia and under the jurisdiction of the Board of Regents.

Members of the University community are vulnerable to the same crime problems encountered by residents of any metropolitan area, and the primary purpose of the University Security is to protect this community from criminal activity. Patrolling the campus and surrounding area by University Security is a major factor in keeping crime to a minimum; however, the opportunity for crime continues to exist and the community is still being victimized by criminal acts.

You of the University community can assist in reducing crime by supporting your Security Department in its effort to apprehend criminals and by utilizing preventive measures to reduce the opportunity for criminal acts.

UNIVERSITY POLICIES PERTAINING TO STUDENT CONDUCT*

POLICIES, RULES, AND REGULATIONS REGARDING STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT IN WEST VIRGINIA STATE UNIVERSITIES AND COLLEGES

SECTION 1. GENERAL

1.01 Authority – These policies, rules, and regulations are hereby promulgated by the West Virginia Board of Regents in accordance with, and pursuant to, Chapter 18, Article 26, of the West Virginia Code of 1931 as amended, and, to the extent the same are applicable, the Administrative Procedure Act of the West Virginia Code of 1931 as amended.

1.02 Purpose – The purpose of these policies, rules, and regulations includes, but is not limited to, the following:

- a. To establish a general policy on student life, including a statement on student rights and responsibilities, at the State Colleges and Universities.
- b. To identify behavioral expectations of students and certain prohibited acts by students at the State Colleges and Universities.
- c. To prescribe penalties and sanctions for such prohibited conduct.
- d. To define generally the powers, authority, and duties to be exercised under the control of the Board of Regents, by the presidents and officials of the State Colleges and Universities.
- e. To prescribe disciplinary actions and proceedings to be taken in cases of the violations of these policies, rules, and regulations.

1.03 Effective Date – These policies, rules, and regulations are effective immediately in as much as they cover any general or emergency situation that might arise at any State College or University, and as rules relating to student conduct as defined in the Administrative Procedure Act of the West Virginia Code of 1931 as amended, and they supersede any existing policies, rules, and regulations that are in conflict with these policies, rules, and regulations.

1.04 Filing Date – These policies, rules, and regulations were filed in the Office of the Secretary of State of West Virginia on the 7th day of August, 1970.

SECTION 2. DEFINITIONS

2.01 Board of Regents – The West Virginia Board of Regents.

2.02 Institution or Institutions – Any or all of the institutions of higher education, the State Colleges and Universities, or any branch or division thereof, over which the Board of Regents shall have authority, responsibility, or control.

*This section is under study by a university committee. All revisions will be repeated in a separate publication.

2.03 President – The chief executive officer of the institution, whatever his title, whether responsible directly to the Board of Regents or through some other officer to the Board of Regents, and shall include all those acting for or on behalf of such chief executive officer, at or by his direction, or at or by the direction of the Board of Regents.

2.04 Property – Any property, whether owned, rented, or otherwise held or used by the Board of Regents, by an institution, or by the institution community.

2.05 Activity – All or any operations conducted, sponsored, promoted, operated, or otherwise engaged in by an institution, including by way of illustration and not as limitation of the foregoing, classroom and course activities, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research, or service.

2.06 Facility – Any and all property of an institution used or usable in any activity of an institution.

2.07 Campus – All the property and facilities of any institution serving as the locus in quo of any activity of an institution.

2.08 Faculty – These employees of the Board of Regents who are assigned to teaching or research or service functions at an institution, and who hold academic rank.

2.09 Staff – Those employees of the Board of Regents who are assigned to any duties at an institution and who are not members of the faculty.

2.10 Student – Any person who has been admitted to an institution to pursue a course of study, research or service, and who has not been graduated or dismissed from such course, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with his study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board of Regents or the institution.

2.11 Member of the Institution Community – Any officer, administrator, faculty member, staff member, employee, or student of or at an institution, as well as any person participating in an institution activity at the time applicable.

SECTION 3. POLICIES REGARDING STUDENT RIGHTS AND RESPONSIBILITIES

The submission of an application for admission to an institution represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the institution pursuant to the policies, rules and regulations of the Board of Regents and the institution. Institutional approval of that application, in turn, represents the extension of a privilege to join the institution community and to remain a part of it so long as the student fulfills the academic and behavioral expectations that are set forth in the policies, rules, and regulations of the

Board of Regents and the institution.

3.01 Freedom of Expression and Assembly – The student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms, the student has certain rights and responsibilities, including, but not limited to, the following:

- a. To have access to campus resources and facilities.
- b. To espouse causes.
- c. To inquire, discuss, listen to, and evaluate.
- d. To listen to any person through the invitation of organizations recognized by the institution.
- e. To have a free and independent student press which adheres to the canons of responsible journalism.
- f. To not violate the rights of others in matters of expression and assembly.
- g. To abide by policies, rules, and regulations of the Board of Regents and the institution pertaining to freedom of expression and assembly.

3.02 Freedom of Association – Students may organize whatever associations they deem desirable, and are entitled to affiliate with any group or organization for which they qualify for membership. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the institution as defined by the Board of Regents and the institution.

3.03 Right to Privacy – The student is entitled to the same safeguards of his rights and freedoms of citizenship as are afforded his peers outside the academic community, including, but not limited to, the following:

- a. Privileged communication on a one-to-one relationship with faculty, administrators, counselors, and other institutional functionaries.
- b. Respect for his personality, including freedom from unreasonable and unauthorized searches of his living quarters.
- c. Confidentiality of his academic and disciplinary records.
- d. Legitimate evaluations made from his records.

3.04 Academic Responsibilities – The institution shall define and promulgate, subject to the control of the Board of Regents, the academic requirements for graduation, the conditions leading to and attendant upon academic probation, and the requirements for student honesty and originality of expression.

- a. The student is responsible for fulfilling course work requirements.
- b. The student shall be graded solely on performance measured against academic and related standards.
- c. The student shall be protected against prejudicial or capricious academic evaluation.

3.05 Responsibilities of Citizenship – 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.

3.06 Disciplinary Proceedings – Disciplinary pro-

ceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings, the student shall be considered innocent until proved guilty of any charge. Rules and regulations shall be promulgated by each institution consistent with policies, rules, and regulations of, and subject to the control of, the Board of Regents.

SECTION 4. STANDARDS OF CONDUCT: RULES AND REGULATIONS

4.01 Conduct Required in General – All students at the institutions are subject to, and are required to comply with, observe, and obey the following:

- a. The laws of the United States.
- b. The laws of the State of West Virginia.
- c. Local city, county, and municipal ordinances.
- d. The policies, rules, and regulations of the Board of Regents and the institution.
- e. The directions and orders of the officers, faculty, and staff of the institution who are charged with the administration of institutional affairs on campus.

4.02 Prohibited: Disorderly Conduct – Any and all students who behave in a disorderly or unlawful manner, such as the actions listed below, but not limited to those listed, in or about institution property or facilities, are subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such violations in local, state, or federal courts:

- a. Fights.
- b. Assaults or battery.
- c. Riots.
- d. Unlawful assembly.
- e. The violation of any municipal, state, or federal law, or the rules and regulations of the Board of Regents or the institution.

4.03 Prohibited Conduct: Theft or Damage of Property – No student shall, individually or by joining with one or more others, appropriate to his or their own use, or steal, or intentionally damage or destroy any institution property or facilities or the property of any member of the institution community on or in campuses, property or facilities of an institution. Students involved in any such prohibited actions or conduct shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions or conduct in local, state, or federal courts.

4.04 Prohibited Conduct: Disruption – No student shall, by himself or by joining with one or more other persons, do any of the following:

- a. Disrupt or interfere with any institutional activity, program, meeting, or operation.
- b. Interfere with the rights of any member of the institution community.
- c. Intentionally injure or threaten to injure, or coerce by bodily harm or restraint or threats thereof or any other means, any member of the institution community or persons lawfully on the institution's campus, property, or facilities.

- d. Seize, hold, commandeer, or damage any property or facilities of an institution, or threaten to do so, or refuse to depart from any property or facilities of an institution upon direction, pursuant to policies, rules, and regulations of the Board of Regents or the institution, by an institution officer, faculty or staff member, or other person authorized by the president.

Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions in local, state, or federal courts.

4.05 Prohibited Conduct: Discrimination – No student shall, by himself or by joining with one or more other persons, promote or demand action on their part or any other member of the institution community that would constitute unlawful discrimination on the basis of race, sex, color, or political affiliation.

SECTION 5. POWERS, AUTHORITY, AND DUTIES OF THE PRESIDENT

5.01 General Powers, Authority, and Duties of the Presidents – The president of each institution shall be the chief executive officer of the institution of which he is the head. He shall be responsible for the entire administration of the institution, subject to the control of the Board of Regents. It shall be his duty to attend to and administer the laws of the State of West Virginia which may be applicable on the campus, the policies, rules and regulations of the Board of Regents, and the policies, rules, and regulations of the institution of which he is president. Each such president is hereby clothed with authority requisite to that end, subject to the control of the Board of Regents.

5.02 Powers, Authority, and Duties of the Presidents: Delegation of Authority and Responsibility – Any authority, responsibility, or duty granted to or imposed upon such a president by these policies, rules, and regulations may be delegated by him, subject to the control of the Board of Regents, to another person or persons on the faculty or staff of the institution of which he is president.

All persons dealing in the matters so delegated by the president shall be required to deal with the persons to whom the president shall have delegated such authority, responsibility, or duty, and such persons shall be required to deal with the institution or the president through such designees, except on appeal to the president as specified by the president.

5.03 Powers, Authority, and Duties of the Presidents: Promulgation of Institutional Regulations for Student Discipline – The president of each institution shall have authority and responsibility, subject to the control of the Board of Regents, for the discipline of all students at the institution of which he is president.

The president, with the advice of faculty and students and subject to the control of the Board of Regents, shall develop, promulgate, and use disciplinary regulations and channels at each institution not inconsistent with the policies, rules, and regulations of the

Board of Regents. All disciplinary regulations and channels now in existence and operation at any institution shall remain in effect and shall be used until modified, except as such regulations and channels shall be deemed modified and amended by these policies, rules, and regulations.

5.04 Powers, Authority, and Duties of the Presidents: Activities on, and Use of Institution Property or Facilities – The use by any person of the property or facilities of the institutions shall be controlled and governed by the policies, rules, and regulations of the Board of Regents.

Regulations governing the use of such property or facilities at a particular institution shall be promulgated by the president thereof, with the advice of faculty and students, and shall conform to these policies, rules, and regulations, and be subject to the control of the Board of Regents. All presently existing such regulations shall remain in full force and effect until modified or amended in conformity to these rules, except as the same shall be deemed specifically modified and amended by these rules.

5.05 Powers, Authority, and Duties of the Presidents: Public Use of Institution Property or Facilities, and Restrictions Imposed – Subject to the control of the Board of Regents, notwithstanding any rule, regulation, policy, or express or implied permission for the use of, or presence in or on, the property or facilities of any institution, any person who (a) is not a student presently registered for current classes or course work at the particular institution, or, is not an employee of the Board of Regents currently on duty at the institution; and (b) by his conduct or his speech or expressions causes, or, in the opinion of the president of the institution or his delegate of authority, may be reasonably expected to cause harm to persons, property, or facilities, or disruption of, or interference with, any activity of the institution, is no longer authorized to be in or on the property or facilities of the institution. In such instance, the president of such institution or his delegate of authority, shall cause such persons to be ejected from, kept off, and kept out of the property and facilities of the institution. The president or his delegate of authority may take whatever legal or institutional action is necessary to effectuate his authority.

5.06 Powers, Authority, and Duties of the Presidents: Use of Institutional Property or Facilities: Activities Which Interfere With, Disrupt, or Inhibit Institutional Operations – The exercise by any person or persons of rights or speech, assembly, press, or other expression in such a fashion as to be inappropriate, under all the circumstances, as to time, place or nature of expression, or as to interfere with access to, or use of, the institution's property, facilities, activities, programs or operations by those properly and regularly using the same is expressly prohibited, any rule, regulation, or permission, express or implied, notwithstanding.

5.07 Powers, Authority, and Duties of the Presidents: Limitations of Assembly and Student Use of Institution Property or Facilities – Subject to the control of the Board of Regents, when, in the judgment of the president of any institution, an assembly is not in

the best interests of the institution or the individuals concerned, such president or his delegate of authority shall prohibit such assembly and shall take measures to prevent harm to persons, property, or facilities, or to prevent interference with or disruption of activities, as may be necessary in the circumstances or may be reasonably expected to come into existence.

5.08 Powers, Authority, and Duties of the Presidents: Limitation of Activities and Emergency Measures – When there has been harm or damage to persons, property or facilities, or when there has been disruption of or interference with institution activities, or when there has been seizure or occupation of property or facilities by persons no longer authorized, then, subject to the control of the Board of Regents, when the president of an institution at which such occurrences happen or take place, deems it necessary to end or to control such occurrences and the circumstances caused thereby, he shall take any or all of the following actions or other appropriate actions:

- a. Declare a state of emergency to exist on the campus, and:
 - i. close down any part of the institution for any length of time, or limit use of certain parts of the campus, property or facilities to certain persons at certain times;
 - ii. impose curfews on the presence of persons in or on institutional facilities or property;
 - iii. place bans on gatherings of persons at places or times on or in the institution's property or facilities; or
 - iv. enlist the aid of any public authority, police or otherwise, as may be necessary to restore order, protect persons, property, health, safety, or welfare.
- b. Immediately suspend any student who is found involved in prohibited action or conduct and who is (i.) first advised, told, or notified that his action or conduct is prohibited, and who (ii.) continues such action or conduct in spite of the warning. Such immediate suspension shall be followed with disciplinary proceedings consistent with these policies, rules, and regulations.
- c. See to the enforcement of the laws of the State of West Virginia, the policies, rules, and regulations of the Board of Regents, and the policies, rules and regulations of the institution, including any emergency orders imposed as a result of the state of emergency so declared.

SECTION 6. DISCIPLINARY ACTION: PROCEEDINGS

6.01 Application to Students – Any person who is a student as defined in these policies, rules and regulations shall be subject to disciplinary action by the institution at which he is a student if he is involved on the campus of that institution in any of the actions or conduct prohibited by these policies, rules, and regulations, notwithstanding the fact that at the time he is also an employee of the Board of Regents, or he is not presently registered for current classes or course, research or service programs. In taking disciplinary action against a

student, as defined herein, an institution may act to remove any status of such a person or to revoke or remove any right or privilege of such person as a student, or to withhold, remove, or cancel any benefit, recognition or certification, including the conferring of a degree, which such a person might yet not have received from the institution.

6.02 Sanctions in Disciplinary Action — The following sanctions may be imposed upon students as a result of disciplinary action by an institution:

- a. Probation — exclusion from participation in certain institution activities, property or facilities for a definite stated period of time, and may be conditioned upon compliance with policies, rules and regulations, or specified required activity during the period of probation.
- b. Suspension — exclusion from all institution activities for a definite stated period of time, and any condition on resumption of activities, if any, also may be imposed.
- c. Expulsion — termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, and conditions for readmission, if any, may be stated in the order.

Sanctions of lesser severity may be imposed in any case, depending upon the finding of extenuating circumstances and the discretion of the president of the institution or the Board of Regents, whoever might be dealing with the case at the time.

6.03 General Requirements for Disciplinary Channels — Rules and regulations establishing disciplinary channels at the institutions, promulgated pursuant to sections 3.06 and 5.03, hereof, or any of these policies, rules or regulations, shall provide, among other things, at the least for the following:

- a. There shall be a hearing board whose members shall be members of the institutional community and whose number shall be at least three and, in any event, on any panel hearing a case, shall be odd.
- b. The jurisdiction and authority of the hearing board shall be, in cases of disciplinary action against students:
 - i. to hear evidence;
 - ii. to make findings of fact from the evidence presented; and
 - iii. to make recommendations to the president of the institution, based upon such findings of fact, as to the disposition of the disciplinary action, including sanctions to be imposed, if any.
- c. The hearing board shall have exclusive original, first hearing, jurisdiction of cases involving the alleged violations of sections 4.02, 4.03, and 4.04 of these policies, rules, and regulations, and of cases involving students suspended pursuant to section 5.08 b. of these policies, rules, and regulations.
- d. The hearing board shall have such appellate jurisdiction, as may be appropriate to the institution, from the determinations and recommen-

ations of any lesser disciplinary channel, but, in any event, there shall be an appeal to the hearing board from such lesser disciplinary channels as a matter of right on behalf of any student where the lesser disciplinary channel has made a recommendation for the imposition of the sanctions of suspension or expulsion.

- e. The student may then object or take exception to the recommendation of the hearing board under such procedures as the president may deem appropriate.

6.04 Procedural Standards in Disciplinary Proceedings — In any disciplinary proceedings before a hearing board established pursuant to section 6.03, brought against a student for alleged misconduct, actions, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed:

- a. Written charges of violation shall be presented to the accused student which shall include at least:
 - i. a statement of the policy, rule, or regulation which he is alleged to have violated;
 - ii. a statement of the facts to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and the actions or behavior complained of; and
 - iii. a statement that a hearing will be had before the hearing board on the charges, together with notice of the date, time and place of the hearing.It is expressly provided, however, that such written charges shall not be fatally defective so as to prevent the set hearing or to require further amplification if such minimum requirements are met reasonably and in good conscience at the discretion of the hearing board.
- b. Said written charges shall be served upon the student charged by one of the following means:
 - i. handing a copy to him in person, if he can be found with reasonable diligence in the town where the institution is located and the hearing is to take place; or
 - ii. mailing, via certified mail, a copy to him at the residence he uses while in attendance at the institution, as last noted on his official records at the institution; or
 - iii. if he is not presently registered at the institution, or in any event, by mailing, via certified mail, a copy to his last known permanent or home residence as disclosed by his official records at the institution.It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden himself, refused mail, or shall have failed to notify the institution of his current address while attending the institution or of his current permanent home address, and the hearing may proceed without hindrance or delay.
- c. A hearing shall be had at the date, time and place specified, unless postponed by the hearing board

for good cause shown. The hearing shall be conducted in such manner as to do substantial justice and shall include at least the following:

- i. The accused student has the right to have an advisor with him, but such advisor may not be a person other than his parent or guardian, a student at the institution, or member of the faculty or staff of the institution, unless specifically permitted by name by the hearing board;
 - ii. All material evidence may be presented subject to the right of cross-examination of the witnesses;
 - iii. There shall be a verbatim record, such as a tape recording, of the hearing;
 - iv. In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of and content of testimony of the witnesses against him; and to present any evidence on his behalf as may be relevant and material to the case.
- d. No recommendation 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.
- e. After the hearing, the hearing board shall make findings of fact and recommendations for the disposition of the case and sanctions to be imposed, if any, and forward the same to the president of the institution. After the time for making objections or exceptions as may be provided in the institution's rules and regulations shall have elapsed, the president shall take such action as he finds appropriate under all the circumstances.

6.05 Review by the Board of Regents – The Board of Regents may, from time to time, require from the presidents, or any of them, reports on disciplinary actions or proceedings over a period of time or as to any specific case or cases. Such reports shall be in such form as the Board of Regents may require. In addition, the Board of Regents may, pursuant to such procedures as the Board of Regents may specify, grant an appeal from the disciplinary action of any president on the record of the case submitted and on leave of the Board of Regents first obtained. In any case of any review of disciplinary action, the Board of Regents may take such action as it deems reasonable and proper in all the circumstances and in answer to all of its responsibilities under the law.

Enacted by the Board of Regents August 4, 1970

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, 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 purpose 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 protect, 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 education 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 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 hall rules.
2. Intentional possession on university-owned or controlled property of a dangerous article or substance as 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 and staff 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 function.

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. Possession, use or furnishing on the campus or in university-owned or supervised property of any drugs; the possession, use or furnishing of which is illegal by municipal, state or federal 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, security officers, and any other law enforcement officers acting in performance of their duties.
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.

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 is then referred to the President as a recommendation. Disposition of this recommendation is through the President. Execution of disciplinary action is by the President or his designee. In other cases, appeal may be taken to the President, or his designee, in which case such appeal shall be solely on the record of the proceedings before the committee.

If the President, or his designee, 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 72 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.

The disciplining function in any society can not be separated from the counseling function. The individual's interests, whose actions are outside those standards established by a social system, are not served if responsibility for such actions is not taken.

In developing responsible student conduct, the university will provide the proper procedural safeguards to protect the student from the unfair imposition of serious or discriminatory 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 there be provision for appeal of a decision.

The non-academic disciplinary function rests with the Office of the Dean of Students.

The following are recommended as proper safeguards in such proceedings:

- A. All non-academic disciplinary cases shall be referred to the Office of the Dean of Students.

The Office of the Dean of Students will be responsible for notifying the student or students of all charges brought against them and of the time, place and date of the hearing. With regard to disciplinary cases involving university housing, the Director of University Housing, in cooperation with the Office of the Dean of Students, will be responsible for maintaining these procedures.

- B. All hearings shall be scheduled as soon after the incident as possible in order to expedite the process.
- C. Prior to such a hearing the Dean of Students and/or Director of University Housing will gather all evidence and witnesses and shall be responsible for notifying all witnesses and other parties of the time, place, and date of the hearing.
- D. The hearing shall be conducted in an informal but professional manner. In all cases, the accused shall first be given the option of proceeding with the informal hearing or requesting his or her hearing be conducted before the Marshall University Judicial Board. At the same time, the accused shall be informed of his rights and of the appeal routes available should he or she question the findings of either the informal hearing or of the judicial board.

Should the student choose to have his case heard before the Dean of Students and/or Director of University Housing, the Dean of Students and/or Director of University Housing has the authority to arrive at the decision of acquittal or to impose sanctions. Found on pages 28 and 29.

- E. Should the accused choose to have a hearing before the Judicial Board, the Dean of Students, will convene the board as soon as possible. The Office of the Dean of Students shall be responsible for the notification of all board members, the accused, and all witnesses as to the date, time, and location of the Judicial Board hearing.
- F. All informal hearings before the Dean of Students and/or Director of University Housing shall have an educational and helping thrust or atmosphere as opposed to a session conducted solely for punitive purposes.
- G. In all cases where the accused chooses an immediate informal hearing before the Dean of Students and/or Director of University Housing, the accused will be fully informed of all appeal routes prior to any decision. When a decision is reached, the accused will be requested to sign an agreement with the decision of the hearing. In signing, the accused also agrees to abide by the decision of the hearing. The signing of the document insures the protection of the student as well as the university and the document remains a matter of record only as long as the student is enrolled at Marshall University. Copies of the signed statement shall be distributed to (1) the accused, and (2) to appropriate administrative officers at Marshall University.

- H. All appeals of the informal hearing of Marshall Judicial Board shall be heard by the Appeals Board.

ADMINISTRATIVE ACTION

The University has the authority to compel reimbursement for damage to University property or personal property of other students, faculty, and staff.

EMERGENCY ACTION

Emergency action is a special category that may be used by the President or his designee upon special occasions in which he has the authority to impose the sanction, *inter alia*, of suspension to a student or group of students who act or refuse to act, the result of which conduct is to interfere with the rights of others and which conduct is nonpeaceful or is disruptive or which conduct constitutes a danger to health, safety or property of others, provided that a hearing is held within 72 hours of the decision to suspend.

PENDING CHARGES

During the period charges are pending, a student under charges, unless suspended, shall continue to have the rights and privileges accorded other students. However, grades, records, transcripts or diplomas shall be withheld pending determination of the charges.

OTHER UNIVERSITY REGULATIONS AND POLICIES

Animals on Campus

All animals must be under the direct command of their owner or handler at all times, that is, on a leash of no more than six (6) feet in length or in their hands. No animals are allowed in University buildings, except for seeing-eye dogs for the blind. A detailed statement of this policy is available from the Office of the Dean of Students.

Smoking Regulations

In accordance with local ordinances, smoking is prohibited in classrooms, laboratories, auditorium, and theatre 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 freshmen and sophomores to live in a university residence hall unless they reside with their parents or legal guardian and commute from that residence to the main campus.

Married students are exempted from this policy.

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 recommend the following to the President or his designated representative:
 1. *Acquittal*.
 2. *Warning*. Written notification that continuation or repetition of specified conduct will be cause for other disciplinary action. (This action is not appealable.) Warnings shall be for any specified period of time and shall remain on file in the Office of the Dean of Students.
 3. *Social Probation*. Exclusion from participation in privileges or extracurricular University activities, including surrender of the Student Activity Card, as set forth in the notice of probation for a specific period of time. Such exclusion might include prohibition from representing the University as an official delegate, representative, athlete or as a holder of office or committee chairmanship in University student groups of any kind. If a student, while on probation, violates the Student Code of Conduct, he will be subject to further discipline.
 4. *Definite Suspension*. Forced withdrawal from the University for a specified period of time, including exclusion from classes, termination of student status and all related privileges and activities, and exclusion from the campus if set forth in the notice of suspension. If a student, while on suspension, violates any of the terms set forth in the notice of suspension or violates the Student Code of Conduct while on a campus of the University, or in relation to a University sponsored activity, he will be subject to

further discipline.

5. *Indefinite Suspension*. Exclusion from the campus and termination of student status for an indefinite period. The student may be readmitted to the University only with the specified approval of the President of the University. If a dismissed student violates the Student Code of Conduct while on campus, or in relation to a university sponsored activity, or is present on the University campus without the written permission of the Dean of Students, he will be subject to further discipline.
- B. The judicial board shall have jurisdiction in all disciplinary cases where a student has opted for such a hearing. 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 for a Judicial Board Case

- A. A student who is charged with violation of university policies or regulations and who has opted for a judicial board hearing shall receive written notice at least five 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, 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 students 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 finding 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 may be recommended by a majority of the members who vote. A written copy of this recommendation shall be forwarded to the President for disposition. Disciplinary actions of suspension or social probation are imposed by the President of his designee.
- B. Appeals of recommendations and presidential

decisions on disciplinary action are referred to the Appeals Board.

- C. The Office of the Dean of Students shall execute the decision of the President after his receiving the recommendation of the Judicial Board.

VI. Appeals for all Cases Decided by Informal Hearing or Judicial Board Hearing.

- A. Appeals of decisions rendered through informal hearings before the Dean of Students or the Director of Housing are referred to the Vice President for Student Affairs for a ruling. A final university appeal of a decision from the Vice President for Student Affairs can be directed in writing to the President of Marshall University.
- B. The Appeals Board is composed of three students and two faculty members appointed by the President of the university for a term of one year. A decision to recommend a reversal of a decision of the Judicial Board or the decision from an informal hearing shall require a majority vote of the Appeals Board. A quorum of the Appeals Board shall consist of two students and one faculty member.
- C. 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.
- D. The Appeals Board shall adhere to the procedures outlined for the Marshall Judicial Board.
- E. The Appeals Board shall review the evidence and recommend to the President one of the following:
 1. Sustain the decision of the Marshall Judicial Board or informal hearing.
 2. Reverse the decision of the Marshall Judicial Board or informal hearing.
 3. Grant a re-hearing.
- F. 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 are responsible for student organizations, social events and other student functions. Regulations governing these matters follow:

1. 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 advisors who are members of the university faculty or staff.
 2. To submit to the Dean of Students office, Memorial Student Center, 2W31, by October 15 of each year a report consisting of:
 - a. A complete list of officers.
 - 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.
- ### 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 Dean of Students, or his designee, when a petition is presented. After consideration and investigation, the Dean of Students, or his designee, will accept or refer the petition for recognition to the Student Conduct and Welfare Committee.

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 Student Activities Programming Office 2W42 of the Memorial Student Center.
2. Arrange for necessary university facilities or services through the appropriate university office by requesting such reservations in writing at least seventy-two (72) hours in advance of the activity or event. Reservation requests should be made through the following university officer:
Registrar -- Smith Hall, Northcott Hall, Science Hall
Director of University Theatre -- Old Main Auditorium

Chairman, Department of Music -- Smith Music Hall, Recital Hall

Chairman, Department of Physical Education (men) -- Gullickson Hall

Assistant Director, Memorial Student Center -- Memorial Student Center

Dean of Students -- Old Cafeteria

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."

At Marshall all forms for campus sales by approved organizations can be secured from the Office of the Dean of Students. Requests must conform to the following guidelines:

1. Permission for fund raising or solicitation on the Marshall University campus is granted only to organizations or groups recognized by or connected with the University.
 2. The activity must be sponsored and presented by the organization as its responsibility or, at the least, the organization must be the major participant.
 3. It must be demonstrated that the activity furthers the purposes of the campus organization and is of value to the membership.
 4. Funds derived from the project must remain with the campus organization to finance its program or be presented to a non-profit organization as a part of the campus group's program purpose and objectives.
- ### 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 (Interfraternity Council, Student Government, intramurals, etc.)
 - d. Forfeiture of right to representation in the 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

The Marshall Artists Series provides for the educational and artistic enrichment of the university and the surrounding area by presenting recognized lecture authorities and artists. Music, dance, drama, lecture-films, and talk are included in the five divisions of activity: Baxter Series, Mount Series, Forum Series, Convocation Series, and Summer Series.

The concern is global and programs aspire to advance knowledge and understanding and promote intellectual and aesthetic curiosity.

Supplementing the public events are many workshops, seminars, and master classes.

Students with valid Activity Cards may attend all programs at no charge since these activities are funded in part by the Student Activity-Services Fee.

Students serve on the Board of Trustees of Marshall Artists Series Incorporated and as docents.

Information about programs may be obtained at the Information Desk in the Memorial Student Center. Applications for participation as trustees and docents are available in the Marshall Artists Series office, SC 2W23.

STUDENT ACTIVITIES PROGRAMMING

The Office of Student Activities through the Student Activities Association presents programs of special interest to students, including films, art, drama, lectures, and music. The Association is composed of nine student committees with an Advisory Board, a Screening Board for applicants, and a Budget Review Committee. It is the purpose of the Association to involve as many students as possible in the many varied activities. The committees and their functions are as follows:

CINEMA ARTS -- This committee presents **THE MAGIC THEATRE**, a program of popular Hollywood-type movies, which are shown every Friday night in the Multi-Purpose Room of the Memorial Student Center at 7:30 p.m. In addition, this past year, two subcommittees have been added. They are the Arts and Cinema Society and Bijou Theatre: the former presents documentary, experimental and foreign films; the latter, all-time classics (Charlie Chaplin, for example). These films are shown on Wednesdays at 9:00 p.m.

COFFEE HOUSE -- The members of this committee are responsible for booking attractions for the Coffee-House and for the implementation of these programs. A variety of entertainment is offered in the Coffee-House, including rock acts, folk singers, blue grass, blues, jazz and movies.

CONTEMPORARY ISSUES COMMITTEE -- Programming in the areas that are current topics of the day and are of special concern to students is the duty of this committee. During the past two years, the presentations have concentrated on the American Indian, the Energy Crisis, Women in Contemporary America, Watergate, Confusion in Today's Society.

These programs consisted primarily of lectures, slides, panels, movies and question and answer periods and comedy skits.

CULTURAL ARTS -- The students on this committee select and stage art exhibits in the Memorial Student Center. Also they have presented an artist-in-residence, a puppeteer, and a repertory theater group. There are many types of programs that can be developed in this field.

LECTURE SERIES -- Speakers on many different subjects are selected and presented by this committee. This past year the members of the Lecture Series cooperated with the Contemporary Issues Committee in presenting many eminent speakers, theater groups and comedians.

MINI-CONCERT -- This committee presents folk-singers, rock, blues, soul, bluegrass groups and comedy acts. Almost any kind of entertainment in this field is available to college students.

TRAVEL BUREAU -- Domestic tours and trips to almost any country in the world open to tourists are being offered to college students today for comparatively low rates. Members of this committee select these trips and assist with the publicity and arrangements for the tours. Now, however since overseas travel is so expensive, they are concentrating on inexpensive week-end trips to nearby places of interest.

Student Activities cooperates with all areas of the University community in programming to meet student interests as well as educational and informational needs. The office participates with Student Government and the University Relations Office in presenting a balanced homecoming program including a concert, dance and other related activities.

MUSIC DEPARTMENT CONCERTS

The Department of Music presents numerous concerts and recitals in Smith Recital Hall each year. Besides performances by individual faculty members and students, concerts are given by the following groups:

Marshall-Community Symphony, Symphonic Choir, Choral Union, Opera Workshop, A Cappella Choir, University Singers, Symphonic Wind Ensemble, Symphonic Band, Stage Band, Brass Ensembles, and Faculty Woodwind Quintet. Students are welcome to attend without admission charge.

Membership in these groups is open to all students on campus. For further information, contact the music department located in Smith Music Hall.

UNIVERSITY THEATRE

This all-university activity is under the general direction of the Department of Speech. Normally, three 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 to the plays is 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 (WMUL). A third class endorsed broadcasting license and an audition tape is required. The station broadcasts on 88.1 Mhz. 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 the offices of WMUL, located in the Communications Building.

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.

CAMPUS CHRISTIAN CENTER

Campus Christian Ministry at Marshall attempts to offer a vital Christian ministry to all members of the campus community—students, faculty, staff and administration. Through a wide range of programs, campus involvements and informal discussions the ecumenical staff of the Center strives to speak to diverse moral, spiritual, personal and vocational needs. It attempts to expose the dehumanizing forces at work in higher education, to focus concern on the spiritual, moral and social problems on campus, and to offer realistic alternatives to the problems of modern life.

The program of the Center, which is designed and administered by students, typically includes such offerings as:

CONTEMPORARY WORSHIP-- Campus Ministry attempts to create for the campus an experience of worship which is both true to the faith and close to our contemporary experience.

ADOPT-A-FAMILY--Brings together students and local families for the mutual benefit of both.

SIMULATION GAMES CENTER--Attempts to promote personal growth, group development, and a better understanding of life and its problems through the use of simulation games and human relations exercises.

ISSUE SERIES--Provides a Christian perspective on such social concerns as human sexuality, amnesty, women's concerns, race relations, medical ethics, war, etc.

COFFEEHOUSE--The Center Coffeehouse provides an intimate, informal atmosphere that encourages social and intellectual dialogue.

BIBLE STUDY, PRAYER AND SINGING GROUPS--Many opportunities are available at the Center to encourage personal growth through choral groups, Bible study, theological seminars, prayer groups and informal discussion.

FACULTY MINISTRY--The needs of faculty and

administration are emphasized through regular luncheons, seminars, consultations, classroom participation, etc.

COUNSELING--Every campus minister is available at all times for personal counseling of all kinds--emotional, drug, draft, pre-marital, educational, vocational and spiritual.

Other programs and services are offered regularly as campus ministry responds to new needs, issues and concerns on campus.

The Campus Christian Center is an ecumenical ministry sponsored jointly by the American Baptist, Roman Catholic, Christian, Church of God, Christian Science, Episcopal, Lutheran, United Methodist and Presbyterian. Several non-denominational groups, such as Campus Crusade for Christ, also operate through the Center.

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. Any student may apply for a position on the staff. Each full-time student who attends Marshall the first and second semester 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, during the fall and spring semesters, and once weekly during summer terms. Financed through advertising and student activity and services fees, the Parthenon is distributed on campus at no cost. Students who pay the student activity fee are eligible to receive copies.

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.

STUDENT DIRECTORY

This book, published by the Student Government, contains the names, addresses and phone numbers of students. Student information is obtained during registration from those students who release this information. Those persons wishing to make a correction in information should contact the Student Government office. Distribution is in the fall.

UNIVERSITY STUDENT HANDBOOK

This handbook is published by Student Government in cooperation with the Office of the Dean of Students

under guidelines set forth by the Student Conduct and Welfare Committee. 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 Affairs.

GUIDE TO THE GREEN

A resource book covering Marshall University, Huntington, and the surrounding area. Designed to include "everything one would want to know or find" in this area. Developed by the Office of Student Information Services, and available at the Student Information Center in the lobby of the Memorial Student Center.

Student Organizations

A large number of student organizations at the university offer the opportunity to each student of personal development through participation in extra-curricular activities. Campus organizations are listed in categories as follows:

RECOGNITION AND HONORARY ORGANIZATIONS

Alpha Beta Alpha, Library Science
Alpha Epsilon Delta, Pre-Medical
Alpha Kappa Psi, Business Administration
Chi Beta Phi, Science
D-Rho D-Theta, Engineering
Delta Omicron, Music (Women)
Eta Sigma Phi, Classical
Fagus, Leadership (Senior Women)
John Marshall Pre-Law Association, Pre-Law
Kappa Omicron Phi, Home Economics
Lambda Tau Alpha, Medical
Omicron Delta Kappa, Leadership (Men)
Omicron Delta Epsilon, Economics
Phi Alpha Theta, History
Pi Kappa Delta, Forensics
Pi Mu Epsilon, Mathematics
Pi Omega Pi, Business Education
Pi Sigma Alpha, Political Science
Scabbard and Blade
Sigma Alpha Eta, Speech
Sigma Delta Chi, Fourth Estate
Sigma Tau Delta, English

INTEREST GROUPS

AAF/ADS Marshall University Advertising Society
American Home Economics Association
Black United Students
Chief Justice
Circle K International
Classical Association
Council on Exceptional Children
Council on International Relations and United Nations
Affairs (CIRUNA)
Crescent Club
Et Cetera

Interdormitory Council
International Club
Kappa Alpha Psi Kitten Klub
Marketing Club of Marshall University
Marshall Bridge Club
Marshall University Broadcasters
Marshall University Chess Club
Marshall University Computer Association
Marshall University Geology Club
Marshall University Graduate Student Association
Marshall University Karate Club
Marshall University Rehabilitation Association
Marshall University Sport Parachute Association
Marshall University Student Government
Marshall University Student Nurses Association
Marshall University Student Public Interest Research
Group (Sprig)
Marshall University Table Tennis Club
Recreation Majors Club
Sigma Alpha Sigma (Veterans Club)
Society of Physics Students
Student International Meditation Society
Student Propeller Club of U.S.
The University Players

RELIGIOUS ORGANIZATIONS

Baptist Student Union
Campus Crusade for Christ
Christian Science Organization
Church of Jesus Christ of Latter-Day Saints Student
Association
Collegiate Association for the Research of Principles
The Way, Campus Outreach

GREEK ORGANIZATIONS

Intra-Pan Council
Interfraternity Council
Panhellenic Council

Fraternities

Alpha Phi Alpha
Alpha Sigma Phi
Kappa Alpha Order
Kappa Alpha Psi
Lambda Chi Alpha
Omega Psi Phi
Pi Kappa Alpha
Sacred Order of Vash-Na-Ha
Sigma Alpha Epsilon
Sigma Phi Epsilon
Tau Kappa Epsilon
Zeta Beta Tau

Sororities

Alpha Chi Omega
Alpha Kappa Alpha
Alpha Xi Delta
Delta Sigma Theta

Delta Zeta
Phi Mu
Sigma Kappa
Sigma Sigma Sigma

Athletics

INTRAMURAL PROGRAMS

Intramural Sports at Marshall University are an integral part of student life which gives those eligible participants an opportunity to engage in a wholesome recreational experience. The program is designed to be highly competitive and benefit those students who do not compete on an intercollegiate basis.

The Intramural Sports Program at Marshall is a College of Education Program which is operated through the Physical Education Department. The Men's Intramural Sports Program is under the direction of the Chairman of the Men's Physical Education Department while being supervised, organized and administered by the Director of Intramural Sports. The Women's Intramural Sports Program is under the direction of the Chairman of the Women's Physical Education Department and the Intramural and Recreational Director of the Women's Physical Education Department. The Intramural and Recreational Director of the Women's Physical Education Department. The Intramural and Recreational Director of the Women's Physical Education Department. The Intramural Department of Marshall University welcomes all students, incoming freshmen and upperclassmen, to enjoy the sports participation available through intramurals.

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
Basketball
Bowling
Golf
Softball
Swimming
Table Tennis
Tennis
Track and Field
Volleyball

The following is a list of these sports offered in the men's program:

Archery
Badminton Doubles
Badminton Single
Basketball
Bowling
Cross Country
Football (Touch)
Free Throw Contest
Golf (Best-Ball)

*Presently under study by a university committee. Consult Intramural Handbook for further information

Golf (Team)
Handball Doubles
Handball Singles
Soccer
Softball
Swimming
Tennis Singles
Tennis Doubles
Track and Field
Volleyball (Two-Man)
Volleyball (Team)
Weight Lifting
Wrestling

A Men's Intramural Sports Handbook is published each year wherein specific eligibility and game rules are outlined.

For more information about the intramural program, contact the Director of Recreation and Intramural Sports for men, or the Intramural and Recreational Director for women.

INTERCOLLEGIATE ATHLETICS (MEN AND WOMEN)

Marshall had 14 intercollegiate teams playing varsity sports in the 1974-75 school year including nine men's teams and five women's teams. Men competed in baseball, basketball, cross country, tennis, football, golf, swimming, track and wrestling. Women competed in basketball, tennis, golf, swimming and volleyball. These same 14 along with the expected addition of women's track will make up the school's intercollegiate contingent in 1975-76.

Marshall is proud of its accomplishments in the world of sports. The basketball team has been invited to four post-season tournaments in the past eight years including the NCAA in 1972 and the National Invitational Tournament in 1967, 1968 and 1973. The baseball team received its first NCAA bid in 1973 and Marshall golfers have been invited to the NCAA championships on numerous occasions over the past 20 years, the latest invitation coming just this past spring.

The men's swimming team won the state college championship for 1975 in a meet at Morgantown and the women's basketball and volleyball teams, also known as the Green Gals, have put together strings of state championships.

Intercollegiate athletics comes under the auspices of the Athletic Department and the director of athletics. A woman has been named associate director of athletics to provide direction for the women's portion of the program. The men's portion has no state or conference affiliation but is a Division I (major college) member of the National Collegiate Athletic Association. The women's portion of the program holds membership in the West Virginia Intercollegiate Women's Athletic Association, Midwest Association for Intercollegiate Athletics for Women, and Association for Intercollegiate Athletics for Women (AIAW).

Marshall's athletic facilities have undergone vast improvement in recent years and more additions are

being planned. An all-weather, quarter-mile, eight-lane Tartan surface track was just dedicated this past spring. It is acknowledged as the best such facility in the area. A new baseball field has been approved by the Board of Regents and will be built in the near future.

The Marshall football team plays its home contests on the AstroTurf of Fairfield Stadium which was renovated in 1969. The basketball team plays in the Memorial Field House which underwent a renovation in 1974. Other teams use the facilities in and surrounding Gullickson Hall which also houses offices of the department of athletics.

Besides the coaching staffs, the athletic department staff includes the director of athletics, the associate director of athletics, the assistant director of athletics, the business manager, the sports information director, the ticket manager, the equipment manager and an athletic trainer.

Membership on all varsity teams is open to students meeting the necessary eligibility requirements. Students interested in intercollegiate competition should contact the various head coaches in the sport they wish to participate or the director or associate director of athletics.

UNIVERSITY BANDS, MAJORETTES, AND CHEER-LEADERS

Membership in the Marching and Symphonic Bands is open to all students. Credit (one per term) is offered for each organization. No audition is necessary for the 180 member Marching Band. No fees are charged for the use of equipment or instruments. Appearances are made at all home games and one expenses-paid trip is taken. Rehearsals are held Monday, Wednesday, and Friday, 3:00-5:00 p.m. The Symphonic Band meets Tuesday and Thursday, 3:00-5:00 p.m. Permission of the director, Kenneth W. Large, Room 146 Smith Music Hall, is necessary for participation.

Members of the Majorette Corps, Flag Corps, Twirlers and Drum Major are chosen during the Spring Semester. The groups performs with the band at all marching appearances 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 continually growing as a viable part of university life. Through the channels of Student Government, students are making decisions that directly affect them.

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 the 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.

CABINET

Cabinet members are appointed to posts as Commissioners. The following posts constitute the Cabinet:
Academic Studies Bureau
Campus and Student Affairs
Dorm Affairs
Elections
Publications and Public Relations

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 received 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 per cent 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 of 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. (See Amendment No. 10.)*

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.

Section 12. Vacancies of Student Government Officers. (See Amendment No. 7.)

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 extracurricular 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 veto 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 by Senate or the Student body.* (See Amendment No. 11.)
- 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 (See Amendment No. 7.)

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). (See Amendment No. 13.)
- 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 Affairs.
- 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. (See Amendment No. 1.)

Section 8. Requirements for Membership.

Each senator shall be a full-time student when filing and when elected and shall have and maintain 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. Officers of the Senate shall serve for one year.

Section 11. Senate Advisor.

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).

Section 12. Impeachment. (See Amendment No. 10.)

**ARTICLE III
EXECUTIVE**

Section 1. Power.

The executive power shall be vested in the student body president, student cabinet, and *class advisory council*. (See Amendment No. 6.)

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*. (See Amendment No. 6.)

Section 3. Enumerated Powers.

- A. The Student Cabinet shall have the responsibility to:
- Determine and recommend to the Senate any part of the budget concerning Cabinet and President's Council.
 - Make policy recommendations to Senate.
 - Issue directions to the permanent and to the special student committees; supervise their activities and require reports from them.
 - Enforce the decisions of the Student Court.
 - Establish such subordinate offices and committees as it shall deem necessary. The Student Government Code lists and explains the various offices and committees.
 - 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:*
- Determine and recommend to the Senate any part of the budget concerning Cabinet and President's Council.*
 - Make policy recommendations to Senate.*
 - Issue directions to the permanent and to the special student committees; supervise their activities and require reports from them.*
 - Establish such subordinate offices and com-*

mittees as it shall deem necessary. The Student Government Code lists and explains the various offices and committees.

Make recommendations to the university president concerning matters affecting the class body, but not within the power of the Student Government to adjust (See Amendment No. 6.)

Section 4. Membership.

- Student body president and vice president elected in the spring election of each year.
- The Student Government business manager appointed by the student body president and approved by Senate.
- The executive secretary appointed by the student body president and approved by Senate.
- All commissioners as set forth in the Student Government Code appointed by the student body president and approved by Senate.
- 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:

- Appoint the chairmen and members of all permanent and special committees not otherwise provided by law.
- Make all executive appointments*. (See Amendment No. 8.)
- Veto acts of the Senate within the limitations previously provided.
- Serve as ex-officio member of all permanent and special committees.
- Represent the student body in all transactions with the students of other colleges or universities.
- Remove any appointive officer for incompetence or neglect of duty.
- Call special sessions of the Senate during the school year when he shall deem necessary.
- 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:

- Possess an overall 2.0 average.
- Have completed one semester at Marshall University as a full-time student immediately prior to the semester in which he files.
- 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 Vice President for Student Affairs by the business manager and the Dean of Students. 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. (See Amendment No. 6.)

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 all matters arising under this Constitution, the Code of the Marshall University Student Government, and actions taken and decisions made under the 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.
- e. *Appellate Power* (See Amendment No. 2).

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. (See Amendment No. 3).*

Section 4.

The Chief Justice shall be presiding officer of the Court. He shall be elected by a majority vote of the Justices,

shall be a Senior when 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*, (See Amendment No. 5) provided twenty-four hours' notice is given each Justice. *Sessions shall be closed to the public at the discretion of the Chief Justice.* (See Amendment No. 9)
- 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 of and 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.
- e. *Assistant Chief Justice.* (See Amendment No. 4.)

AMENDMENTS TO THE CONSTITUTION

AMENDMENT NUMBER 1 (SPRING 1972)

AMENDING ARTICLE II. SECTION 7.

One more than half of the Student Senators seated shall constitute a quorum.

AMENDMENT NUMBER 2. (FALL 1972)

AMENDING ARTICLE IV. SECTION 2.e.

The Student Court shall possess final appellate power.

AMENDMENT NUMBER 3.(FALL 1972)

AMENDING ARTICLE IV. SECTION 3.b.

With the Advice and Consent of the Senate, considering two (2) Ratifications.

AMENDMENT NUMBER 4. (FALL 1972)

AMENDING ARTICLE IV. SECTION 4. 3.

There shall be elected an Assistant Chief Justice to serve a term of one year. He shall assume the duties and responsibilities of the Chief Justice in his absence.

AMENDMENT NUMBER 5. (FALL 1972)

AMENDING ARTICLE IV. SECTION 4. a.

Sessions shall be called by the Court. (Chief Justice, or a majority of the Justices) whenever deemed necessary.

AMENDMENT NUMBER 6 (FALL 1972)

AMENDING PRESIDENT'S ADVISORY COUNCIL & ARTICLE III. SECTION 2 & ARTICLE III. SECTION 3.B.

There shall be no mention of class officers in the Constitution, and they shall be abolished.

AMENDMENT NUMBER 7 (FALL 1972)

AMENDING ARTICLE I. SECTION 12.

- I. If a vacancy shall arise in the office of the President of the Student Body--in the case of his/her death, resignation, removal, or disability, the order of succession shall be:
 - A. The Vice President of the Student Body
 - B. The President of the Senate
 - C. The Senate shall caucus and elect a replacement within 15 days of the official announcement of vacancy.
- II. If a vacancy shall arise in the office of the Vice President of the Student Body, in the case of death, disability, removal, or resignation, the President shall appoint a new Vice President with the advice and consent of the Senate.
 - A. The Vice President shall serve in the capacity of assistant and advisor to the President.
 - B. Repeal Article II, Section 5 of the Student Government Constitution.
- III. The Student Senate at the 2nd meeting of each session, elect from their own constituency as President of the Senate and a President Pro Tempore of the Senate as the official presiding officer for the Senate.
 - A. All legislative functions shall be retained by the President of Senate, but he shall step down and yield the chair to the President Pro Tempore if he wishes to engage in debate.
 - B. The Presiding officer of the Senate shall also retain his voting privileges, but will vote at the end of the roll call.

AMENDMENT NUMBER 8. (SPRING 1973)

AMENDING ARTICLE III. SECTION 6.b.

Make all executive appointments, and appoint a three (3) member Election Commission with equal power.

AMENDMENT NUMBER 9. (SPRING 1973)

AMENDING ARTICLE IV. SECTION 4. a.

Sessions of Student Court shall be open to the public except when the justices agree by majority vote to

discuss, in private, details of presented cases.

AMENDMENT NUMBER 10. (SPRING 1973)

AMENDING ARTICLE I. SECTION 9. d.

- A. A Constitutional Amendment shall become law and into effect
 1. after ratification by a majority of the Senate (part c)
 2. after ratification by a majority of the Students in an election (part d)
 3. under the following conditions.
- B. If a proposed Constitutional Amendment is ratified in a Special Election it will become law and go into effect as soon as the term following the next Regular Election convenes.
- C. Regular Election
If a proposed Constitutional Amendment is ratified in a Regular Election it will become law and go into effect as soon as the term following the next Regular Election convenes.
- D. Specified Time
If a proposed Constitutional Amendment is ratified with provisions for a special time for inactment, that shall be the date it becomes law and into effect.

AMENDMENT NUMBER 11. (SPRING 1973)

AMENDING ARTICLE II. SECTION 2. n.

- I. That the Marshall University Student Senate amend the Constitution of the Student Government; to provide for the enumerated powers of the Student Senate to have the sole purpose to initiate and try all impeachments.
- II. That provisions of impeachment shall be operable by the Student Senate toward members of the Student Senate, President and Vice President of the Student Body, Members of the Judicial Branch, and all other elected or appointed members of the Student Government.
- III. When members of the Student Senate, President or Vice President of the Student Body are tried, the Chief Justice of the Student Court shall preside.
- IV. When all other elected or appointed members of the Student Government are tried, the Chief Justice of the Student Court shall preside.
- V. When the Chief Justice, or Justices of the Student Court are tried, the President of the Student Body shall preside.
- VI. Expressed provisions of the impeachment proceedings.
 - A. that the Student Senate when sitting for the purpose to impeachment be under oath or affirmation.
 - B. concurrence of two thirds of the Members of the Student Senate shall provide for conviction of the object of the impeachment proceedings.
 - C. judgment in cases of impeachment shall not extend further than to removal from office and disqualification to hold any other offices of student government.

AMENDMENT NUMBER 12 (SPRING 1973)

AMENDING ARTICLE I. SECTION 7.

The President shall order a special referendum in the advent of any proposed change affecting the cost of tuition; the result shall be the official stand of the student government.

AMENDMENT NUMBER 13 (FALL 1973)

AMENDING ARTICLE II. SECTION 6.

Senators shall be elected in the regular elections in the Spring and Fall of each year. Fall and Spring elections shall be held the first week of October and the last week of February in conjunction with the new "fast" academic calendar to be started August 1971.

AMENDMENT NUMBER 14 (FALL 1974)

Student Government amend Article II, Section 6a of the Constitution to read: "Senators shall be elected in the regular elections in the spring and fall of each year. Fall and spring elections shall be held the first week of October and April."

FUNCTIONS OF STANDING FACULTY COMMITTEES

University Council

The University Council is composed of seven 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 faculty 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 seven 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 Faculty Personnel Committee is composed of seven faculty members. This committee considers 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 seven 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 recommends campus traffic regulations.

Student Conduct and Welfare Committee

The Student Conduct and Welfare Committee is composed of five faculty members, four students, the Vice President for Student Affairs, the Dean of Students, the Associate and Assistant Deans of Students, and the Director of the Student Development Center and University Health Service. 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 recommends policies governing academic conduct. 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 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 reviews 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.

Graduate Council

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

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.

ACADEMICS

Academic Policies

This section is condensed from the University Catalog and is meant only to give direction to academic policies. For more detail consult the University Catalog.

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 for each semester hour 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. (See regulations on withdrawal.)
- WF. Withdrawn failing during the last week of classes. No quality points.
- I. An I grade (Incomplete) is given to students who do not complete course requirements because of illness or some other valid reason. The student has the responsibility of completing the work satisfactorily, and if this is done the final grade may be any one of the four passing marks. If a deficiency requested by I is not made up within a calendar year, or if the makeup work is unsatisfactory, the grade becomes an F. I grade is not considered in determining the quality point average.

CREDIT/NON-CREDIT OPTION

A student may elect to present a maximum of 18 semester hours of credit on a credit/non-credit basis towards fulfillment of requirements of a baccalaureate degree. The decision to take a course on this basis must be made during registration and may not be changed after the end of the registration period. Courses taken on the credit/non-credit basis must be in areas other than the student's major area or teaching specialization.

Course work taken on a credit/non-credit basis will be counted for credit the same as any other course. A credit/non-credit grade, recorded as CR or NC, will not be counted in computing the student's grade-point ratio. A course that has been taken on a credit/non-credit basis in which the grade of NC was awarded may be repeated either on a credit/non-credit basis or on a regular grade

basis.

Students in the College of Education and the College of Business and Applied Science should check with their academic dean before applying for credit/non-credit courses.

QUALITY POINTS REQUIRED FOR GRADUATION

Quality points are based on the following quality point values for each semester hour of credit: "A"-4; "B"-3; "C"-2; "D"-1; and "F", "WF"-0. The quality point average is computed on all work for which the student has registered with the following exceptions:

- a. Courses with grades of "W" and "WP".
- b. If a student earns a grade of "D" or "F" on any course taken no later than the semester or summer term during which he attempts the sixteenth semester hour, and if he repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his grade point average. The original grade shall not be deleted from the student's record.
- c. Students who began college study prior to the fall semester of 1968 or students whose records include an original grade which was reactivated following the second repeat of a course must make application to the appropriate institutional authority to assure their coverage by this regulation.
- d. The institutions in which this regulation applies shall make clear to students the fact that this regulation pertains only to graduation requirements and not to requirements for teacher certification which are within the province of the West Virginia Board of Education.

REGULATIONS ON WITHDRAWAL FROM COURSES OR FROM THE UNIVERSITY

Official withdrawal from courses or from the university:

A student desiring to withdraw from the University must contact the "Student Development Center" (Counseling Office). The Office of Student Development will conduct the exit interview and inform the student of the necessary administrative offices that must be cleared prior to complete withdrawal from the University. Application for withdrawal from the University must be made in person or by mail. Application for withdrawal by telephone will be accepted when followed by a letter. At the time of withdrawal from the University, the student relinquishes unused meal book tickets, activity card and student I.D. Card. The Finance Office will determine any financial refunds due to the student which will be transmitted by check. The student's I.D. Card will be deposited in the Office of the Registrar. If the student decides to attend a subsequent semester or summer term, the I.D. Card may be picked up by the student one week prior to regular registration.

A student who is withdrawing by mail should include the above mentioned items with request. In all cases of withdrawal from the University or from courses, the instructors will report grades as follows:

1. Students dropping one or more courses or completely withdrawing from the University before the final week of classes; dropping or withdrawing passing during the final week of classes will receive a grade of "W". Not considered in determining quality point average.
2. Students dropping one or more courses or completely withdrawing from the University during the final week of classes will receive a grade of "WF" if failing. No quality points.
3. Dropping one or more courses or officially withdrawing from the University during the final week of classes and 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. Dropping classes and/or complete withdrawal during this period will be permitted only through personal conference with the student's academic dean. Grades reported for drops and withdrawals during this period are defined in paragraph 1.
4. Men and women called to active duty in the armed services of the United States of America shall be granted full refund of fees, but no credit, if the call comes before the end of the first three-fourths of the semester or term, and full credit, 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 departure to military service. The term "called to active duty" is herein defined as being drafted through the Selective Service program or being called to active duty as the result of the federal activation of a total reserve component or National Guard Unit of which the student is a bonafide member. Such reserve components and Guard Units are defined as company strength and above. The final grades, both passing and failing, for three-fourths of a semester or more 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
 - A. Enrollment fee: Tuition, Registration, Activity-Services

Students who withdraw regularly from the university may have a refund on enrollment fees in accordance with the following schedule:

During the first and second weeks	90%
During the third and fourth weeks	70%
During the fifth and sixth weeks	50%
Beginning with the seventh week	none

All refunds are to be calculated 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 mailed within 15 days.

B. Dormitory Fee:

First Regular Semester: Cancellation of a room reservation prior to August 27, 1975, the first day of classes, will result in a refund of the dormitory fee less the \$25.00 reservation deposit. Cancellation of a room reservation during the first week of classes, August 27-September 3, 1975 will result in the forfeiture of an amount equal to one-half of the semester's room rental plus one week's board. Cancellation of a room reservation after the first week of classes (after September 3, 1975) will not relieve the student from the obligation of payment for the room for the balance of the semester.

Second Regular Semester: Cancellation of room reservation prior to January 14, 1976, the first day of classes, will result in a refund of the dormitory fee less the \$25.00 reservation deposit. Cancellation of a room reservation during the first week of classes, January 14-21, 1976, will result in the forfeiture of an amount equal to one-half of the semester's room rental plus one week's board. Cancellation of a room reservation after the first week of classes (after January 21, 1976) will not relieve the student from the obligation of payment for the room for the balance of the semester.

Damage Deposit: The \$25.00 damage deposit, less any damage charges is refundable when the student severs all ties with the University Resident Halls.

All dormitory refunds must be approved by the Director of University Housing.

- 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 Plans
Refunds when applicable 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 armed services
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 to men and women called to the armed forces of the United States if the call comes thereafter.
- V. Special fee refunds
The I.D. card fee of \$.25 is not refundable. The student activity fee is not refundable unless the activity card is returned to the Office of Business Affairs.
- VI. Late fees are nonrefundable.

POLICY AND PROCEDURE FOR MANDATORY WITHDRAWAL OF MARSHALL UNIVERSITY STUDENTS FOR HEALTH REASONS

The university, through the Office of Student Affairs, reserves the right to request a complete mental and/or physical examination of any student who may be in the opinion of a university physician and/or Director of the Student Development Center endangering himself or other members of the university community through his or her continued membership in the university community. If such an examination is deemed necessary, the student will be referred to the appropriate health officials. The university will then act upon their recommendation with regard to the student's continuation at Marshall University.

If such an evaluation supports or indicates a recommendation for a withdrawal from the university, the appropriate student affairs office will facilitate a medical withdrawal without academic penalty. Fees will be refunded in accordance with university policy. In the event that the student declines the opportunity for such an evaluation a withdrawal for medical reasons may be unilaterally affected by the university.

A decision to withdraw may be appealed through the Vice President for Student Affairs.

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. Accordingly, each instructor prepares at the beginning of each semester a written statement setting forth his policy for consideration of unexcused absences, make-up examinations, and related matters, which will be in force for the semester. The statement is filed with the chairman of the 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 the 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, such as debate, artistic performances and athletics) are to be excused when a student reports and verifies them to the 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.

Cover: Memorial Student Center

Cover photograph:
Office of University Relations

Special thanks to:
Jane Leith
Shirley Dyer

Published by: Student Government in Cooperation with the
Office of the Dean of Students under guidelines set
forth by the Student Conduct and Welfare Committee