

Marshall University

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Marshall University Student Handbook

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8-1987

## **The Student Handbook of Marshall University, 1987-1988**

Marshall University

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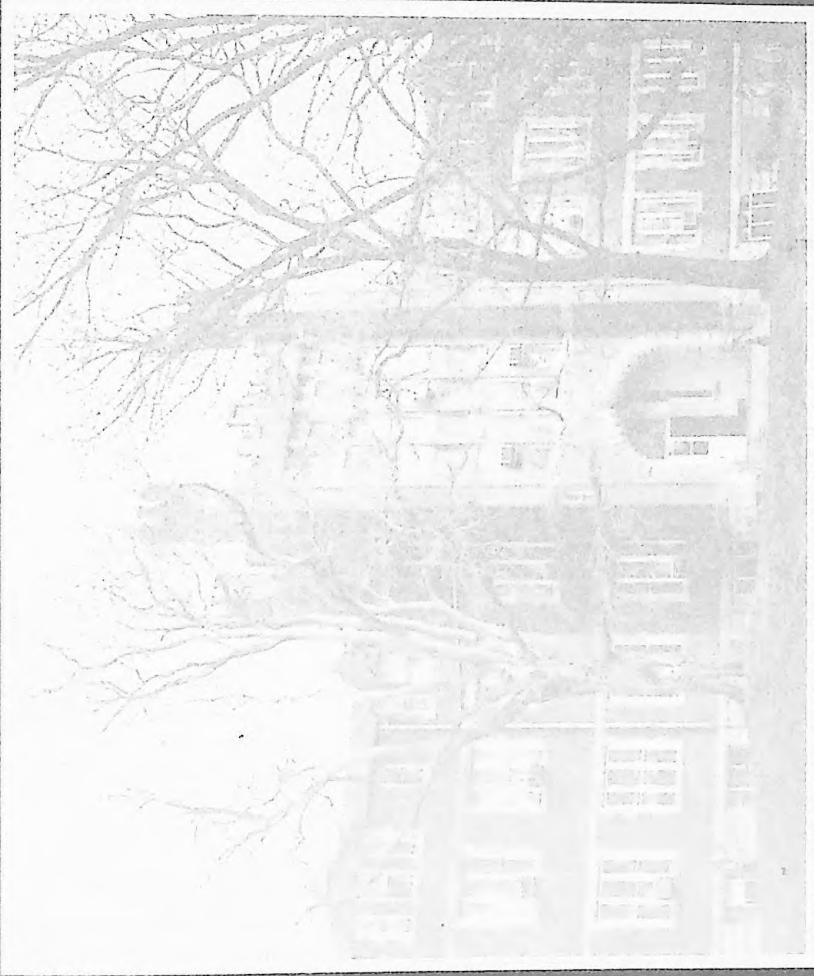
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# MARSHALL UNIVERSITY

1837



1987

SESQUICENTENNIAL

# STUDENT HANDBOOK

# PAST .....

## AT A SPOT CALLED MAPLE GROVE..

Marshall University traces its origin to 1837, when residents of the community of Guyandotte and the farming country nearby decided their youngsters needed a school that would be in session more than three months a year. According to records, these residents met at the home of lawyer John Laidley and planned their school. They named it Marshall Academy in honor of Laidley's friend, the late Chief Justice John Marshall.

At a spot called Maple Grove they chose one and one quarter acres of land on which stood a small log building known as Mount Hebron Church. Previously it had been the site of a three-month subscription school and remained that for another term. Eventually, \$40 was paid for the site.

On March 30, 1838, the Virginia General Assembly formally incorporated Marshall Academy. Its first full term was conducted in the 1838-39 school year.

For decades the fledgling school faced serious problems, most of them financial. The unsettled times of the Civil War forced it to close for several years. But in 1867, the West Virginia Legislature renewed the institution's vitality by creating the State Normal School at Marshall College for the purpose of training teachers.

It was not until the tenure of MU President Lawrence J. Corby, from 1896 to 1915, that the college began its real growth. In 1907, enrollment exceeded 1,000. Today it is 11,486.

Since the early 1900's Marshall's expansion has generally been consistent and sometimes spectacular. The College of Education, first called Teachers College, was organized in 1920, and the first college degree was awarded in 1921. The College of Arts and Sciences, now known as the College of Liberal Arts, and separately the College of Science, was formed in 1924. The Graduate School was organized in 1948.

The College of Applied Science came into being in 1960, the School of Business, in 1969. These two were merged into the College of Business and Applied Science in 1972 and renamed the College of Business in 1977.

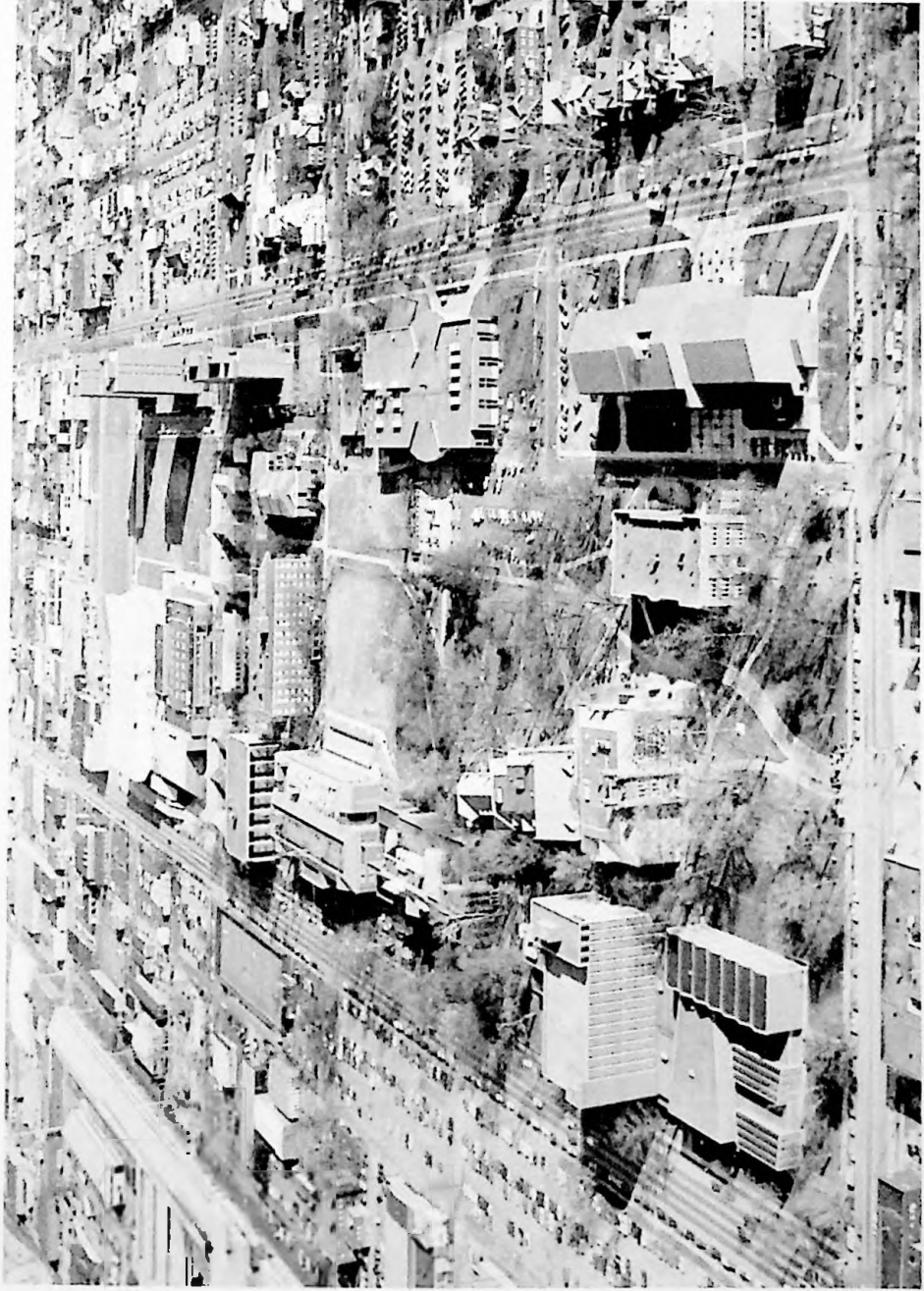
In 1974 the School of Medicine and Associated Health Professions was established. The Community College was formed in 1975, and the College of Science was authorized by the West Virginia Board of Regents a year later. Other additions to the academic organization in this decade include the College of Fine Arts, the School of Nursing and the W. Page Pitt School of Journalism.

From academy to college to many colleges - Marshall was granted university status in 1961. Today, it has an alumni body of more than 41,000.

Since the formation of the West Virginia Board of Regents in 1969, Marshall University's progress as an urban-oriented institution of higher education has been given strong impetus. As a result of this support, and because of active local leadership and a centralized location in the busy Tri-State area, Marshall is a university with excellent prospects for future development.



PRESENT.....



## WELCOME TO MARSHALL UNIVERSITY AND THE 1987-88 STUDENT HANDBOOK AND CALENDAR.

The Handbook provides you with a handy, year long reference to important university dates, campus services, programs and policies. Use it as your personal calendar — carry it with you or hang it on your wall.

Familiarize yourself with the information contained within the Handbook, as well as the Student Rights and Responsibilities and Code of Conduct, located in the pocket section (back page).

The Marshall University Student Handbook is published by the Division of Student Affairs. All statements in this publication are announcements of present policy only. They are not to be regarded as offers to contract.

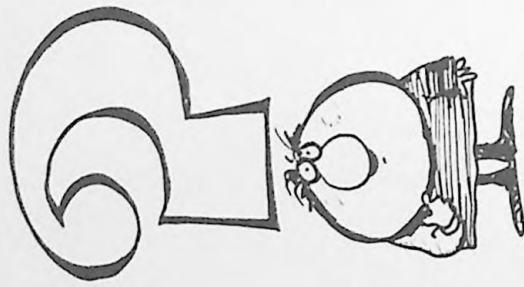
Programs are subject to change depending upon staffing and budgeting. Policies and regulations stated herein are subject to revision subsequent to date of publication.

### Credits

Editor ..... Donna Preston  
Assistant ..... Terri Neff  
Photographs ..... Rick Haye, University  
Relations Photographer  
Terri Neff  
Donna Preston

AND STILL  
GROWING.....

# WHERE TO GO FOR INFORMATION OR HELP



- GRIEVANCES, FILING OF**  
Ombudsman, MSC 2W29, (696)-2366.
- HANDICAPPED ASSISTANCE**  
Vocational Rehabilitation, Prichard Hall 140, (696)-2394, Disabled Student Service, (696)-3111, or Community College, Room 128, (696)-3646.
- HEALTH EDUCATION PROGRAM OFFICE**  
Prichard Hall 104, (696)-2324
- HEALTH SCIENCE LIBRARY**  
Community College Basement, (696)-6426.
- HEALTH SERVICE**  
John Marshall Medical Services, Doctors Memorial Building, 1801 Sixth Avenue, (696)-7173.
- I.D. CARDS**  
Registrar, Old Main 1B, (696)-6413
- INSURANCE, HEALTH**  
Associate Dean of Student Affairs, Prichard Hall 117, (696)-2324.
- INTRAMURALS**  
Director of Intramurals, 2018 Henderson Center, (696)-6477.
- LEGAL ADVICE**  
Attorney for Student, Memorial Student Center 2W29, (696)-2366.
- LIBRARIES**  
James E. Morrow Library building, (696)-2320.  
Health Science Libraries, Basement of Community College Building, (696)-6426.  
Music Library, 123 Smith Hall, (696)-6647.
- LOST AND FOUND**  
Information desk at Memorial Student Center, (696)-2365; Department of Public Safety Building, Fifth Avenue across from Twin Towers, (696)-6406.
- MEAL CARD REPLACEMENT**  
Student Housing, Old Main 115, (696)-6765
- NEWSPAPER**  
The Parthenon, Smith Hall 317, (696)-6696.
- OFF-CAMPUS HOUSING**  
Student Government, Memorial Student Center, 2W29 (696)-6435
- OMBUDSMAN**  
Memorial Student Center, 2W29 (696)-2366.
- ORGANIZATIONS WORKROOM**  
Memorial Student Center, 2W29, (696)-6435.
- PARKING**  
University Department of Public Safety, Public Safety Building, Fifth Avenue across from Twin Towers, (696)-6648.
- ACADEMIC COUNSELING**  
See COUNSELING, Academic
- ACTIVITIES**  
Office of the Coordinator, Student Activities and Organizations, MSC 2W38, (696)-6770.
- ADMISSIONS**  
Office of Admissions, Old Main 125, (696)-3160
- ALUMNI AFFAIRS**  
Memorial Student Center 2W19, (696)-3134.
- AMBULANCE SERVICE**  
University Department of Public Safety, Public Safety Building 5th Avenue across from Twin Towers, (696)-4357.
- ATTORNEY FOR STUDENTS**  
Memorial Student Center 2W29, (696)-2366.
- BOOKSTORE**  
Memorial Student Center, (696)-3622.
- BUILDING AND GROUNDS**  
Superintendent of Buildings and Grounds, Maintenance Building, Twentieth Street and Virginia Avenue, (696)-6680.
- STUDENT ACTIVITIES PROGRAMMING**  
Memorial Student Center 2W40, (696)-6770.
- STUDENT GOVERNMENT**  
Memorial Student Center 2W29, (696)-6435.
- STUDENT HOUSING OFFICE**  
Old Main 115, (696)-6765.
- TELEVISION STATION**  
WPBY-TV, Channel 33, Communications Building, (696)-6630.
- TRANSCRIPTS**  
Registrar, Old Main 106, (696)-6410.
- UPWARD BOUND**  
Prichard Hall 153, (696)-6456.
- VARSITY ATHLETICS**  
Director of Athletics, Henderson Center 2028, (696)-5408.
- VETERANS' CLERK**  
Registrar, Old Main 106, (696)-6410.
- WITHDRAWAL FROM COURSE**  
Dean of your college or school
- WITHDRAWAL FROM THE UNIVERSITY**  
Registrar's Office, Old Main 106, (696)-6410.
- WOMEN'S CENTER**  
Prichard Hall 143, (696)-3112.
- XEROX**  
See COPY MACHINES.



#### CALENDAR OF EVENTS

Office of Student Activities and Organizations, MSC 2W40. (696)-6770; Conference and Facilities Manager, MSC (696)-6472; University Relations OM 102 (696)-6453.

#### CAREER COUNSELING

See Counseling, Career.

#### COMMUNITY COLLEGE

Dean, (696)-3646.

#### COMMUTER AFFAIRS

Student Government Association - Office of Off-Campus Housing and Commuter Affairs, MSC 2W29, (696)-6435.

#### COMPUTER CENTER

Prichard Hall, Second Floor, (696)-3140.

#### COPY MACHINES

James Morrow Library Building, (696)-2320; Bookstore in Memorial Student Center, (696)-3622; Memorial Student Center Lobby, (696)-2365; Stationers, 1945 Fifth Avenue, 525-7676.

#### COUNSELING

**Academic:** Faculty advisor in your college. Undecided majors consult Central Advising, Old Main 3B, Counseling Services, Prichard Hall, First Floor, (696)-3111, or Counseling Services, Community College, Room 115, (696)-3646.

**Career:** Counseling Services, Prichard Hall, First Floor, (696)-3111; Career Planning and Placement, Prichard Hall Lobby, (696)-2370.

**Health:** Student Health Coordinator, 104 Prichard Hall, (696)-2324 or (696)-3111.

**International Students:** International Student Advisor, 119 Prichard Hall, (696)2379.

**Personal:** Counseling Services, Prichard Hall, First Floor, (696)-3111.

**Religious:** Campus Christian Center, (696)-2444.

#### COURSE CHANGES

Dean of your college or school.

#### DUPLICATING

See COPY MACHINES.

#### ESCORT SERVICE

University Department of Public Safety, Public Safety Building, Fifth Avenue across from Twin Towers, (696)-4357.

#### FINANCIAL AID ASSISTANCE

Office of Student Financial Aid, Old Main 122, (696)-3162.

#### FOREIGN STUDENT COUNSELING

See COUNSELING, International Students.

#### PART-TIME EMPLOYMENT

Office of Student Financial Assistance, Old Main 122, (696)-3162; Job Location and Development, Office of Career Planning and Placement, Prichard Hall Lobby, (696)-2370

#### PAYMENT OF BILLS AND FEES

Bursar's Office Old Main 101, (696)-6723

#### PERSONAL COUNSELING

See COUNSELING, Personal

#### PLACEMENT SERVICES

Career Planning and Placement, Prichard Hall Lobby, (696)-2370

#### POST OFFICE

University Mail Room, Public Safety Building, Fifth Avenue across from Twin Towers, (696)-6644.

#### POSTAGE STAMPS

Memorial Student Center Lobby, Bookstore at Memorial Student Center, University Mail Room, Public Safety Building, Fifth Avenue across from Twin Towers.

#### PURCHASING

Old Main 206, (696)-3157.

#### RADIO STATION

WMUL-FM Communications Building, (696)-6640.

#### REFUNDS

Bursar's Office, Old Main 103, (696)-6723.

#### REGISTRATION

Registrar, Old Main 106, (696)-6410.

#### RELIGIOUS SERVICES

Campus Christian Center, (696)-2444.

#### RESIDENCE HALL

The Resident Advisor on a floor, the Head Resident of a residence hall, Director, Residence Life, ITC First Floor, (696)-3183, or the Assistant Director of University Housing, Old Main 115, (696)-6765.

#### RESIDENCE LIFE

Twin Towers East Lobby, (696)-3183.

#### RETURNING STUDENT PROGRAMS

Prichard Hall, First Floor, (696)-4801.

#### SCHOLARSHIPS

Office of Student Financial Assistance, Old Main 122, (696)-3162.

#### SECURITY SERVICES

Information on reporting violations, escort service, Department of Public Safety, (696)-4357, Fifth Avenue across from Twin Towers.

#### SPECIAL SERVICES

Prichard Hall, First Floor-South, (696)-3164.



# UNIVERSITY HOURS



## LEGAL AID

See Student Attorney

## LIBRARIES

James E. Morrow Library

Academic Year:

7:45 a.m. to 11:00 p.m. M-TH

7:45 a.m. to 5:00 p.m. F

9:00 a.m. to 5:00 p.m. SAT.

1:00 p.m. to 10:00 p.m. SUN

Summer Terms:

7:45 a.m. to 10:00 p.m. M-TH

7:45 a.m. to 5:00 p.m. F

9:00 a.m. to 5:00 p.m. SAT

5:00 p.m. to 10:00 p.m. SUN

Phone: (696)-2320

Educational Resources Information Center  
(ERIC)

8:00 a.m. to 4:30 p.m. M-F

Closed during lunch hour.

Phone: (696)-3180

Located in Room 307, Old Main

Health Science Libraries

Academic Year:

7:45 a.m. to 11:00 p.m. M-TH

7:45 a.m. to 10:00 p.m. F

9:00 a.m. to 10:00 p.m. SAT

1:00 p.m. to 5:00 p.m. SUN

Summer Terms: Hours same as for James E.

Morrow Library

Phone: (696)-6426

Located in the basement of the Community

College

LEARNING CENTER

Academic Year:

8:30 a.m. to 3:30 p.m. M-F

Evening hours available

Phone: (696)-3646

Located in the Community College, Room 138

LEARNING RESOURCES CENTER

Academic Year:

7:45 a.m. to 4:30 p.m. MWF

7:45 a.m. to 9:00 p.m. TTH

10:00 a.m. to 2:00 p.m. SAT

Summer Terms: 7:45 a.m. to 4:30 p.m. M-F

Phone: (696)-3119

Located on the first floor of Jenkins Hall

Music Library

8:00 a.m. to 9:00 p.m. M-TH

8:00 a.m. to 4:30 p.m. F

10:00 a.m. to 2:00 p.m. SAT

Closed Sunday

Special schedules are posted for holiday and

intercession periods.

Phone: (696)-6647

## STUDENT ACTIVITIES

8:00 a.m. to 4:30 p.m. M-F

Phone: (696)-6770

Located in MSC 2W38

## STUDENT DEVELOPMENT

8:00 a.m. to 4:30 p.m. M-F

Evenings by appointment

Phone: (696)-2324

Located in Prichard Hall, First Floor South

## STUDENT LIFE

8:00 a.m. to 4:30 p.m. M-F

Phone: (696)-6420

Located in MSC 2W31

## STUDENT LEGAL AID CENTER

See ATTORNEY FOR STUDENTS

See OMBUDSMAN

## WMUL RADIO

Academic Year:

6:00 a.m. to 2:00 a.m. M-TH

6:00 a.m. to 3:00 a.m. F-SAT

6:00 a.m. SUN to 3:00 a.m. M

Phone: (696)-6640

Located in the Communications Building

## WPBY-TV

Business Hours:

8:30 a.m. to 5:00 p.m. M-F

Broadcast Hours:

8:00 a.m. to 11:00 p.m.

MON-SUN

Phone: (696)-6630

Located in the Communications Building

## ATTORNEY FOR STUDENTS

Hours as posted

## BOOKSTORE

Summer

8:00 a.m. to 4:30 p.m. M-F

Academic Year

8:00 a.m. to 6:30 p.m. M

8:00 a.m. to 4:30 p.m. T-F

10:00 a.m. to 2:00 p.m. Sat

Phone: (696)-3622

Memorial Student Center

## BURSAR'S OFFICE



**CAFETERIAS IN RESIDENCE HALLS**

**Holderby Hall:**

7:00 a.m. to 6:30 p.m. M-TH

7:00 a.m. to 1:30 p.m. F

**Towers**

Breakfast 6:45 to 9:00 a.m. M-F

Continental Breakfast 9:00 a.m. to 9:30 a.m.

M-F

Lunch 10:45 a.m. to 1:15 p.m. M-F

Dinner 3:45 to 6:30 M-F

Saturday and Sunday: Brunch 11:00 a.m. to

1:30 p.m. and Dinner 4:00 p.m. to 6:15 p.m.

**CAREER PLANNING AND PLACEMENT**

8:00 a.m. to 4:30 p.m. M-F

Evenings by appointment

Phone: (696)-2370

Prichard Hall Lobby

**COUNSELING SERVICES**

8:00 a.m. to 4:30 p.m. M-F

Evenings by appointment

Phone: (696)-3111

Prichard Hall First Floor South

**DEPARTMENT OF PUBLIC SAFETY**

On call 24 hours a day

Phone: (696)-4357

Public Safety Building

**DISABLED STUDENT SERVICES**

8:00 a.m. to 4:30 p.m.

Evenings by appointment

Phone: (696)-3111

Prichard Hall First Floor South

**EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)**

See Libraries

**FINANCIAL AID (STUDENT)**

8:00 a.m. - 4:30 p.m.

Old Main, 122 (696)-3162

**GULLICKSON HALL**

See Intramural/Recreational Services.

**HEALTH SERVICES**

See Student Health Services

**HENDERSON CENTER**

See Intramural/Recreational Services

**LEARNING RESOURCES CENTER**

See Libraries

**MEMORIAL STUDENT CENTER**

Academic Year:

7:30 a.m. to Midnight M-TH

7:30 a.m. Friday to 1:00 a.m. Saturday

8:00 a.m. Saturday to 1:00 a.m. Sunday

3:00 p.m. to Midnight Sunday

Summer Terms:

8:00 a.m. to 9:00 p.m. M-F

Breaks:

8:00 a.m. to 4:30 p.m. M-F

Cafeteria: 7:00 a.m. to 3:00 p.m. M-F

Marco's:

Academic Year:

3:00 p.m. to 11:45 p.m. M-TH

3:00 p.m. to 12:30 a.m. F

Saturday and Sundays only when entertainment

is scheduled

Phone: (696)-3125 (Student Center)

(696)-6474 (Marco's)

**OMBUDSMAN**

10:30 a.m. to 2:30 p.m. (hours subject to change)

Phone: (696)-2366

Located in MSC 2W29

**PROFESSORS' OFFICE HOURS**

May vary with each semester. Office hours are usually announced by each professor at the beginning of the semester.

**PUBLIC SAFETY**

See Department of Public Safety

**RESIDENCE LIFE OFFICE**

8:00 a.m. to 4:30 p.m. M-F

Evenings by appointment

Phone: (696)-3183 or (696)-2378

Located in the lobby of Twin Towers East

**SECURITY**

See Department of Public Safety

**SPECIAL SERVICES**

8:00 a.m. to 4:30 p.m.

Evenings by appointment

Phone: (696)-3164

Located in Prichard Hall, First Floor South

**SPEECH AND HEARING CLINIC**

8:30 a.m. to 5:00 p.m. M-F

Phone: (696)-3640

Located in Room 143, Smith Hall







# ACADEMIC DEPARTMENTS

Centrex or  
Off-Campus

Office Number

Department

Contact Person

Accounting	William Radig, PhD	CH 224	2310
Admissions to MU Med. School	Cynthia Warren	MEB G09	429-7312
Anatomy	Patrick Brown, PhD (Interim)	MEB 217A	7382
Animal Resources Facility	Ronald Larson, DVM	MEB B18A	429-7374
Art	June Kilgore, MFA	SH720	6760
Biochemistry	Frederick J. Lotspeich, PhD	MEB G17A	7322
Biological Sciences	Dean Adkins, PhD	S 201	3148
Business Technology	Betty Joan Jarrell, EdD	CC 122	3020
Chemistry	John W. Larson, PhD	N 304	2430
Classical Studies	Charles O. Lloyd, PhD	HH 408	6749
Clinical Lab. Sciences	Bruce Brown, MS, Director	OM 234	3188
Computer/Electronic Tech.	Randall L. Jones, BBA	CH 427	5431
Computer & Info. Science	Robert M. Babb, EdD	CH 311	5424
Continuing Education	Robert Lawson, M.A.	CC 122	3646
Continuing Medical Education	Ernest W. Chick, PhD, MD	DMB 417	7019
Counseling & Rehabilitation	William McDowell, PhD	HH 356	2383
Criminal Justice	Margaret Brown, JD	HH 226	3196
Curricular & Inst. Support	Carolyn Karr, PhD	HH 104	6610
Developmental/Gen. Edu.	Carolyn Hunter, PhD	CC 129	3646
Economics	Roger Adkins, PhD	CH 256	6492
Educational Administration	Neil Gibbins, PhD	JH 217	6430
Educational Media	Virginia Plumley, PhD	CB 216	2330
Engineering	Tom Olson, P.E.	N 103	6660
English	Robert Gerke, PhD (Acting)	CH 344	6600
Family & Community Health	Robert B. Walker, MD	DMB 452	7038
Finance & Business Law	Ernest W. Cole, MA (Acting)	CH 414	2311
Geography	Howard Adkins, PhD	HH 205	2500
Geology	Richard B. Bennett, PhD	N 218	6720
Health, Physical Edu. & Rec.	W. Donald Williams, EdD	GH 108	6490
Health Science Libraries	Edward Dzierzak, Director	CC Basement	6426
History	David R. Woodward, PhD	SH 776	6780
Home Economics	Martha Childers, MA	CH 203	2386
Journalism	Deryl R. Leaming, PhD, Director	SH 324	2360
Management	Chong Kim, PhD	CH 318	5423
Marketing	Richard L. Powers, DBA	CH 217	2313
Mathematics	Charles V. Peele, PhD	SH 763	6482
Medicine	Maurice A. Mufson, MD	DMB 307	7107
Microbiology	Albert G. Moat, PhD	MEB 111A	7335
Military Science	Lt. Col. John Macel, MA	GH 217	6450
Modern Languages	Harold Murphy, PhD	SH 713	6730
Music	Donald Williams, DM	SMH 154	3117
Nursing	Sharon Ambrose	PH 421	6750
Obstetrics and Gynecology	David Charles, MD	DMB 236	7131
Office Technology	Elma S. Chapman, MA	CH 421	5431

Pathology	Stebbins B. Chandor, MD	MEB 128A	7353
Pediatrics	Martin R. Klemperer, MD	DMB 327	7065
Pharmacology	Gary O. Rankin, PhD	MEB G26A	7313
Philosophy	John N. Veilkind, PhD	HH 417	6749
Physics & Physical Science	Wesley Shanholtzer, PhD	S 101	6738
Physiology	Gary Wright, PhD (Interim)	MEB 209A	7362
Political Science	Simon Perry, PhD	SH 712	6636
Psychiatry	Johannie Gallemore, MD	DMB 356	7077
Psychology	Elaine Baker, PhD	HH 311	6446
Public Service Technology	Glenn E. Smith, MS	CC 127	3025
Radiology	Charles McKnown, MD	VA Hospital	429-6741
Religious Studies	Charles Ray Mabee, PhD	HH 409	6749
		OM 112	6433
Social Studies	Frank Riddel, PhD	HH 105	6610
Sociology & Anthropology	Kenneth Ambrose, PhD	SH 769	6700
Specialized Allied Studies	LeVene A. Olson, EdD	HH 436	6757
Speech	Dorothy Johnson, PhD	SH 256	6786
Surgery	John C. Norman, MD	DMB	526-0530
Teacher Education	Corey Lock, PhD	JH 201	2333
Theatre/Dance	N. Bennett East, PhD	OMB 23	6442
Vocational, Tech. & Adult Edu.	Levene Olson, EdD	HH 436	2380
Yeager Scholars	William N. Denman, PhD	M 320	6763



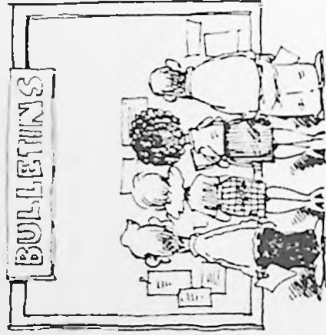
# ADMINISTRATIVE OFFICES



Office	Administrator	Office Number	Centrex or Off-Campus
Academic Affairs, Vice President	Dr. Carol Ann Smith	OM 110	6690
Academic Affairs, Medical School	Dr. Johnnie Gallemore	DMB 452	7077
Admissions	Dr. James Harless	M 125	3160
Affirmative Action	Queen Forman	M 207	6522
Alumni Affairs	Linda Holmes	MSC 2W19	3134
Athletic Office	David Braine	HC 2028	5408
Attorney for Students	Carl Rhodes & Mike Woelfel	MSC 2W29	2366
Auxiliary Services	Ray Welty	MSC 2W6	6472
Auxiliary Ser. for Conferences	Linda Bowen	MSC 1W31	3125
Bookstore	Joseph L. Vance	MSC 1W44	3622
Bursar	Richard Vass	M101	6620
Business College of	Dr. Robert Alexander	CH 113	2314
Career Planning and Placement	Reginald Spencer	PH Lobby	2370
Center for International Studies	Dr. Clair Matz	OM 3201	2465
Community College	Dr. David Wilkin	CC 106	3646
Community College, Continuing Edu.	Robert Lawson	CC 122	3646
Computer Center	Arnold R. Miller	PH 24	3140
Comptroller	Ted Massey	OM 203	6488
Counseling Center	Steve Hensley	PH 155	3111
Disabled Student Services	Sharon Lake	PH 136	3111
Education, College of	Dr. Allen Mori	JH 210	3132
Educational Media	Dr. Virginia Plumley	CB 216	2330
Employee Benefits	Katharine Coffey	OM 207	6455
Financial Affairs Adm.	Harry "Buster" Neel	OM 209	6428
Financial Aid Assistance	Edgar Miller	OM 122	3162
Fine Arts, College of	Dr. Paul Balshaw	OM 112	6433
Graduate School	Dr. Leonard Deutsch, Acting	OM 113	6606
Grants Applications, Processing	Dr. Robert Barnett	OM 323	3094
Greek Advisor		MSC 2W38	2291
H.E.L.P.	Dr. Barbara Guyer	JH 110	2340
Institute of the Arts	Roberta Walters	OM 112	3107
Institutional Advancement	Dr. Keith Scott	OM 109	6440
Institutional Research	Dr. Stuart Thomas, Jr.	OM 320	3648

International Students	Judith Assad	PH 119	2379
Intramurals	Tom Lovins	HC 2018	6477
Job Location Developer	Sue Edmonds Wright	PH Lobby	2370
Journalism, School of	Dr. Deryl R. Leaming	SH 324	2360
Judicial Affairs, Coordinator	Marcia Lewis	TTE	2495
Liberal Arts, College of	Dr. Alan Gould	SH 165	2350
Library	Dr. Kenneth Slack	Library	2320
Marshall Artist Series	James Bryan	MSC 1W23	6656
Medicine, School of	Dr. Lester Bryant	DMB 506	7000
Memorial Student Center	Ray Welty	MSC 2W6	6472
Minority Student Program	Maurice "Tony" Davis	MSC 1W25	6705
Nursing, School of	Sharon Ambrose (Acting)	PH 421	6750
Orientation	Don Robertson	MSC 2W31	2354
Ombudsman	Donna Preston	MSC 2W29	2366
Parking	Bonnie Lytle	PSB	6648
Payroll	Larry Barnhill	OM 205	6457
Personnel	Paul Michaud	OM 207	6455
Plant Adm. & Operations	Harry Long	Maint. Bldg.	6680
President of University	Dr. Dale Nitzschke	OM 108	2300
Procurement	William Shondel	OM 206	3157
Public Safety	Donald A. Salyers	Public Safety Bldg.	4357
Publications	John McKinney	OM B8	6481
Reading Center	Robert J. Evans	JH 110	3101
Regents B.A. Degree	Dr. Alan Gould	OM 121	6400
Registrar	Robert Eddins	OM 106	6410
Research Coordinating Unit	Dr. Roy Thomas	OM 307	3180
Residence Life	Gary Kimble	TTE Lobby	3183
Returning Student Programs	Chris DeVos	PH	4801
Science, College of	Dr. E.S. Hanrahan	OM 119	2372
Special Services	Joe Dragovich	PH 155	3164
Sports Information	Mac Yates	HC 2036	5275
Student Activities	Joe Marshman	MSC 2W38	6770
Student Affairs	Dr. Neil Bailey	OM 116	6422
Student Athlete Program	Stan Maynard	HC 3006	6626
Student Development	Kenneth E. Blue	PH 117	2324
Student Government	Brendan Leary (President)	MSC 2W29	6435
Student Health Programs	Carla Lapelle	PH 134	4800
Student Health Services	Robert B. Walker, MD	DMB 452	7038
Student Housing	Mona Orndorff	OM 115	6765
Student Life	Mary Ann Thomas	MSC 2W31	6420
Student Services, Med. School	Dr. Patrick Brown	MEB	7302
Support Services	Dr. Olen E. Jones	OM 114	2487
Tutoring Services	Sharon Lake	PH 136	3111
University Honors Program	Dr. Joan Gilliland	N 210	5421
University Relations	C.T. Mitchell	OM 102	6397
Upward Bound	Jacqueline Hershman	PH 153	6456
Vocational Rehabilitation	Jerry Meadows	PH 140	2394
Women's Center	Patricia Matters	PH 143	3112
Yeager Scholars Program	Dr. William Denman	OM 320	6763

# UNIVERSITY SERVICES



## BOOKSTORE

Marshall University owns and operates the bi-level University Store located adjacent to the main floor lobby and lower level of the Memorial Student Center. The spacious paneled modern bookstore specializes in servicing the students, faculty, and staff of the university with its wide variety of merchandise.

Over 5000 academic and best-selling selections are stocked in the main floor paperback and magazine departments and more than 2000 current textbook titles can be found in the lower level of the store. Other major departments include art, drafting, school supplies, greeting cards, jewelry, cosmetics, calculators, gifts, clothing, and Marshall souvenirs.

The bookstore also provides textbooks and supplies for the students of M.U. School of Nursing, St. Mary's School of Nursing, and Marshall School of Medicine.

In addition, it offers a variety of special services which include: Special order for books and merchandise which are not stocked, used book repurchase at the end of each semester or term, photofinishing, Marshall class rings, gift wrapping, coin copier, and customer imprinted shirts for groups.

New textbooks are sold at the publishers' suggested list prices. Used textbooks are sold at 70% of the publisher's suggested list price. The bookstore repurchases textbooks at the end of each semester. Books in good condition that will be used again the next semester will be purchased for 50% of the original selling price. If a textbook has been discontinued, the bookstore will buy it at the national wholesale value.

The bookstore is open from 8:00 a.m. until 4:30 p.m. Monday through Friday, evening hours 4:30 until 6:30 p.m. Monday through Thursday the first two weeks of each semester. Thereafter 4:30 P.M. until 6:30 p.m. each Monday evening, and Saturday 10:00 a.m. until 2:00 p.m. During the summer, Monday through Friday 8:00 a.m. until 4:30 p.m. Closed on university holidays.

## DEPARTMENT OF PUBLIC SAFETY

Located in the Public Safety building at 1819 Fifth Avenue across from Twin Towers, the Public Safety Department (University Police) is a supporting service to the academic process of Marshall University. It has as its general mission a mandate to provide an environment free from the threat of physical harm, property loss or damage, and disruptive activity within the constraints of federal, state and local laws and ordinances. As the protective and law enforcement agency most directly responsible to the University community, the department provides all services on an around-the-clock basis which includes a 24 hour emergency ambulance service operated by volunteer Paramedics, Emergency Medical Technicians, Emergency Medical Service Attendants, and University Police Officers.

University officers are granted sworn peace officer status by virtue of state law and have full law enforcement authority upon any premises owned or leased by the State of West Virginia which is under the jurisdiction of the Board of Regents. In an effort to provide the highest level of life safety and property safety services possible to the University community, all officers receive extensive basic training and continued in-service training designed specifically for campus law enforcement personnel.

M.U. Police Officers routinely patrol the campus and surrounding areas twenty-four hours a day. They can be easily recognized by their official brown uniforms and trooper-style hats. Specific protective services provided especially for students include the assignment of security personnel in all residence halls during most hours of the evening and night, a night escort service upon request to locations on and adjacent to the campus, and Project I.D., a program in which valuables are engraved at no cost and records maintained in the Public Safety Office.

Members of the University community can assist in making the campus a safe place by being alert, cautious, security-conscious, responsible, and not taking their safety for granted. Suspicious persons, dangerous or unusual situations, and all crimes or attempted crimes should always be reported immediately. Personal property should be protected by keeping residence hall rooms, and vehicles locked, and by not leaving keys or valuables in cars. Personal protection for females can be increased by being on guard all the time and to not walking alone at night. Victims of sexual assault or attempted sexual assault should contact the Public Safety Office immediately. A list of faculty and staff women who are personally interested in assisting victims, is on file in that office.

Remember, if you see anything suspicious, or need assistance at any time day or night, call (696)-4357

## LIBRARIES

If you have not yet seen the James E. Morrow Library, you are in for a treat. This beautiful building has 700 study stations, comfortable carpeted reading areas, adequate lights, all in air-conditioned summer comfort and electric-heated winter warmth. Reading areas are on the first and second floors. The third floor houses the West Virginia Collection Archives, the Hoffman Library and Rare Books.

The Library has 370,828 volumes and receives 2,169 periodical subscriptions, as well as 568,989 government publications organized by the Superintendent of Documents Classification.

In September 1966, the Library shifted from the Dewey Classification System to Library of Congress. At this point, the reclassification has been completed.

The Microfilm Collection is extensive with 28,500 reels of microfilm and 144,526 when added together, equal 60,839 bibliographical volume equivalents.

We have recently provided on-line access to our resources by means of computer terminals which enable author, title, subject, and keyword searching. Our computer application also includes control of circulation.

Other divisions of the James E. Morrow Library are the Music Library and the Health Science Libraries. Hours are listed on page 5.

## HEALTH SCIENCE LIBRARIES

The Health Science Libraries are located in the basement of the Community College building. Their extensive specialized collection includes books, periodicals and indices useful to science majors and medical and nursing students. Hours are listed on page 5

## MUSIC LIBRARY

The Music Library is a division of the James E. Morrow Library, and is located in Room 123 of Smith Music Hall. It contains recordings, tapes, scores, music education materials, and some reference books, and is open to all students, faculty and staff of Marshall University. Hours listed on page 5.

## OFFICE OF ADMISSIONS

Since you are now a student at Marshall, you have already had some contact with the Admissions Office. The Admissions staff distributes university catalogs, maintains a file of 500 catalogs from other colleges and universities, evaluates course equivalency if you want to take a certain course at another college, evaluates veterans' physical education and military credit, and helps with correspondence courses. The Admissions Office also administers the College Level Examination Program (CLEP). The G.I.S. system of career, college and military information is assessable by computer terminal in the Admissions Office.

If you have questions about any of these special student services, call the Admissions Office at (696)-3160 or stop in to visit in 125 Old Main.

## PSYCHOLOGICAL EMERGENCIES

Students needing psychological assistance during university working hours, 8:00 a.m. to 4:30 p.m., should visit the University counseling Services, First Floor, Pritchard Hall, South Wing, or call (696)-3111. After 4:30 p.m., students will be treated at St. Mary's Hospital through referral by designated university staff persons. Students may reach the staff member on call by contacting the Department of Public Safety. The Student Health Service will pay up to \$50.00\* for the Emergency Room charges, up to \$60.00\* for the initial psychological evaluation and one night's hospitalization at double occupancy rates resulting from said emergency.

\*Fees subject to change

## PSYCHOLOGY CLINIC

The Marshall University Psychology Clinic offers individual psychotherapy for relationship problems, depression, anxiety, phobias, child conduct and learning problems, migraine and tension headaches; assertion and social skills training; group therapy with a specific focus (i.e., smoking reduction, weight reduction, communication skills training); and psychological evaluations. The clinic is located in Harris Hall, Room 449. To arrange an appointment or to learn more about the clinic, call (696)-6446 or stop by the Psychology Department main office, Room 326, Harris Hall.

## STUDENT HEALTH SERVICE

Student Health Service (SHS) is provided by John Marshall Medical Services, Inc., an affiliate of the University's School of Medicine. The clinic is located at 1801 Sixth Avenue, one block southeast of the main campus and is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, and from 9:00 a.m. to 5:00 p.m. on Saturdays. After 5:00 p.m., all student in need of health care must go to the Cabell Huntington Hospital (CHH) Immediate Care Unit, 1340 Hal Greer Boulevard. After 8:00 p.m. and on Sundays, all care at the immediate Care Unit will be considered for validation as "Emergency Care". Student Health Service is closed on Sundays and all holidays. Student Health Service will be provided from the first day to the last day of each fall, spring, and summer class session to students who pay full student activity fees and attend classes scheduled between semesters (intersession).

All emergency visits to Cabell Huntington Hospital (CHH) must be validated as emergencies by the Student Health Service. Validation will be based on the time and reasons for the visit on the emergency room report from CHH. If the services are validated as emergency, Student Health will pay up to \$50.00\* for emergency care charges. Incurred charges above the \$50.00\* maximum are the total responsibility of the student or his/her insurance carrier; if hospitalization is a result of emergency care, the Student Health Service will pay the room fees for one night's hospitalization at CHH at double occupancy rates.

Marshall university students who present current validated activity and identification cards are eligible to use this service. Services provided include diagnosis and treatment by a physician, and licensed practitioner or physician's assistant, limited routine laboratory procedures, limited routine radiographic procedures, routine physical therapy treatments, and injections for allergies (if vaccines and dosage directions are provided by the private physician of the patient and approved by the staff physicians). New and additional services provided will be routine physical examinations on an appointment basis, care for children under the age of 12 years old of students who have paid their Student Health fee, and care for chronic illnesses. When available, emergency ambulance service is provided for any student by the Department of Public Safety. Community ambulance service, unless requested by the Department of Public Safety, is at the student's expense.

All students are seen on a walk-in, first-come, first served basis. However, appointments are necessary for family planning or contraceptive education purposes, for which you may call 526-0605. Emergencies will be seen immediately.

The SHS will pay up to the first \$44.00\* of the cost of the initial visit for any referral by a SHS provider to a medical specialist, other than initial psychiatric evaluation which will be up to \$60.00\*, of John Marshall Medical Services, Inc. or in the Huntington community. All prescriptions, treatment, and follow-up care that result from the initial specialist consultation, as well as services relating to dental evaluation or repair of or refraction for corrective lenses, will be at the expense of the student, his or her parent, or insurance carrier. Student's referral billings should be submitted to the Associate Dean of Student Affairs, Room 117, Pritchard Hall for determination of payment.

\*Fees subject to change

## SPEECH AND HEARING CENTER

If you have speech, voice or hearing concerns, you can get free professional help at the Speech and Hearing Center, Smith Hall 143 (696)-3640.

The Center offers professional diagnosis and treatment of communication problems without charge to full-time students and their children and for a minimal fee to others.

## STUDENT WORKERS AND INTERNATIONAL STUDENTS

All students can receive care through the Student Health Service between semesters provided they were enrolled in classes the prior term.

To prevent possible billing problems, international students and students who are working for a University department between semesters as a work study, student assistant, and/or graduate assistant should obtain an identification form from the Student Development Office, Pritchard Hall or the Financial Aid Office, Old Main.

All care provided between semesters will be rendered in the Family Practice Clinic, John Marshall Medical Services.

# STUDENT AFFAIRS

The primary concern of the Division of Student Affairs is the student. The Division provides a variety of educational and administrative services, programs, and activities in support of the academic mission of the University. It is committed to excellence in and integration of curricular and cocurricular activities to ensure a supportive living learning environment for the whole student.

Guiding concepts of the Division are those of human growth and development and personal discipline within an open and supportive environment. The integration of the cognitive and affective dimensions so essential for personal growth are central in all Student Affairs programs and activities.

Goals of the Student Affairs are as follows:

1. To maintain a timely and efficient management program that allocates resources, provides control of expenditures, administers programs to meet developmental needs, and engages in an annual planning and evaluation process.
2. To critically evaluate functions, objectives, and trends enabling the Division to strengthen services and seek innovative approaches to facilitate the educational process.
3. To identify, reduce, and anticipate organization and personal factors which contribute to unnecessary student attrition.
4. To provide personal maintenance and support services and integrate them into the total life of the University community.
5. To encourage and assist individuals in developing goals, problem solving skills, and interpersonal relations skills.
6. To encourage and support participation of students in the University community and the Huntington community at large.
7. To assist in developing a secure and healthful institutional environment.
8. To assist students to clarify their values, utilize their leisure time wisely, develop a unique lifestyle, and select a career.
9. To provide opportunities to students to broaden their cultural perspective and to facilitate the reduction of prejudice.

The Vice President/Dean of Student Affairs is involved in all university matters pertaining to student welfare with primary involvement in matters outside the classroom. The Vice President/Dean of Student Affairs is a member of the President's Cabinet and works closely with the Council of College Deans; supervises the Student Affairs Staff; helps to assess the learning and social needs of students; and recommends ideals to make Marshall a more productive and pleasing environment for students.

Two Associate Deans assist in the management and supervision of the various areas and units that comprise the Division of Student Affairs. These areas/units are: 1. Student Life, 2. Student Development, 3. Financial Aid, and 4. Career Planning and Placement. Each of these is outlined in the following pages to provide an understanding of student services available and opportunities for participation in programs that enhance student experiences at Marshall University. The Vice President/Dean of Student Affairs is located in Room 116, Old Main, telephone 696-6422.



# STUDENT DEVELOPMENT

The Student Development Center is best described as the service area of the Division of Student Affairs. One of its major goals is to enhance and support a student's personal and academic development. This assistance is accomplished through developmental, remedial, and preventative programs offered by the staff.

Among its services are personal and social counseling; educational and career counseling; reading and study skills development; tutorial services; minority, women, and international student programs; health education; new student orientation; and disabled student services.

All units of the Student Development Center are located on the first floor of Prichard Hall (telephone 696-2324) except for the Minority Students Office, which is in 1W25 Memorial Student Center.

## COUNSELING SERVICES

The Counseling Services staff provides individual and small group counseling experiences, personal and emotional health seminars, assessment and career exploration, and referral services. Vocational interest and personality testing is available to assist the student in evaluating his/her characteristics as compared to those of other students. These resources can be used by students to help resolve educational, personal/social, or vocational questions. All information discussed is confidential. For information or assistance call (696)-3111.

## INTERNATIONAL STUDENTS

The International Student and Scholar Program is designed to help foreign students and scholars adjust to a new and sometimes perplexing environment. The staff provides special assistance regarding cultural familiarization, language, housing, employment, academic and personal matters, responsibilities as a non-immigrant, and immigration requirements and procedures. A major objective is to help non-immigrants achieve their educational goals while providing an insight into American culture through a program of social activities, orientation seminars, and host family visits, in addition to the annual International Festival held each spring. For information or assistance call (696)-2379.

# June 1987

	sunday	monday	tuesday	wednesday	thursday	friday	saturday
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
	14	15	16	17	18	19	20
					University Theatre Play	University Theatre Play	University Theatre Play
21	22	23	24	25	26	27	
28	29	30					



## MINORITY STUDENTS PROGRAM

The staff of the Minority Students Program aids in facilitating black students involvement in their academic growth and development and their participation in University Life. They coordinate the personal, educational, cultural, and social needs as identified by students and aid in providing an environment conducive to student learning. Programs are initiated and developed to aid the university community in its effort to enrich cross-cultural and racial understanding. The office is located in room 1W25, Memorial Student Center. For more information or assistance call (696)-6705.

## OFFICE OF DISABLED STUDENT SERVICES

The Office of Disabled Students Services helps disabled students with all aspects of campus living and learning programs and activities. The staff's ultimate goal is for each disabled student to function independently. The following services are available to meet the individual needs of disabled students:

**Taped textbook/reader service** for visually impaired and learning-disabled students.

**Test proctoring** for visually impaired and learning-disabled students and for those with upper-body mobility problems.

**Tutoring** for most freshman and sophomore level courses.

**Study skills/reading improvement instruction.**

**Lecture notetaking** for students with hearing impairments or upper-body mobility problems.

**Special parking accommodations** for students with mobility problems.

**Specialized equipment** for use as study aids.

**Individualized new student orientation** for disabled students who request it.

**Adapted sports activities** such as swimming, individual exercise programs, and modified physical education classes.

**Liaison counselor** for students under the sponsorship of the West Virginia Division of Vocational Rehabilitation.

**Accessible housing, classrooms, and library facilities** for mobility-impaired students.

Disabled students are also referred for special assistance to various university and community agencies.

The Office of Disabled Student Services is located in the Student Development Center on the first floor of Prichard Hall.

For information or assistance call (696)-3111.

## RETURNING STUDENT PROGRAMS

Returning Student Programs is an office designed to meet the special needs of nontraditional students. This office maintains close ties with the student group. Returning Student Organization, and also conducts a summer orientation for adults interested in returning to school.

Returning Student Programs is a place where older students can come for information or advice. The Coordinator, Chris DeVos, is also a counselor, so returning students (as well as younger students) can obtain personal problem counseling or help in choosing a career/major. The office is located in 148 Prichard Hall, (696)-4801. Plans are underway to offer some evening hours for the convenience of those students who cannot come in during the usual 8 a.m. to 4:30 p.m. hours.



## SPECIAL SERVICES

The Special Services program is a federally funded program that provides a wide range of academic support services to disadvantaged students. The skills specialist provides activities which allow students to develop reading and learning skills and improve study skills. The tutorial component offers student tutors in most freshman and sophomore level courses. These tutors are available to supplement classroom instruction and to help students understand subject matter more thoroughly. Counselors are also available to help students in academic planning and career decision-making. For information or assistance call (696)-3111.

## STUDENT HEALTH PROGRAMS

Student Health Education Programs (SHEP) offer educational services promoting the wellness concept of a balanced lifestyle approach to optimal living. SHEP provides: workshops, films, a resource library, counseling and referral for family planning and other health-related issues, Red Cross Blood Drives, and annual "Wellness Week," a Contraceptive Health Education Clinic (CHEC), and **Wellness Ways**, a preventive health magazine. A physical fitness program is offered by trained aerobic/dance instructors. PEER CAPPS, a trained group of volunteer students whose objective is to educate students about responsible drinking, provide a variety of programs concerning the use of alcohol. Offices of the SHEP Coordinator and staff are located in Prichard Hall. For information and service, call (696)-4800.

## TUTORING

### STUDY SKILLS DEVELOPMENT

Tutoring services are coordinated by the Student Development staff. A limited amount of free tutoring is available. Most tutoring is conducted on a fee basis; fees are usually between \$3.00 and \$6.00 per hour. The Coordinator of Tutoring Services maintains a list of recommended tutors who have been endorsed by their respective departments.

Often students need to improve their study skills in order to complete their classes successfully. The Student Development staff helps students improve study skills through both individual and group processes. A series of workshops is presented each semester which includes such topics as:

- time management,
- preparing for exams,
- notetaking,
- getting the most from textbooks, and
- memory techniques

If you think you could benefit from either tutoring or study skills help, call (696)-3111.

## UPWARD BOUND

The Upward Bound Program is funded by the U.S. Department of Education to provide academic and cultural enrichment as well as counseling services to identified high school youth in seven target high schools in Wayne, Cabell, and Mingo counties. For information call (696)-6456.

# July 1987

sunday	monday	tuesday	wednesday	thursday	friday	saturday
JULY 6-16 "WP" OR "WF" WITH DRAWAL PERIOD BY DEAN'S PERMISSION				Last Day to Drop Courses with W Grade	Independence Day Holiday University Closed	Independence Day
5	6	7	8	9	10	11
				University Theatre Play	University Theatre Play	University Theatre Play
12	13	14	15	16	17	18
	Deadline for Submitting Final Grades 9 A.M.	Classes Begin 8 A.M. Late Registration and Schedule Adjustment 8 A.M. - 4:30 P.M.		University Theatre Play	University Theatre Play	University Theatre Play
19	20	21	22	23	24	25
	Regular Registration Second Summer Term 8 A.M. - 4:30 P.M.				Application for August Graduation Due in Dean's Office	
26	27	28	29	30	31	

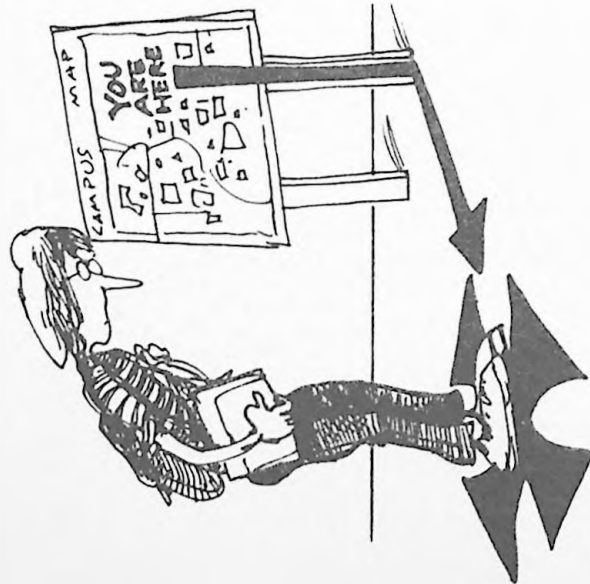
## STUDENT LIFE

### VOCATIONAL REHABILITATION

The campus Vocational Rehabilitation staff coordinates services to disabled students who are under the sponsorship of the West Virginia Division of Vocational Rehabilitation. Referrals are encouraged from university sources, but basic criteria must be met before services can be offered. Services to handicapped students include financial assistance, personal adjustment and academic/vocational counseling, and referral to other campus and community resources dealing with the handicapped. Located in PH 140. For information or assistance call (696)-2394.

### WOMEN'S CENTER

The Women's Center exists as a resource for information and services in the area of women's issues, concerns and needs. The Center offers programs on a regular basis which focus on topics of relevance for women, provides information and support to returning women and the female student population in general, and acts as a resource for university offices in order to encourage recognition of women students' needs. The Women's Center is located in Room 143 Prichard Hall. For information or assistance call (696)-3112.



### RESIDENCE LIFE

This unit is concerned with the selection and training of the residence halls staff and with providing an environment for living-learning experiences. Activities may range from social events to faculty visits and from seminars to informal interaction. A group living situation offers an excellent opportunity for learning about oneself and living cooperatively with others. The Residence Life Office is located in Twin Towers East, first floor, (696-3183).

### RESIDENCE HALL GOVERNMENT

The residence hall community is comprised of diverse individuals from various and differing backgrounds and experiences. Such diversity calls for members of the community to be involved in their own governance. Each residence hall at Marshall has an individual hall council (called the Hall Advisory Council) comprised of executive officers, including president, vice-president, secretary, treasurer and representatives from each floor.

This organization is valuable in many ways. The efforts of the Hall Advisory Council result in programs and activities that draw residents together to encourage new friendships, and build community. The HAC also reviews issues and concerns that affect the residents hall-wide and campus-wide and help influence official policies. The individual hall councils provide a forum for residents to develop leadership skills including working with others and in establishing and meeting goals. The result is a steady, continual growth of pride in the hall and in the growth of self-confidence and personal satisfaction in seeing one's contribution to self and others.

An opportunity to be actively involved in your hall government (HAC) is afforded all students early in the fall semester. Elections are held in each hall for floor representatives. The hall council election will provide an opportunity to become involved in residence hall activities.

The financial support for hall councils is derived from a membership fee collected from hall residents. The amount of the membership fee is \$10.00 annually or \$7.00 per semester. Membership affords residents the opportunity to participate in activities at a reduced rate or free. Membership is voluntary. An organization known as Inter-Hall Government Council (IGC) represents all the residence hall councils and their students. The IGC maintains an office in Twin Towers West (696-3183).

The IGC is comprised of three representatives from each hall council. Besides sponsoring campus wide programs, the IGC maintains the Food Committee and the Environmental Concerns Committee and is responsible for the residence hall leadership banquet each year. The Inter-Hall Government Council strives to represent the concerns of all residence hall students and be a positive factor in influencing change.

The student as a planner, participant, leader, and presenter is best exemplified in the administrative area called Student Life. Staff strives to create environments for students to form communities whereby they can practice leadership skills and responsible citizenship, clarify their values, and generally become full participants in the learning process.

Staff provides advising, leadership development, support services for a variety of groups including but not limited to student social-cultural events, student government, residence hall programs, fraternities and sororities, legal affairs, and off-campus and commuting students.

The various units within Student Life are as follows:

1. Residence Halls - Programming and Staff
2. Student Activities committees and programming
3. Recognized Student Organizations
4. Student Code of Conduct and the University Judicial Board
5. Student Governance
6. Student Legal Aid Center
7. Social Greek Groups (fraternities and sororities)
8. Career Planning & Placement
9. Orientation

The Student Life office is located in the Memorial Student Center, Room 2W31, telephone 696-6420.



# August 1987

sunday	monday	tuesday	wednesday	thursday	friday	saturday
AUGUST 10-20 "WP" OR "WF" WITHDRAWAL PERIOD BY DEAN'S PERMISSION						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
					Second Summer Term Ends	
16	17	18	19	20	21	22
23	24	Regular Registration 8 A.M. - 6 P.M. Deadline for Submitting Final Grades 9 A.M.	Regular Registration 8 A.M. - 6 P.M.	Regular Registration 8 A.M. - 6 P.M.	Last Day of Regular Registration for Fall Term 8 A.M.-4 P.M.	
Hospitality House for Parents & Students Campus Christian Center 9 A.M. - 5 P.M. Residence Halls Open 9 A.M.	31	MOVIE - Star Trek I				29
30		25	26	27	28	

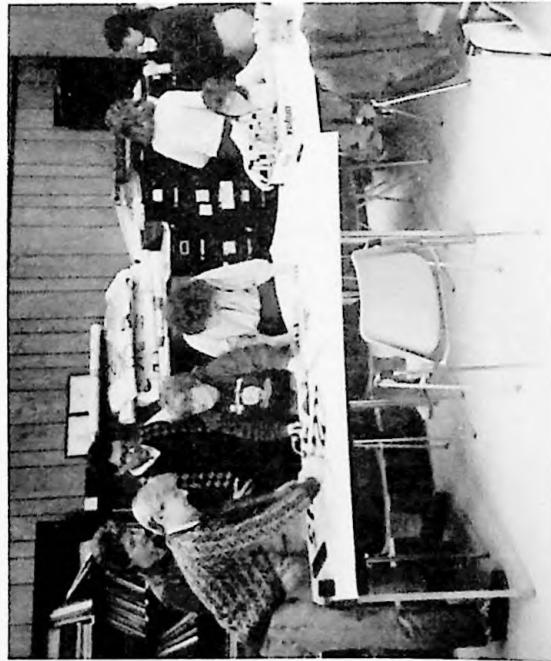
## STUDENT ACTIVITIES AND ORGANIZATIONS

This unit in Student Life assists students in utilizing activity fees to provide the highest quality entertainment and educational events possible. These include lectures, film series, concerts, live entertainment at Marco's, outdoor recreation, novelty acts and Homecoming activities. Some of these events are organized and sponsored in cooperation with other university departments.

The Coordinator of Student Activities and Organizations is primarily responsible for managing the work of six programming committees composed of student volunteers. By working with other students on programming committees, the student can gain decision-making skills in a non-competitive and relaxed atmosphere. The Student Program Committees strive to create an enriched campus environment as well as a hands-on experience with leadership skills on the individual or group level.

The Coordinator of Student Activities and Organizations also works with campus organizations to help them establish and maintain recognized status by the university. An information listing on all recognized campus organizations begins on page 45.

The Student Activities and Organizations office is located in the Memorial Student Center, Room 2W38 (696)-6770.



## CAMPUS ENTERTAINMENT, UNLIMITED

Campus Entertainment, Unlimited is the main student organization on campus responsible for contemporary entertainment. Membership is open to all students at Marshall University.

While many of the rewards gained from involvement with CEU are intrinsic, many life-long skills have been gained or enhanced, i.e. communications, time-management, budgeting, and leadership, development.

CEU is divided into the following committees:

### Cinema Arts

Responsible for selection, planning, and presentation of both contemporary and classic motion pictures via film and/or video recordings.

### Marco's

Responsible for selection, planning and presentation of live evening entertainment. Their activities take place in Marco's which is located in the lower level of the Memorial Student Center.

### Homecoming

Responsible for selection, planning and presentation of all homecoming events which include, but not limited to: parade, queen selection, dance, bon fire, and daily entertainment and contests. They also work closely with the Alumni Office staff, Student Life staff, Music Department, local merchants, radio, and television stations.

### Contemporary Issues

Responsible for selection, planning and presentation of lectures on topics of current international, national and local interest to students.

### Publicity

Responsible for coordinating and assisting with publicity for CEU and its committees, as well as recruitment. This committee must keep current contacts with the University Relations Office and all local radio and television stations as well as the print media.

### Recreation

Responsible for selection, planning and presentation of off-campus trips (both in-and-out-state), and recreational tournaments using the university's vast recreational facilities.

### Special Events

Responsible for selection, planning and presentation of live day-time entertainment and concerts. Many of their events occur either on the Memorial Student Center Plaza or in its Lobby.

For more information, CEU is located in 2W38 in the Memorial Student Center, or call (696)-6770.

## NEW STUDENT ORIENTATION

The New Student Orientation program provides information, services, programs, and activities to new students. The orientation acquaints students with the university and assists in their adjustment to college life.

Orientation sessions are designed to meet the specific needs of a variety of students including: entering freshmen, transfer students, honor students, returning students (25 years of age or older), and graduate students. For information call (696)-2354.

## STUDENT LEGAL AID CENTER (SLAC)

The Student Legal Aid Center employs part-time a licensed attorney and an ombudsperson to assist all students. Although the attorney may not represent students in court, he/she offers advice and counseling on all legal matters which concern students, including the areas of landlord/tenant, consumer, domestic relations, contracts, auto accidents, traffic tickets, criminal charges, employment, and civil rights.

The campus ombudsperson assists students within the university (academic or non-academic) in an informal and confidential manner. The primary role of the ombudsperson is to help students understand the various practices and procedures of the university and to ensure that they receive fair and equitable treatment within all area of the university.

Seminars are usually offered each semester on the topics of landlord/tenant, consumer protection, or domestic relations. Brochures such as: Renter's Handbook, How To Sue In A Magistrate Court, Domestic Violence, Divorce/Annulment, Consumer Protection Tips, as well as other informative pamphlets are available in the Center.

For free confidential advice stop by Room 2W29 in the Memorial Student Center. The ombudsperson is available 10:30 to 2:30 p.m. M-F, and the attorney is available at hours posted.

No appointment is necessary on campus. The campus telephone is (696)-2366.

\*Hours may vary each semester depending on student traffic.

# September 1987

sunday	monday	tuesday	wednesday	thursday	friday	saturday
CHECK WITH CAREER PLANNING & PLACEMENT CENTER FOR UPCOMING CAREER COUNSELING SEMINARS.		Late Registration and Schedule Adjustment 8 A.M. — 4:30 P.M.  MOVIE — Star Trek II Marco's 8 P.M.	Late Registration and Schedule Adjustment 8 A.M. — 4:30 P.M.  MOVIE — Star Trek III Marco's 8 P.M.	Late Registration and Schedule Adjustment 8 A.M. — 4:30 P.M.  GREEK FEST 11 — 1 P.M. on the Plaza  MOVIE — Star Trek IV Marco's 8 P.M.	Late Registration and Schedule Adjustment Closes for Fall Term 8 A.M. — 4:30 P.M.  MOVIE — Star Trek FESTIVAL Marco's 3-6-8 & 10 P.M.	MU vs MOREHEAD ST home game 4 P.M.
6	7	8	9	10	11	12
MOVIE — Love Story Marco's 8 P.M.	Labor Day Holiday University Closed	IFC Open House House Tours 6:30 — 8:30 P.M.	Counseling Center Study Skills Workshop CC 3 P.M.	Open House/Ice Cream Party Campus Christian Center 6 — 8 P.M.  Minority Students Program New Student Reception Alumni Lounge 7 P.M.	MOVIE — Love Story Marco's 3 & 8 P.M.	MU vs OHIO U away game 1:30 P.M.
13	14	15	16	17	18	19
GREEK RUSH WEEK	GREEK RUSH WEEK	GREEK RUSH WEEK	GREEK RUSH WEEK Lunchbag Seminar Women's Center 12 — 1 P.M.  Counseling Center Study Skills Workshop CC 3 P.M.	GREEK RUSH WEEK  Blue Ridge Mts. Film Lecture Forum Series 8 P.M. OMA	GREEK RUSH WEEK  MOVIE — Witness Marco's 3 & 8 P.M.	GREEK RUSH WEEK Soupy Sales MSC Don Morris Room 8 P.M. Reception Follows  MU vs EKU away game 1:30 P.M.
20	21	22	23	24	25	26
MOVIE — Witness Marco's 8 P.M.	Greek Bid Day Homecoming Applications Due Student Health Programs Alternatives Program (Alcohol) MSC — Noon Mikado, NY G&S Players Mount Series 8 P.M. K-A	GREEK RUSH WEEK	Counseling Center Study Skills Workshop CC 3 P.M.	ALSO SEPT. 30 MINORITY STUDENTS PROGRAM PRESENTS BROADWAY BEAT — SRH	Application for December Graduation Due in Dean's Office  Last Day to Drop 1st 8 weeks Courses with W Grade  MOVIE — Animal House Marco's 3 & 8 P.M.	MU vs YOUNGSTOWN ST home game 4 P.M.
27	28	29	30			
MOVIE — Animal House Marco's 8 P.M.	Student Health Programs Alternatives Program (Alcohol) MSC — Noon	Lunchbag Seminar Women's Center 12 — 1 P.M.  Counseling Center Study Skills Workshop CC 3 P.M.  James Peterson (Playboy Mag.) Don Morris Room 8 P.M.				

## SERVICES AND RESOURCES

- Career interest testing
- Career planning and decision making systems
- Career planning course (3 credit hours)
- Part-time employment assistance
- Career Fairs in business, health and education, for example Externship Program for gaining career experience
- Graduate School options and advising
- Workshops resumes, interviewing, relocating and job searches
- Credential file service (\$5 fee)
- Employment Opportunity Bulletin job listing (bi-weekly--six months \$9; 12 months \$15)
- Job listing exchange program with twelve schools from other geographic areas
- Campus interviews with visiting employers (senior and graduate students)
- Background information and addresses for employers on a local, state and national level
- Career library
- Civil Service application information (state and national)
- Nationwide salary surveys for college level jobs

All undergraduate, seniors, graduate students and alumni are eligible and invited to use the Career Planning and Placement Services. As a part of the Student Affairs Division, para and professional staff provide students with any or all of the services listed above.

Seniors and graduate students are urged to register with the Center at the beginning of their final year to begin a comprehensive job search or to investigate continuing educational options.

All students are advised that vigorous competition awaits graduates. The advantage always belongs to the student who plans and prepares for the future. It is vital that each student recognizes the high priority which must be given to planning and preparing for employment, graduate school, or professional school. Taking a "wait and see what happens" attitude is very risky to your future happiness in today's crowded market. Let us help you build a background record that will impress prospective employers and launch you off on a successful career and life.

## PLACEMENT FEES

As noted above fees are required for only three areas of placement services at the present time.

### (1) Credential File

A \$5 fee is required to register a credential file with the Center. This file can be updated and used for an unlimited period of time. The file is always sent at the employer's request free of charge. Costs of sending the file at the request of a senior or alumni registrant is \$2 for 10 pages or less, \$3 for 11 to 15 pages and \$4 per copy for 16-20 pages.

## (2) Employment and Opportunity Bulletin

Our bi-weekly job listing publication can be sent to Marshall seniors or alumni via a mail subscription (see price listing above).

### (3) Test Fees

Current students will be assessed a \$3 fee of scoring and interpretation of the Strong Campbell II Interest Inventory and 50 cents for the Interest Check list. (Non-students and alumni will be charged \$5 for the Strong Campbell).

Using the Guidance Information System (G.I.S.) or Systemized Interactive Guidance Information (S.I.G.I.). The Center has access to two very current computer career information systems. The retrieval of a comprehensive inventory of career related information can be a very valuable tool in providing career planning assistance to Marshall students. Both of these resources are available in the Career Planning and Placement Center. (The G.I.S. is available for use in the Residence Halls). Career Planning & Placement is located in the lobby of Prichard Hall, (696)-2370.



## 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/her choice with relation to the aforementioned items. Student Government operates the Office of Off-Campus Housing and Commuter Affairs to assist students with housing needs. In addition, the attorney for students can assist students with landlord/tenant and consumer protection concerns.

## STUDENT GOVERNMENT

The Marshall University Student Government Association is continually growing as a viable part of university life. Through the channels of Student Government, students make 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.

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

Student Government consists of three divisions: Senate, Court and Cabinet. Under the Constitution, Senate elections are held twice yearly, in October and April. This allows for a revolving membership as in the United States Senate. Constituencies are based on the Academic Colleges.

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 the Senate to whom they must report concerning their committees or posts. Regular meetings are held to discuss matters coming before Senate and Cabinet and to report of the progress of each project.

## STUDENT GOVERNMENT PROJECTS

Student Government provides students with the opportunity to get involved with a variety of projects. Some such as the Muscular Dystrophy Dance Marathon, which has raised over \$15,000, allow students to get involved with the community. Other projects include providing listings for Off-Campus Housing, facilitating a Commuter network, sponsoring Blood Drives for the American Red Cross, helping to provide students with emergency student loans, and providing transportation to ballgames.

All of these projects, as well as others planned throughout the academic year, provide each student many opportunities to become involved in university life. Students are represented on every major standing committee of the University as well as the President's Cabinet. Students interested in Student Government should stop by the Student Government Office, Memorial Student Center, Room 2W29 or call (696)-6435.

# October 1987

sunday	monday	tuesday	wednesday	thursday	friday	saturday
OCTOBER-CAMPUS RECRUITING CHECK CAREER PLANNING AND PLACEMENT CENTER	OCT. 26 - DEC. 11 "WP" OR "WF" WITHDRAWAL PERIOD BY DEAN'S PERMISSION	OCT. 8 - 10 JOHN MARSHALL FAMILY REUNION A VARIETY OF CAMPUS ACTIVITIES TO INCLUDE DESCENDENTS OF JOHN MARSHALL	EACH WEDNESDAY THIS MONTH Luncheon Seminar Women's Center 12 - 1 P.M. & Counseling Center Study Skills Workshop CC 3 P.M.	Fall Forum Campus Christian Center 7 P.M.	MOVIE - Pee Wee's Big Adventure Marco's 3 & 8 P.M.	Greek Commitment 87 MSC - All Day Music Dept. Band Festival  MU vs FURMAN away game 1:30 P.M.
4 MOVIE - Pee Wee's Big Adventure Marco's 8 P.M.	5 Student Health Programs Alternative Program (Alcohol) MSC - Noon Elimination for Homecoming Queen DMR - 8 P.M.	6 Student Health Programs Self Care Series 12:30 RM TBA Elimination for Mr. Marshall Baxter Series Marco's 8 P.M.	7 Theatre/Dance & Music Department Musical "1776" Leningrad State Symphony Baxter Series 8 P.M. K-A	8 Theatre/Dance & Music Department Musical "1776" CEU Parade Bonfire Lazer Show MIDNIGHT SPECIAL 	9 Theatre/Dance & Music Department Musical "1776" Montani String SRH 8 P.M. MOVIE - Hair Marco's 3 & 8 P.M. & Rocky Horror Picture Show - Midnight	10 Theatre/Dance & Music Department Musical "1776"  MU vs LOUISVILLE away game 7 P.M.
11 Theatre/Dance & Music Department Musical "1776" MOVIE - Hair Marco's 8 P.M.	12 HOMECOMING Student Health Programs Alternatives Program (Alcohol) MSC - Noon	13 HOMECOMING Student Health Programs Self Care Series 12:30 RM TBA British Columbia Film-Lecture Forum Series 8 P.M. OMA	14 HOMECOMING International Students Supper CCC 5 P.M.	15 HOMECOMING CEU Parade Bonfire Lazer Show MIDNIGHT SPECIAL 	16 HOMECOMING MOVIE - TBA Marco's	17 HOMECOMING MU vs EAST TENN. ST HOMECOMING-1 P.M. 
18 NATIONAL ALCOHOL AWARENESS WEEK Student Health Programs Alternatives Program (Alcohol) MSC - Noon	19 NATIONAL ALCOHOL AWARENESS WEEK Student Health Programs Alternatives Program (Alcohol) MSC - Noon Mid-Semester - 1st 8 Weeks Courses End	20 NATIONAL ALCOHOL AWARENESS WEEK Student Health Programs Self Care Series 12:30 RM TBA Anne Aiko Meyers, Violin Recital YCA Series 8 P.M. SRH	21 NATIONAL ALCOHOL AWARENESS WEEK 2nd 8 Weeks Courses Begin Anne Aiko Meyers, Violin Recital YCA Series 8 P.M. SRH	22 NATIONAL ALCOHOL AWARENESS WEEK Turkey Film Lecture Forum Series 8 P.M. OMA	23 NATIONAL ALCOHOL AWARENESS WEEK MOVIE - The Pit & Pendulum & The Raven Marco's Time TBA Last Day to Drop Courses with W Grade	24 MU vs VMI home game 1 P.M. 
25 MOVIE - The Fly Marco's 8 P.M.	26 Music Dept. Faculty Recital SRH 8 P.M. Student Health Programs Alternatives Program (Alcohol) MSC - Noon	27 Student Health Programs Self Care Series 12:30 RM TBA	28 GOODNIGHT MR. POE Don Morris Room 9 P.M.	29 Turkey Film Lecture Forum Series 8 P.M. OMA	30 MOVIE - The Fly Marco's 3 & 8 P.M. HALLOWEEN PARTY FOR INTERNATIONAL STUDENTS Shawkey Room 9 P.M.	31 MU vs UTC away game 7:30 P.M. 



# ON-CAMPUS RESIDENCE INFORMATION

## RESIDENCE HALLS/HOUSING

The Student Housing Office, Old Main 115, and Residence Life Office, TTE, maintain six residence halls which house approximately 2,150 students. Each residence hall provides students with the best possible living and learning conditions. The students' experiences in hall government, educational, social, and recreational programs, and their association with residence hall staff members give them 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.

Marshall University has a mandatory housing policy requiring all freshmen and sophomores. If space is available, to reside in university owned and operated residence halls unless they reside with their parent(s) and commute to and from the university from that residence. Married students and students two years beyond high school are exempt.

Failure to comply with this policy will result in cancellation of the student's registration.

## FOOD SERVICES

All students living in the residence halls are required to purchase a meal plan for meals in the university dining halls. Meals are also available to students rooming off the campus at the guest meal rate. The meal plan is not valid during vacation periods.

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 will be issued a meal ticket upon payment of room and board fees. This meal ticket must be presented 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. No deductions are made because of late payment.

## 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 admitted by the university are sent residence hall applications. The applications must be accompanied by a \$100.00 deposit (refundable if cancellation notice is received prior to July 1).

Fifty dollars of this amount is placed into a damage deposit account in the student's name for the duration of on-campus occupancy. This amount is refunded to the student when he/she permanently severs ties with the Housing Office. The remaining \$50.00 is considered a reservation fee and is deducted from the total amount due on the first room and board invoice.

Room assignments are made on first come, first serve basis, without regard to the student's race, religion, political affiliation, sex, age, handicap, sexual orientation, or national origin. Students wishing to room together should make every effort to send in applications and the deposit fee in the same envelope. The student is assigned to the residence hall of his/her choice if at all possible. Applicants who do not initially receive their first choice of residence halls will be placed on a waiting list through mid-August. Roommates who apply together will not be transferred separately unless otherwise indicated.

Room and board fees are due on approximately August 9 and January 2.



## CONTRACTS

A student who wishes to live in a university residence hall must sign a contract with the Housing Office. 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; (4) that the student will receive no refund of any portion of room and a prorated refund of board fees because of withdrawal from the university after the first week of classes for each semester.

## HOLIDAYS

Residence halls are closed during Thanksgiving, semester breaks, and spring vacation periods, with the exception of Holderby Hall.

Students living in Holderby Hall are assured of a room during vacation breaks, with approval. Non-Holderby Hall residential students requesting housing during breaks must pick up an application form from Holderby Hall Senior Head Resident.

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 halls within twenty-four hours following their last examinations.

## LOSS OR DAMAGE OF PROPERTY

The university is not 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 lock their rooms whenever they go out of their room.

## UNIVERSITY HOUSING FOR FAMILY STUDENTS

Housing for married students or students with children 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 \$160 to \$290 per month. The apartments are one to two bedroom units with kitchen, bath, and living room. Efficiency apartments are also available. Applications may be secured from the Student Housing Office. Married students or students with children, full-time, are eligible to reside in family student housing units. Single graduate students may apply to live in Building #2, provided space is available after families and married couples have been accommodated.

# November 1987

sunday	monday	tuesday	wednesday	thursday	friday	saturday
<p>MOVIE — The Fly Marco's 8 P.M.</p> <p><b>1</b></p>	<p>Women's Center Series Women on Campus</p> <p>Student Health Programs Self Care Series 12:30 RM TBA</p> <p>Big River Broadway Musical Baxter Series 8 P.M. K-A</p> <p><b>3</b></p>	<p>Women's Center Series Women on Campus Lunchbag Seminar Women's Center 12 — 1 P.M. Counseling Center Study Skills Workshop CC 3 P.M.</p> <p>Chaim Potok Lecturer Special Series 8 P.M. OMA</p> <p><b>4</b></p>	<p>Women's Center Series Women on Campus Flute Ensemble SRH 8 P.M.</p> <p><b>5</b></p>	<p>Women's Center Series Women on Campus MOVIE — E.T. Marco's 3 &amp; 8 P.M.</p> <p>Burl Osborne MSC Don Morris Room 8 P.M. Reception Follows</p> <p><b>6</b></p>	<p>Women's Center Series Women on Campus MOVIE — APP. STATE away game 1:30 P.M.</p> <p><b>7</b></p>	<p>BLACK AWARENESS WEEK</p> <p>Parents Weekend GREEN &amp; WHITE GAME</p> <p>BLACK AWARENESS WEEK</p> <p>Parents Weekend GREEN &amp; WHITE GAME</p> <p>MU vs W. CAROLINA home game 1 P.M.</p> <p><b>14</b></p>
<p>MOVIE — E.T. Marco's 8 P.M.</p> <p><b>8</b></p>	<p>BLACK AWARENESS WEEK</p> <p>Student Health Programs Self Care Series 12:30 RM TBA</p> <p><b>10</b></p>	<p>BLACK AWARENESS WEEK</p> <p>Lunchbag Seminar Women's Center 12 — 1 P.M. Marching Band Concert SRH 8 P.M.</p> <p><b>11</b></p>	<p>BLACK AWARENESS WEEK</p> <p>Minority Students Program Wallace Terry—Lecturer Don Morris Room</p> <p><b>12</b></p>	<p>BLACK AWARENESS WEEK</p> <p>Parents Weekend Last Day to Drop 2nd 8 Weeks Courses with W Grade</p> <p>MOVIE — Native Son Marco's 3 &amp; 8 P.M.</p> <p><b>13</b></p>	<p>BLACK AWARENESS WEEK</p> <p>Parents Weekend Last Day to Drop 2nd 8 Weeks Courses with W Grade</p> <p>MOVIE — Native Son Marco's 3 &amp; 8 P.M.</p> <p><b>13</b></p>	<p>BLACK AWARENESS WEEK</p> <p>Parents Weekend Last Day to Drop 2nd 8 Weeks Courses with W Grade</p> <p>MOVIE — Native Son Marco's 3 &amp; 8 P.M.</p> <p><b>13</b></p>
<p>MOVIE — Native Son Marco's 8 P.M.</p> <p><b>15</b></p>	<p>Student Health Programs Self Care Series 12:30 RM TBA</p> <p><b>17</b></p>	<p>University Theatre Play Lunchbag Seminar Women's Center 12 — 1 P.M. Yuval Fichman Piano Recital YCA Series 8 P.M. SRH</p> <p><b>18</b></p>	<p>University Theatre Play Ballet Hispanico Ethnic Dance Mount Series 8 P.M. K-A</p> <p><b>19</b></p>	<p>University Theatre Play MOVIES — American Anthem, American Graffiti &amp; Sweet Liberty Times TBA</p> <p><b>20</b></p>	<p>University Theatre Play MOVIES — American Anthem, American Graffiti &amp; Sweet Liberty Times TBA</p> <p><b>20</b></p>	<p>University Theatre Play MOVIES — American Anthem, American Graffiti &amp; Sweet Liberty Times TBA</p> <p><b>20</b></p>
<p>"John Marshall, Chief Justice" 8 P.M. SMH</p> <p>John Marshall &amp; U.S. Constitution 1:30 — 3:30 P.M. Smith Hall 8th Floor</p> <p>Thanksgiving Dinner CCC 5 — 6:30 P.M.</p> <p><b>23</b></p>	<p>John Marshall &amp; U.S. Constitution 9:30 — 11:30 A.M. Smith Hall 8th Floor</p> <p>John Marshall &amp; U.S. Constitution 1:30 — 3:30 P.M. Smith Hall 8th Floor</p> <p>Student Health Programs Self Care Series 12:30 RM TBA</p> <p><b>24</b></p>	<p>Thanksgiving Recess Begins — Classes Dismissed 2 P.M.</p> <p><b>25</b></p>	<p>Thanksgiving Holiday University Closed</p> <p><b>26</b></p>	<p>Thanksgiving Holiday University Closed</p> <p><b>27</b></p>	<p>Thanksgiving Holiday University Closed</p> <p><b>28</b></p>	<p>LADY HERD vs DUQUESNE home game</p> <p><b>28</b></p>
<p>EXHIBITION GAME home game</p> <p><b>29</b></p>	<p>Classes Resume</p> <p>LADY HERD vs WVU home game</p> <p><b>30</b></p>	<p>NOVEMBER CAMPUS RECRUITING CHECK WITH CAREER PLANNING AND PLACEMENT CENTER</p> <p><b>NOVEMBER 2 — 13 ADVANCE REGIS- TRATION FOR 2nd SEMESTER FOR CURRENTLY EN- ROLLED STUDENTS ONLY</b></p>	<p>NOVEMBER 2 — 13 ADVANCE REGIS- TRATION FOR 2nd SEMESTER FOR CURRENTLY EN- ROLLED STUDENTS ONLY</p>	<p>NOV. 16 1987 THROUGH JAN. 15, 1988 CONTINUOUS REGISTRATION FOR 2nd SEMESTER OPEN TO ALL ADMITTED STUDENTS</p>	<p>NOV. 16 1987 THROUGH JAN. 15, 1988 CONTINUOUS REGISTRATION FOR 2nd SEMESTER OPEN TO ALL ADMITTED STUDENTS</p>	<p>LADY HERD vs DUQUESNE home game</p> <p><b>30</b></p>

## INTERCOLLEGIATE ATHLETICS

A single Department of Intercollegiate Athletics at Marshall University serves the needs of both men and women. Programs and facilities are growing in terms of quality as well as quantity with larger numbers of capable student/athletes receiving opportunities to compete.

Exciting things are happening throughout Marshall's athletic program. Some of the more noteworthy items include:

1. The Henderson Center, the multi-purpose facility, used by physical education, intramurals, recreation and intercollegiate athletics. The facility includes a main arena for basketball with a seating for 10,291 and an eight lane natatorium with a moveable bulkhead to provide facilities for a diving pool as well as metric and yard races with a seating capacity for 800. Offices for the athletic department as well as training rooms, and coaches offices are located in the facility. Teaching stations and offices for the Department of Health, Physical Education, and Recreation, with facilities for women's sports, are also provided.
2. Marshall's athletic teams are fully competitive in the Southern Conference. Swimming, baseball, basketball, cross country, indoor track, football, outdoor track, golf and soccer teams all compete as part of MU's commitment to the NCAA's Division I athletic program structure.
3. The growth of the women's program has been one of the marked accomplishments of the student athletes and coaches, not only in terms of quantity but in quality. Marshall now boasts six women's teams: volleyball, basketball, tennis, cross country, indoor and outdoor track.
4. Fairfield stadium, the home of Marshall football for more than 50 years, includes a synthetic playing surface and a seating capacity of 17,312.
5. The Marshall University track was resurfaced in the spring of 1983 and is the finest track facility in the tri-state area. The track facility seats 3,000 and is equipped with "Accutrack", the most recent development in automatic timing. Located next to the Henderson Center and Twin Towers, the track has an electronic scoreboard and a public address system, and is equipped with a steeple chase pit and a "discus and hammer" safety edge.
6. The Marshall golf team has three outstanding courses in the Huntington area to call home. The Guyan Golf and Country Club, the Spring Valley Country Club, and the Esquire Country Club. Other courses also furnish facilities when needed for special events.
7. The Marshall cheerleading squad, sponsored by the Department of Intercollegiate Athletics, stimulates enthusiasm and instills excitement during all games. Tryouts for the Varsity squad are held each year in late spring. Freshmen must have successfully completed 12 credit hours at Marshall University or another recognized University as a transfer student. Freshmen tryouts are held in April. All candidates must meet the NCAA GPA eligibility for Athletes. Information about cheerleader tryouts is posted on campus and publicized in the Parthenon



# December 1987

sunday	monday	tuesday	wednesday	thursday	friday	saturday
DECEMBER CAMPUS RECRUITING			Lunchbag Seminar Women's Center 12 — 1 P.M.  Clarence Darrow One—Man Theatre Forum Series 8 P.M. OMA	LADY HERD vs RADFORD away game	MMI TOURNAMENT home game  MOVIE — It's A Wonderful Life & Mr. Smith Goes To Washington Marco's — Time TBA	MMI TOURNAMENT home game  LADY HERD vs XAVIER away game
	LADY HERD vs D&E home game  MU vs OHIO U. away game	Festival of Lessons & & Carols Campus Christian Center 9:15 P.M.	Lunchbag Seminar Women's Center 12 — 1 P.M.  LADY HERD vs OHIO U away game		Last Class Day For All Classes  MOVIE — Miracle on 34th Street Marco's 3 & 8 P.M.  UNIVERSITY OF HAWAII TOURNAMENT away game	Exams for 3:00 and 3:30 Classes and Classes Meeting on Saturdays MSP — PIZAZZ (Graduation Program) LADY HERD CLASSIC home game UNIVERSITY OF HAWAII TOURNAMENT away game
	Exam Day	Exam Day	Study Day (Wed. night class exams)	Exam Day	Exam Day (Exams conclude at 3:30 P.M.) First Semester Ends 3:30 P.M. Residence Halls Close 6 P.M. Holiday Party for Inter- national Students Alumni Lounge	LADY HERD vs LOUISVILLE home game  MU vs BAYLOR home game
LADY HERD CLASSIC home game  MOVIE — Miracle on 34th Street Marco's 8 P.M.	Deadline for Submitting Final Grades 9 A.M.	MU vs MIDDLE TENN. away game	16 University Offices Closed	17 University Offices Closed	18 2 — 4 P.M. University Offices Closed	19 University Offices Closed
	21 University Offices Closed	22 University Offices Closed	23 University Offices Closed	24 University Offices Closed	25 University Offices Closed	26 University Offices Closed
MU vs WVU home game			MU vs KENT ST home game	LADY HERD STETSON INVITATIONAL		
27	28	29	30	31		

Intramural activities at Marshall University are an integral part of student life which gives eligible participants an opportunity to engage in a wholesome recreational experience. The program is designed to be competitive for the benefit of 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 Department of Health, Physical Education and Recreation. The Intramural Department of Marshall University encourages all students to enjoy sports participation available through intramurals.

Approximately 80 percent of the total student body of Marshall compete in some form of recreational and intramural activities. At present the intramural program includes the following:

## INTRAMURAL ACTIVITIES

Fall	Spring
Managers Meeting	Managers Meeting
Tug-Of-War (M.W)	Basketball Freethrow (M.W)
Softball (M.W)	Racquetball Singles (M.W)
Tennis Singles (M.W)	Swimming (M.W)
Beach Volleyball (M.W)	8 Ball Pool (M.W)
Volleyball (M.W)	Indoor Soccer (M)
Badminton Singles (M.W)	Indoor Track (M.W)
Field Goal Kicking (M)	Tennis Doubles (W)
Cross Country (M.W)	Wrestling (M)
Basketball (M.W)	Horseshoes (M.W)
Backgammon (M.W)	Racquetball Doubles (M.W)
Backgammon (M.W)	Racquetball Doubles (M.W)
Darts (M.W)	Track and Field (M.W)
Pickleball (M.W)	16" Softball (M.W)











## CO-RECREATIONAL

These activities are for both men and women and certain ones\* have been assigned point values which go towards the Intramural President Cup totals.

Fall	Spring
Team Tennis*	Racquetball Doubles
2 on 2 Basketball*	Volleyball*
Turkey Run	Pickleball*
Darts	4 on 4 Volleyball*
Pickleball Doubles	Wiffleball*
Badminton Doubles	Softball*
	Beach Volleyball*
	Indoor Soccer
	16" Softball



# January 1988

sunday	monday	tuesday	wednesday	thursday	friday	saturday
3	4	5	6	7	8	9
LADY HERD vs KENTUCKY home game 	University Offices Open MU vs PEPPERDINE away game 	LADY HERD vs COASTAL CAROLINA away game 	Regular Registration 8 A.M. — 6 P.M.	Regular Registration 8 A.M. — 6 P.M.	Regular Registration 8 A.M. — 6 P.M.	MU vs MOREHEAD ST away game 
10	11	12	13	14	15	16
LADY HERD vs KENTUCKY home game 	Regular Registration 8 A.M. — 6 P.M. MU vs VIRGINIA TECH away game 	Regular Registration 8 A.M. — 6 P.M.	Late Registration and Schedule Adjustment 8 A.M. — 4:30 P.M.	Regular Registration 8 A.M. — 6 P.M.	Last Day of Regular Registration for Spring Term 8 A.M. — 4 P.M.	LADY HERD vs APPY STATE away game  MU vs ASU (APPY) away game
17	18	19	20	21	22	23
MOVIE — All of Me Marco's 8 P.M.	Martin Luther King, Jr. Holiday — University Closed Residence Halls Open 9 A.M.  LADY HERD vs E. TENN. ST. away game MU vs ETSU away game	First Day of Classes Late Registration and Schedule Adjustment 8 A.M. — 4:30 P.M. New Student Orientation 2W22 MSC 8 A.M.	Late Registration and Schedule Adjustment 8 A.M. — 4:30 P.M.	MU vs VMI away game 	Late Registration and Schedule Adjustment Closes for Spring Term 8 A.M. — 4:30 P.M. MOVIE — All of Me Marco's 3 & 8 P.M.	LADY HERD vs FURMAN home game MU vs CITADEL home game
24	25	26	27	28	29	30
Financial Aid Forms should have been submitted or should be submitted soon 31 MOVIE — 8 P.M.	MU vs FURMAN home game 	Lunchbag Seminar Women's Center 12 — 1 P.M. Liz Story Jazz Pianist Mount Series 8 P.M. SRH	Jazz Festival	Jazz Festival	Jazz Festival Application for May Graduation Due in Dean's Office MOVIE — The Virgin and The Gypsy Marco's 3 & 8 P.M.	LADY HERD vs UTC home game MU vs UTC away game

**\*\*Tennis Courts**  
**Monday thru Friday**  
 6 p.m. to 9 p.m. (Third Ave.)  
 8 a.m. to 9 p.m. (Fifth Ave.)  
**Saturday**  
 10 a.m. to 6 p.m.  
**Sunday**  
 1 p.m. to 7 p.m.

**\*\*Indoor Track**  
 (Henderson Arena)  
 Available only when seats are  
 in storage  
**Monday thru Friday**  
 11:30 a.m. to 1:30 p.m.

**\*\*Nautilus and University  
 Weights**  
**Monday thru Thursday**  
 8 a.m. to 10 p.m.  
**Friday**  
 8 a.m. to 7 p.m.  
**Saturday**  
 10 a.m. to 6 p.m.  
**Sunday**  
 1 p.m. to 7 p.m.  
 When closed for classes, the  
 times will be posted in the  
 Weightroom

**\*\*Free Weights**  
 The schedule will be posted in  
 the Weightroom

**\*\*Intramural Office**  
 —HC 2018  
 Phone 696-6477  
**Monday thru Thursday**  
 8 a.m. to 10 p.m.  
**Friday**  
 8 a.m. to 7 p.m.  
**Saturday**  
 10 a.m. to 6 p.m.  
**Sunday**  
 1 p.m. to 7 p.m.

**\*\*Intramural Equipment  
 Room**  
 GH Basement  
**Monday thru Friday**  
 12 p.m. to 5 p.m.  
**Saturday**  
 12 p.m. to 3 p.m.  
**Sunday**  
 1 p.m. to 4 p.m.



**FACILITY HOURS**

**\*\*Pools**  
**Henderson Center**  
**Monday thru Thursday**  
 6 p.m. to 9:30 p.m.  
**Saturday**  
 11 a.m. to 4 p.m.  
**Sunday**  
 1 p.m. to 5 p.m.

**Gullickson Hall**  
**Monday thru Friday**  
 6:30 a.m. to 9 a.m.  
 12 p.m. to 2 p.m.  
 3 p.m. to 5 p.m.  
 Any changes in the above  
 schedule will be posted at the  
 pool entrance.

**\*\*Racquetball Courts**  
**Monday thru Thursday**  
 8 a.m. to 10 p.m.  
**Friday**  
 8 a.m. to 7 p.m.  
**Saturday**  
 12 p.m. to 6 p.m.  
**Sunday**  
 1 p.m. to 7 p.m.

**\*\*Steamroom (Co-Ed)**  
**Monday thru Thursday**  
 7:30 a.m. to 9:30 p.m.  
**Friday**  
 7:30 a.m. to 6:30 p.m.  
**Saturday**  
 10 a.m. to 5:30 p.m.  
**Sunday**  
 1 p.m. to 6:30 p.m.














**\*\*Camping Equipment** must be checked out Thursday from 6 p.m. to 9 p.m. and checked in Tuesday from 2 p.m. to 5 p.m.  
**No Exceptions.**

I.D. cards of faculty and staff guest passes are required for admission to the above areas.  
 I.D. cards are required to check out equipment.  
 Students may bring one guest to the pools - no guest pass needed.

Henderson Center and Gullickson Hall are open from 8 a.m. to 4:30 p.m. Monday through Friday during student holidays.  
 Pools and Equipment Room are closed during student holidays.  
 Facilities are closed during home football day games.



# February 1988

sunday	monday	tuesday	wednesday	thursday	friday	saturday
BLACK HISTORY MONTH	Deadline for Academic Scholarship Applications  MU vs W. CAROLINA home game <b>1</b>		Lunchbag Seminar Women's Center 12 - 1 P.M. Counseling Center Study Skills Workshop CC 3 P.M. <b>3</b>	MU vs VMI home game  <b>4</b>	MOVIE - Same Time Next Year Marco's 3 & 8 P.M. <b>5</b>	LADY HERD vs E. TENN. ST. home game  MU vs ETSU home game <b>6</b>
MOVIE - Same Time Next Year Marco's 8 P.M. <b>7</b>	LADY HERD vs U. of CHAS. away game  MU vs DAVIDSON away game  <b>8</b>		Lunchbag Seminar Women's Center 12 - 1 P.M. Counseling Center Study Skills Workshop CC 3 P.M. International Students Supper CCC 5 P.M. <b>10</b>	Cambridge Buskers Special Series 8 P.M. SRH <b>11</b>	Last Day to Drop 1st 8 Weeks Courses with W Grade <b>12</b>	LADY HERD vs FURMAN away game  MU vs FURMAN away game <b>13</b>
	MU vs CITADEL away game  <b>15</b>		University Theatre Play Lunchbag Seminar Women's Center 12 - 1 P.M. Counseling Center Study Skills Workshop CC 3 P.M. Marcy Rosen Cello Recital YCA Series 8 P.M. SRH <b>17</b>	LADY HERD vs MOREHEAD STATE away game  <b>18</b>	MOVIE - The Money Pit Marco's 3 & 8 P.M. <b>19</b>	University Theatre Play LADY HERD vs W. CAROLINA away game  MU vs DAVIDSON home game <b>20</b>
	LADY HERD vs UTC away game  MU vs APPY STATE home game <b>22</b>		Lunchbag Seminar Women's Center 12 - 1 P.M. Counseling Center Study Skills Workshop CC 3 P.M. Bavaria Film-Lecture Forum Series 8 P.M. OMA <b>24</b>	Emanuel AX/YO-YO MA Duo Recital Baxter Series 8 P.M. K-A <b>25</b>		LADY HERD vs APPY ST. home game  MU vs W. CAROLINA away game <b>27</b>
MOVIE - The Money Pit Marco's 8 P.M. <b>21</b>	MU vs UTC home game  <b>29</b>	FEBRUARY SUMMER JOB FAIR - CHECK CAREER PLANNING AND PLACEMENT CENTER	FEBRUARY CAMPUS RECRUITING CHECK WITH CAREER PLANNING AND PLACEMENT CENTER			
LADY HERD vs APPY ST. home game  <b>28</b>						



## COMMUTERS

Let's face it, some commuting students find it difficult to feel a part of Marshall University. However, in recent years, our commuting students at Marshall have become very significant in numbers and importance to the entire University community. As a result, we have increased services and facilities for commuters, but like every student at Marshall, you must make the decision yourself about how involved you will be during your undergraduate experience.

Joining student organizations is an excellent way to become a part of Marshall's campus life. If you enjoy programming entertainment, you can join the Special Events Committee Student Activities, which presents entertainers during the day at the times most convenient for commuters. All activities are open to you - so watch for intramural information. Coffee House entertainment, specials and evening programs.

Student Government provides an Office of Off-Campus Housing and Commuter Affairs specifically to assist you. Services provided are:

- Apartment Referral
- Roommate Referral and Basic Roommate Contracts
- Off-Campus Parking and Carpool Listings
- Helpful hints in Renting (i.e. Inventory Checklist, Intent to vacate Form, Lease Alteration Form)
- Seminar Programs
- Off-Campus Handbook

In addition, Student Life provides an attorney to assist students with consumer needs, contracts, or other legal concerns.

Facilities available include lockers, a commuter lounge, vending machines, and dining facilities in the Memorial Student Center. You may also purchase meals in the residence hall cafeterias.

Commuter concerns are a high priority for Student Affairs, and our goal is to meet your needs more fully and provide additional services. If you have any questions, need information, or have suggestions, please contact the Student Life Office (696)-6420 or the Office of Off-Campus Housing and Commuter Affairs (696)-6435.



## MEMORIAL STUDENT CENTER

Built as a memorial to the victims of the 1970 airplane crash, the Center serves as the focal point for many campus activities, recreation, meetings and dining. Housed within the modern three-story facility are a cafeteria, a coffee house, a bookstore, a sweet shop, bowling lanes, game-rooms, study areas, community lounge with large television screen, and two tanning salons, meeting rooms, an information center, multi-purpose room, and the Don Morris Room. Also included in the Center are the offices of Student Life, Alumni Affairs, Student Government, Attorney for Students, Ombudsman, Student Activities, Marshall Artist Series, Minority Affairs, and the Director of Auxillary Services.

Student groups desiring to reserve a table in the lobby of the Center must complete the necessary forms in the Student Life Office (2W31). Groups wishing to reserve space for meetings, programs or special events need to make arrangements in the Office of Conference and Facilities (1W31) in the main lobby.

Other services housed in the Memorial Student Center include:

**Lost and Found** - Hundreds of missing items turn up at the campus Lost and Found located at the Student Information Desk in the lobby, (696)-2365.

**Dry Cleaning Service** - The Memorial Student Center, in conjunction with White Way Cleaners, also offers dry cleaning services at the Student Information Desk.

## ACTIVITY CARD

If you are enrolled for seven (7) or more credit hours on campus, you pay both an institutional activity fee (\$77.65) and an athletic fee (\$37.50). The activity card you receive entitles you to:

- admission to all Campus Entertainment, Unlimited events
- admission to all MU athletic events
- admission to Marshall Artists Series programs
- admission to convocations, forums, and University Theatre productions
- Health Service care (for specific health services see page 12)
- a copy of the Marshall University yearbook, the Chief Justice

• a copy of the Marshall University student newspaper, **The Parthenon**

A special fee of \$46.50 may be paid for the spouse of a full-time student to cover attendance at athletic events, convocations, forums, and the Marshall Artists series programs.

All fees are subject to change.

Note: Occasionally, for some programs, there may be an additional charge.



# March 1988

sunday	monday	tuesday	wednesday	thursday	friday	saturday
NATIONAL WOMEN'S HISTORY MONTH	BUSINESS CAREER & JOB FAIR CHECK WITH CAREER PLANNING AND PLACEMENT CENTER		Lunchbag Seminar Women's Center 12 - 1 P.M. Counseling Center Study Skills Workshop CC 3 P.M. Kodo, Japanese "Deamon Drummers" Mount Series 8 P.M. K-A	Sister Thea Campus Christian Center	SOUTHERN CONFERENCE TOURNAMENT Montani String Quartet SRH 8 P.M. MOVIE - The Breakfast Club, St. Elmo's Fire, & The Big Chill Marco's - Time TBA	SOUTHERN CONFERENCE TOURNAMENT
SOUTHERN CONFERENCE TOURNAMENT	LADY HERD vs S. CAROLINA home game		Mid-Semester - 1st 8 Weeks Courses End Lunchbag Seminar Women's Center 12 - 1 P.M. Counseling Center Study Skills Workshop CC 3 P.M. Teachers Recruitment Consortium Don Morris Room	2nd 8 Weeks Courses Begin WOMEN'S SOUTHERN CONFERENCE TOURNAMENT home game	Last Day to Drop Courses with W Grade Residence Halls Close 6 P.M. WOMEN'S SOUTHERN CONFERENCE TOURNAMENT home game	Spring Vacation Begins Classes Dismissed WOMEN'S SOUTHERN CONFERENCE TOURNAMENT home game
	Spring Vacation Classes Dismissed	Spring Vacation Classes Dismissed	Spring Vacation Classes Dismissed	Spring Vacation Classes Dismissed	Spring Vacation Classes Dismissed	
13 Residence Halls Open 12 noon	14 Classes Resume	15	16 University Theatre Play Art Dept. Influences Conference III Lunchbag Seminar Women's Center 12 - 1 P.M. Counseling Center Study Skills Workshop CC 3 P.M.	17 University Theatre Play Art Dept. Influences Conference III Seder Meal Campus Christian Center 5 P.M. Andrea Dworkin-Speaker Don Morris Room 8 P.M.	18 University Theatre Play Art Dept. Influences Conference III MOVIE - Jesus Christ Superstar Marco's 3 & 8 P.M.	19 University Theatre Play Art Dept. Influences Conference III
20 MOVIE - Jesus Christ Superstar Marco's 8 P.M.	21 Holland Film-Lecture Forum Series 8 P.M. OMA	22	23 Burke Symposium Lunchbag Seminar Women's Center 12 - 1 P.M. Counseling Center Study Skills Workshop CC 3 P.M. Anthony De Mare, Piano Recital YCA Series 8 P.M. SRH	24 Burke Symposium	25	26
27	28	29	30	31		MARCH CAMPUS RECRUITING CHECK WITH CAREER PLANNING AND PLACEMENT CENTER

# CULTURAL ACTIVITIES

## Chapel

Worship - Formal and informal campus worship experiences relating the Christian faith to today's needs. Also available for weddings.

## Volunteers in Community Service (VICS)

For those who wish to be involved in personal ministries in the community VICS provides opportunities such as hospital and nursing home visitation or working in recreational programs, big brother projects, crisis intervention services and literacy training.

## CAMPUS CHRISTIAN CENTER

### A MINISTRY FOR THE CAMPUS AND THE COMMUNITY

The Campus Christian Center offers ministry to members of the campus and the community through a wide range of programs. The ecumenical staff of the Center responds to various spiritual, personal and vocation needs and helps humanize life on the large campus.

Programs designed and administered by both staff and students include:

#### Bible Study and Prayer

Personal commitment and growth through Bible study seminars, prayer groups and retreats.

#### Personal Growth Groups

Small groups of 8-12 students whose specific purpose is to share their faith, needs and personal problem-solving.

#### Faculty Ministry

The special needs of faculty and administration are met through luncheons, seminars, consultations, and classroom participation. Several faculty members serve as members of the Campus Christian Center Board of Directors.

#### Forum

The center involves university, community, and church in dialogue about significant sociotheological issues. Recent forums have explored implications of faith for world and local hunger, domestic violence, and terrorism.

#### Lectures and Concerts

The center sponsors occasional visiting lecturers, noted theologians, and musical and drama groups.

#### Other Programs

Offered as campus ministry responds to new needs, issues and concerns at Marshall.

#### Music

Denominational and ecumenical choral groups.

#### The Campus Christian Center

An ecumenical ministry supported and sponsored by the West Virginia Baptist, Southern Baptist, Christian Science, Disciples of Christ, Episcopal, Lutheran, United Methodist, Presbyterian, Roman Catholic and United Church of Christ denominations. The program is planned by the above denominations, along with Campus Crusade.

#### Meeting Rooms

The center has a number of meeting rooms available at minimal fee to off/on campus groups for any purpose which is consistent with MUCCC basic philosophy.

## ARTISTS SERIES

The Marshall Artists Series provides for the educational and cultural enrichment of the University and the surrounding area by presenting artists and companies of national and international reputation in the fields of music, dance and drama. Lecture-films and speakers are also included in the four divisions of activity: Baxter Series, Mount Series, Forum Series, and Summer Series.

Programs are selected for their universality and their likelihood of increasing knowledge, understanding, and 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 Artists Series Advisory Boards. Applications are available each semester.

Information about programs may be obtained at the Information Desk in the Memorial Student Center. Applications for participation as advisory board members are available in the Marshall Artists Series Office, MSC 1W23, (696)-6656.

## DEBATE AND INDIVIDUAL EVENTS TEAMS

Any student enrolled full-time and interested in the inter-collegiate competition in debate or individual events may contact the Speech Department or Dr. Gross at (696)-6786 for additional information.

## NEWMAN CENTER

The Marshall Newman Center is the home of the Marshall Catholic Community which consists of Catholic students, faculty, and staff of the University and their children.

The center community provides the students with Sunday and weekday masses, adult initiation/convert instructions, student fellowship, retreats, marriage preparation, Bible studies, prayer meetings, one-on-one counseling, and social gatherings.

The center is also the residence of the Catholic chaplain. If you would like to speak with the chaplain for any reason, feel free to call (525-4618) or just drop in and he will make every effort to be available. The Newman Center is located at 1609 Fifth Avenue directly across from Corby Hall.



# April 1988

sunday	monday	tuesday	wednesday	thursday	friday	saturday
APRIL CAMPUS RECRUITING	STUDENT GOVERNMENT ELECTION WATCH FOR DATE	WELLNESS WEEK	WELLNESS WEEK Lunchbag Seminar Women's Center 12 - 1 P.M. Counseling Center Study Skills Workshop CC 3 P.M.		Easter Recess Classes Dismissed	
<b>3</b>	WELLNESS WEEK APRIL 4 - 8 ADVANCE REGISTRATION FOR SUMMER SESSION FOR CURRENTLY ENROLLED STUDENTS	<b>5</b>	<b>6</b>	<b>7</b>	<b>1</b>	<b>2</b>
International Festival Don Morris Room 4 - 8 P.M.  MOVIE - An American Tail Marco's 8 P.M.	APRIL 11 - JUNE 10 CONTINUOUS REGISTRATION FOR SUMMER SESSION OPEN TO ALL ADMITTED STUDENTS Social Security Broadway Comedy Baxter Series 8 P.M. K-A		Lunchbag Seminar Women's Center 12 - 1 P.M. Korea Film - Lecture Forum Series 8 P.M. OMA		WELLNESS WEEK MOVIE - An American Tail Marco's 3 & 8 P.M.	
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
University Chorus/Orchestra Concert SRH  MOVIE - Creepshow Marco's 8 P.M.	GREEK WEEK APRIL 18 - 29 ADVANCE REGISTRATION FOR THE FALL SEMESTER FOR CURRENTLY ENROLLED STUDENTS	GREEK WEEK Flute Ensemble SRH 8 P.M.	GREEK WEEK Lunchbag Seminar Women's Center 12 - 1 P.M. Waverly Consort Renaissance Music Forum Series 8 P.M. SRH	GREEK WEEK	GREEK WEEK MOVIE - The Ghost & Mr. Chicken Marco's 3 & 8 P.M.	GREEK WEEK
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
Choral Union Concert SRH 8 P.M.  MOVIE - The Ghost & Mr. Chicken Marco's 8 P.M.	SPRINGFEST Choral Union Concert SRH 8 P.M.	SPRINGFEST	SPRINGFEST University Theatre Play Lunchbag Seminar Women's Center 12 - 1 P.M. Symphonic Band Concert - SRH	SPRINGFEST University Theatre Play	SPRINGFEST University Theatre Play MOVIES - If You Could See What I Hear, Six Weeks and The Champ Marco's - Times TBA	University Theatre Play
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

## CHORAL ENSEMBLES

Marshall University has a highly active program of choral ensembles which are available to all students. All ensembles can be taken for one credit hour and may be repeated for credit.

### Choral Union:

No audition required. Rehearsals: Monday evenings 7:15 - 9:45 p.m. in Smith Music Building Room 150.

The Marshall Choral Union is made up of University students, faculty, and townspeople and performs a major work of choral literature with orchestra each semester. Past performances have included Handel Messiah, Bach St. Matthew Passion, and Beethoven Symphony #9. Conducted by Dr. Line.

### University Chorus:

No audition required. Rehearsals: M.W.F. 12:00 noon to 12:50 p.m. in Smith Music Building Room 150.

University Chorus is open to ALL University students regardless of academic major. The Chorus performs on campus twice yearly and occasionally tours West Virginia and the Tri-State Area. The ensemble performs a wide variety of musical styles in their concert programs. Conducted by Dr. Line.

### Chamber Choir:

Audition required with the director. Rehearsals: M.W.F. 2:00 - 3:20 p.m.

The Marshall University Chamber Choir consists of from 24-36 singers who perform the great chamber choral literature of the past five centuries. An annual tour is a feature of this advanced choral ensemble. Conducted by Dr. Line.

### Vocal Jazz Ensemble (formerly University Singers):

Audition required with the director. Rehearsals: T, TH 12:30 - 1:45 p.m. in Smith Music Building Room 107.

Vocal Jazz Ensemble is a small select ensemble which is active in tours throughout the Tri-State and surrounding area. They frequently perform with instrumental background. The ability to dance as well as sing is essential for membership in this group.

### Opera Workshop:

Permission of instructor required. Rehearsals: M.W.F. 3:30 - 4:50 p.m. in Smith Music Building Room 150.

Opera Workshop is open to advanced singers interested in opera repertoire and to other students interested in the technical aspects of staging opera and operettas. Directed by Prof. Elkum.

### Collegium Musicum:

Permission of instructor required. Rehearsals: M.W.F. 10:00 - 10:50 a.m. in Smith Music Building Room 150.

Collegium Musicum specializes in the music of the Renaissance and in other music from the repertoire of vocal chamber music. The group includes performances of music for recorder consort and harpsichord as well as a cappella works. Conducted by Dr. DeVos.

For more information, contact Dr. Joseph Line, Director of Choral Activities, Room 157 Smith Music Building, or call (696)-2317.

## 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 University Symphony Orchestra, Symphonic Choir, Opera Workshop A Cappella Choir, Symphonic Wind Ensemble, Symphonic Band, Woodwind Ensemble, Percussion, Choral Union and University Jazz Singers. Students are welcome to attend without admission charge.

Membership in most of these groups is open to all students. For further information, contact the Department of Music located in Smith Music Hall, or call the Music Department Office at (696)-3113.



## UNIVERSITY BANDS & AUXILIARY UNITS

Membership in the Marching Band, Symphonic Band, and Jazz Ensembles is open to all students. Credit (one per term) is offered for each organization.

No audition is necessary for the 200+ member Marching Band. No fees are charged for the use of equipment or instruments. The Marching Band makes appearances at all home football games, local parades, and takes one expense-paid trip per year. In addition to band camp (the week before school starts) the band rehearses on Mondays, Wednesdays, and Fridays from 3:30 to 5:00 p.m.

The Symphonic Band rehearses on Tuesdays and Thursdays from 2:00 to 3:15 p.m. Permission of the director, room 146 Smith Music Hall, is necessary for participation.

Members of the Majorette Corps, Flag Corps, Rifle Corps, Twirlers and Drum Majors are chosen during the Spring Semester. These groups perform with the marching band at all marching appearances during the Fall Semester.

There are two Jazz Ensembles, one which rehearses from 10:00 to 10:50 and the other one which rehearses from 12:00 to 12:50 on Mondays, Wednesdays, and Fridays. Permission of the director, room 304 Smith Music Hall, is necessary for participation.

## UNIVERSITY THEATRE

University Theatre, an all-university activity, is under the direction of the Department of Theatre/Dance. Five to seven full-length plays are given each year. In addition, several studio performances are staged annually.

Major productions are presented in Old Main Auditorium. Smaller productions are staged in Smith Hall Auditorium.

Tickets are free with student activity card.

Annually the Theatre/Dance and Music Departments present a large musical comedy in Old Main Auditorium for which there is a charge for tickets.

For more information about University Theatre productions or the musical comedy, call (696)-6442.

# May 1988

sunday	monday	tuesday	wednesday	thursday	friday	saturday
1	2	3	4	5	6	7
	MAY 2 - AUG. 26 CONTINUOUS REGISTRATION FOR FALL SEMESTER OPEN TO ALL ADMITTED STUDENTS		Lunchbag Seminar women's Center 12 - 1 P.M. Counseling Center Study Skills Workshop CC 3 P.M.		Last Class Day for all classes  MOVIE—Ruthless People Marco's 3 & 8 P.M.	Exams for 3:00 and 3:30 Classes and Classes Meeting on Saturday
8	9	10	11	12	13	14
MOVIE—Ruthless People Marco's 8 P.M.	Exam Day	Exam Day	Study Day (Wed. night class exams)	Exam Day	Exam Day (Exams conclude at 3:30 P.M.)  Residence Halls Close 6 P.M. (except for those graduating students)	151st Commencement Exercises 11 A.M.
15	16	17	18	19	20	21
	Deadline for Submitting Final Grades 9 A.M.					
22	23	24	25	26	27	28
	Memorial Day Holiday University Closed					
29	30	31				
			MAY CAMPUS RECRUITING			

# BROADCASTING

## WMUL RADIO STATION

All students are invited to participate in the Marshall University radio station, WMUL-FM. An audition may be required for on-air work. WMUL broadcasts on 88.1 Mhz on the FM band, seven days a week during regular semesters, and on a limited summer schedule.

An award-winning member of the Associated Press Wire Service and the Intercollegiate Broadcast System, WMUL broadcasts a wide variety of programming for students and other listeners in Huntington, including contemporary jazz, album rock, new wave, contemporary Christian, and urban contemporary, as well as a specialty show of "oldies rock'n'roll." WMUL provides two major newscasts during weekdays and local newsbriefs throughout the day. WMUL is affiliated with the ABC-FM Network. WMUL broadcasts many Marshall sports events, including football, men and women's basketball, baseball, and soccer.

For more information, contact the offices of WMUL, located on the second floor of the Communications Building, or call (696)-6640. WMUL operates under the direction of the University Speech Department.

## WPBY-TV

WPBY-TV, Channel 33, operating through the West Virginia Educational Broadcasting Authority, provides noncommercial public television programming to the Huntington/Charleston area. The station is based on the Marshall University campus in Huntington with an additional production facility located in Nitro. Students are employed by the station for part-time help in all phases of television production. WPBY features coverage of MU sports events, the MU Jazz Festival, cultural programs and MU Report, produced in cooperation with the Journalism Department. Channel 33's schedule also includes programs concerning area issues and coverage of the West Virginia Legislature. "STATEWIDE", the weekly public affairs program broadcast by West Virginia's three public television stations via the microwave interconnect, originates from WPBY's studios. Limited workstudy opportunities and part-time employment are available. In-school and college credit courses are part of the 126 hour-per-week schedule of Channel 33.

# PUBLISHING



## 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, as long as copies are available, with seniors given priority. Distribution is in the spring.

## ET CETERA

Marshall's literary magazine contains the best of student poetry, fiction and art. With a circulation of over 3000, it is one of the larger literary magazines in the area. Contributions are usually accepted beginning in September, and the magazine is published in April. For more information, call (696)-6645, or stop by our office CH402A.

## MINORITY EXPRESSIONS

The *Minority Expressions* newsletter is published four times during the academic year by the Minority Students' Program Office. Articles discuss the minority perspective on relevant issues such as education, cultural and academic achievement, black student organizations, poetry, speakers, programs, a calendar section and other issues of interest to minorities.

If you are interested in learning more about the newsletter, please contact the Minority Students' Program Office at 696-6705.

## MSQUOTES

*MsQuotes* magazine is published two times during the academic year by the Women's Center. It offers articles on politics, health, and other issues of special interest and concern to women, plus book reviews, poetry, a women's calendar, and a section containing information briefs. If you are interested in being a contributor, contact the Women's Center, (696)-3112.

## THE PARTHENON

The student newspaper, written and edited entirely by students, 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 fees, *The Parthenon* is distributed free on campus to students, faculty and staff. Although much of the writing and editing is done by students in journalism classes, non-journalism majors are invited to apply for staff positions.

## STUDENT HANDBOOK

The *Student Handbook* is published by the Division of Student Affairs. It is designed for all students, but especially for new students, to help familiarize them with the campus and university community. Distribution is through the Office of the Vice-President/Dean of Student Affairs, Old Main 116.

## WELLNESS WAYS

*Wellness Ways* is a newsletter published four times during the academic year by Student Health Education Programs. It consists of articles on current health trends and issues, with a focus on the wellness concept. If you would like to be on the mailing list, contact Student Health Education Programs at 696-4800.

# June 1988

sunday	monday	tuesday	wednesday	thursday	friday	saturday
			1	2	3	4
5	6	7	8	9	10	11
	Regular Registration 1st Summer Term 8 A.M. - 4:30 P.M. Evening classes Begin 4 P.M.	Day Classes Begin 8 A.M. Late Registration and Schedule Adjustment 8 A.M. - 4:30 P.M.			Application for July Graduation Due in Dean's Office	
12	13	14	15	16	17	18
19	20	21	22	23	24	25
			29	30		



# SOCIAL ORGANIZATIONS

Eighteen social organizations are recognized by the university; of these, 10 are fraternities and 8 are sororities. Fraternities are coordinated and governed by Interfraternity Council (IFC), while sororities are governed by the Panhellenic Council.

The Greek organizations seek to enhance the ideals of brotherhood and sisterhood, while also helping the community through various service programs.

Membership recruitment takes place throughout the year, but particularly twice a year (fall and spring) during Rush week. After Rush, if a student receives a "bid" from a group he or she wishes to join, the student begins the process of Pledging

## EXPANSION OF NATIONAL FRATERNITIES AND SORORITIES

Marshall University is committed to the development of a strong and viable Greek System on campus. In this regard when the inter-fraternity Council, Panhellenic Council, Commission on Greek Life and Student Affairs staff believes that the new Greek Organizations are desirable and needed on campus to further the ideals of Greek life and strengthen the system, the following procedures will be followed:

1. Prior to initiating contact of potential new student members, each National Organization wishing to establish at Marshall University must submit a letter of interest to the Coordinator of Greek Affairs along with supporting materials outlining National history, administrative structure, colony procedure, pledge program, policy on hazing, provisions of support for the proposed new colony, policy of relationship with host-college, scholarship emphasis, and other information pertaining to the National Organization and its colony and Chapter procedures.
2. Greek Organizations must have a national affiliation.
3. Normal recognition procedures as outlined by the Student Handbook and Student Life Office must be followed and successfully completed.
4. Upon receipt and review of material by the Student Affairs staff, the National may be invited to campus to make a presentation. The main emphasis of the presentation should be: (1) to point out services of the Fraternity/Sorority, (2) why it should be allowed to expand at Marshall University - what will the group provide that others do not presently provide, (3) point out developmental programs, (4) quality of pledge program, (5) finances, (6) show area alumni support, (7) and the proposed time table and guidelines for expansion.
5. After the presentation and question period, the Student Affairs staff, along with the Commission on Greek Life, the Inter-fraternity Council or Panhellenic Council, will decide whether to issue an invitation.
6. If the decision is made to issue an invitation, then the group will be required to send to the Coordinator of Greek Affairs a written time schedule and guidelines for the expansion procedure.
7. If decision is made not to offer an invitation at that time, then the specific reason will be spelled out in writing to the National Organization. When expansion is considered in the future, the group will be given further consideration.

8. No National Greek Organization can colonize at Marshall University unless these guidelines are followed. In most cases the staff and the Commission on Greek Life will determine when the Greek System is ready for expansion and will at that time notify National Fraternities and Sororities of our interest. When this occurs, first consideration will be given to: (1) those groups previously chartered at Marshall University which have ceased operation and, (2) those which have letters of interest on file with the Coordinator of Greek Affairs.

9. The major purpose of these procedures is to insure that expansion of Greek Social Fraternities and Sororities occurs in a well thoughtout manner and with a carefully developed plan. We believe such an approach provides maximum opportunity for successful colonization and a meaningful and rewarding experience to the students who participate initially as well as in the future.

## PANHELLENIC COUNCIL

### Purpose:

To promote inter-sorority activities and to offer services and programs for individual sororities to strengthen the Greek system. The Panhellenic Council also organizes sorority rush.

### Events and Programs:

Rush, Faculty/Staff Halloween Party, Pledge Reception, Greek Week, campus and community service projects.

### Requirements for Membership:

All recognized Marshall sororities are eligible.

### Advisor:

Linda Templeton, MSC 2W38, (696)-6770.

## INTERFRATERNITY COUNCIL

### Purpose:

To promote inter-fraternity activities and sponsor programs for the development of the individual fraternities.

### Events and Programs:

All Greek Dance, Rush, Greek Week, campus and community service projects.

### Requirements for Membership:

All recognized Marshall fraternities are eligible.

### Advisor:

Don Robertson, MSC 2W31, (696)-6420.



# July 1988

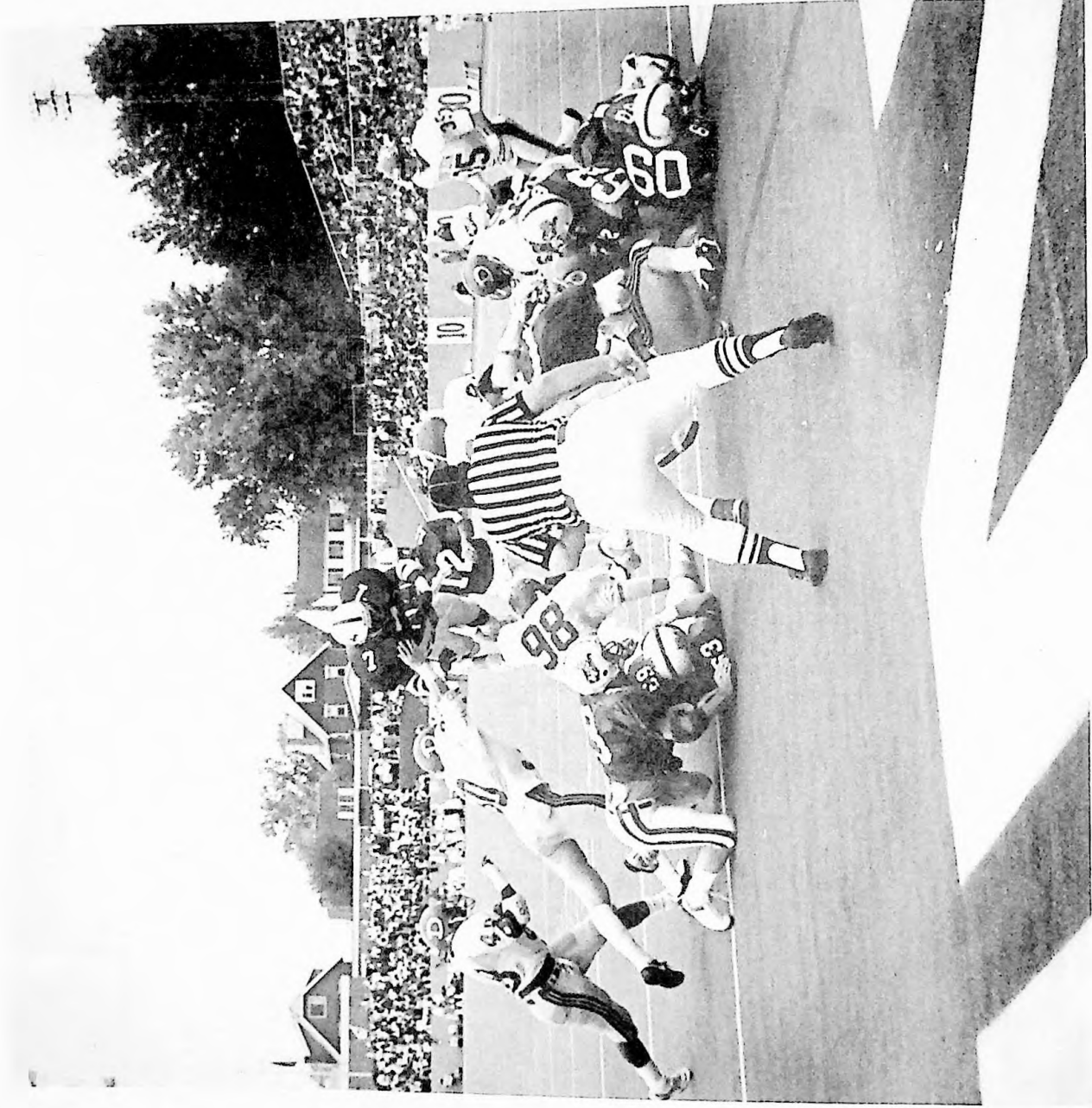
sunday	monday	tuesday	wednesday	thursday	friday	saturday
JULY 5 - 14 "WP" OR "WF" WITHDRAWAL PERIOD BY DEAN'S PERMISSION					Last Day to Drop Courses with W Grade	
3	4	5	6	7	8	9
	Independence Day Holiday - University Closed				First Summer Term Ends	
10	11	12	13	14	15	16
	Deadline for Submitting Final Grades 9 A.M.  Regular Registration Second Summer Term 8 A.M. - 4:30 P.M.	Day Classes Begin 8 A.M.  Late Registration and Schedule Adjustment 8 A.M. - 4:30 P.M.			Application for August Graduation Due in Dean's Office	
17	18	19	20	21	22	23
24						
31	25	26	27	28	29	30

## SORORITIES

- ALPHA CHI OMEGA  
1601 5th Avenue  
Huntington, WV 25701  
523-8939
- ALPHA KAPPA ALPHA  
C/O Student Activities Office  
Marshall University  
Huntington, WV 25701  
696-6770
- ALPHA XI DELTA  
1645 5th Avenue  
Huntington, WV 25701  
525-8886
- DELTA SIGMA THETA  
C/O Student Activities Office  
Marshall University  
Huntington, WV 25701  
696-6770
- DELTA ZETA  
1695 6th Avenue  
Huntington, WV 25701  
522-6704/696-9605
- PHI MU  
10th Floor TTW  
Marshall University  
Huntington, WV 25701  
696-5160
- SIGMA GAMMA RHO  
C/O Student Activities Office  
Marshall University  
Huntington, WV 25701  
696-6770
- SIGMA SIGMA SIGMA  
1639 6th Avenue  
Huntington, WV 25701  
696-9310

## FRATERNITIES

- ALPHA SIGMA PHI  
2021 5th Avenue  
Huntington, WV 25701  
696-9627
- ALPHA TAU OMEGA  
1406 6th Avenue  
Huntington, WV 25701  
696-9677
- KAPPA ALPHA ORDER  
1434 5th Avenue  
Huntington, WV 25701  
529-7676
- KAPPA ALPHA PSI  
C/O Student Activities Office  
Marshall University  
Huntington, WV 25701  
696-6770
- LAMBDA CHI ALPHA  
1440 5th Avenue  
Huntington, WV 25701  
696-9830/525-3442
- PHI DELTA THETA  
1441 7th Avenue  
Huntington, WV 25701  
522-8276
- PI KAPPA ALPHA  
1625 5th Avenue  
Huntington, WV 25701  
522-4416
- PI KAPPA PHI  
C/O Student Activities Office  
Marshall University  
Huntington, WV 25701  
696-6770
- SIGMA PHI EPSILON  
1401 5th Avenue  
Huntington, WV 25701  
523-0611
- TAU KAPPA EPSILON  
1402 5th Avenue  
Huntington, WV 25701  
523-1156



# August 1988

day	monday	tuesday	wednesday	thursday	friday	saturday
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUG. 8 - 18  
 "WP" OR "WF"  
 WITHDRAWAL  
 PERIOD BY DEAN'S  
 PERMISSION

Last Day to Drop  
 Courses with W Grade

Second Summer  
 Term Ends

Deadline for Submitting  
 Final Grades 9 A.M.

# GREEK STANDARDS AND EXPECTATIONS

## PREAMBLE

Since the founding of the first Greek-letter society, Phi Beta Kappa, in 1776, fraternities and sororities have been closely associated with the mission of American higher education. To enhance this relationship at Marshall, the University provides the following specific statements of expectation to define the relationships among the institution, the chapters, the alumni organizations, the advisors, and the respective national/international organizations. The purpose of this statement is to provide specific expectations for individual/group responsibility and performance for assessment of progress toward established goals.

The process of formulating new policies and procedures and reviewing existing statements of institutional philosophy on the relationship between the University and the fraternity/sorority included Greek student members, faculty members, and administrative advisors. This statement should be reviewed periodically by representatives of all constituencies in order to preserve and retain its relevance for the institution and the Greek community.

## GREEK SYSTEM

Interfraternity Council/Panhellenic Council (IFC/PHC) is the focal point of both Greek unity and self-governance. IFC/PHC creates a structure which appropriately educates, guides, and governs chapters and individuals in the system.

- A. Significant effort will be directed toward building a positive and realistic Greek image. To this end, IFC/PHC demonstrates a commitment to assist all chapters in such areas as growth and development, officers' training, financial considerations, and social and community service.
- B. IFC/PHC is the communication link among chapters and members and between the Greek system and the University. The position of IFC/PHC representative must, therefore, assume a major role within each chapter. The IFC/PHC Executive Board will communicate the importance of this position to each chapter Executive Board and its advisors.

- C. IFC/PHC is an integral part of a system expansion plan. Groups will be invited to colonize only with the approval of IFC/PHC and through a presentation by the petitioning group or a group including its designated representative(s). A complete description of the expansion policy is found in the **Marshall University Handbook for Students**.
- D. IFC/PHC provides leadership in programming and service projects for the Greek community including leadership development, membership recruitment and retention, scholarship, officer roles, alcohol awareness, and inter-Greek relations.
- E. IFC/PHC assists in implementing the Greek Judicial system through appropriate and timely training each semester. To this end, the name of the chapter Judicial Board representative is to be filed by the chapter president with IFC/PHC and the Greek Advisor immediately after officer elections. Additionally, a subcommittee of Judicial Board representatives appointed by the Greek Advisor will be established to provide an annual review of the **Greek Code of Conduct and Greek Procedures Manual** in cooperation with the Coordinator of Judicial Affairs.
- F. IFC/PHC meets at least once each semester with Greek advisors and chapter presidents for discussion of current and future plans and programs. The Commission on Greek Life, Greek Review Board, and Greek Housing Exemption Board will include at least one voting representative from both IFC and PHC.
- G. IFC/PHC will provide recognition of chapter efforts and achievements through news releases and special awards.
- H. IFC/PHC will strive to establish positive working relationships with campus and community leaders.

Marshall University will continue to recognize the positive contributions of fraternities and sororities. The University is committed to support and promote the Greek community through such means as research efforts, project planning, provision of campus resources, advisory support, financial management assistance and the recognition of worthy accomplishments. Special considerations, such as planning exemptions from housing requirements may be considered and implemented for Greek groups demonstrating sincere and consistent self-help efforts.

## ALUMNI SUPPORT AND PARTICIPATION

Because successful Greek groups can benefit from a strong and healthy alumni support, frequent communication with alumni is encouraged.



## GOOD STANDING

A chapter is in good standing with the University when:

1. The semester GPA is 2.0 for initiates, pre-initiates, and the entire chapter.
2. It is not under a University/Greek judicial probationary sanction.
3. The chapter is in good standing with IFC/PHC and dues to the respective organizations are current.
4. It is in good standing with respective national/international organization.

A Chapter in good standing may:

1. Vote in IFC/PHC.
2. Participate in the Greek division of intramurals and other Greek activities.
3. Compete for special awards.
4. Activate individuals without consent of the Greek advisor.

If a Chapter is not in good standing, its president and advisor will be asked to appear before the Commission on Greek Life to present a plan for reestablishment of good standing. At this time, the Commission will determine which sanctions will apply.

## SCHOLARSHIP

One of the major goals upon which Greek groups are built is scholastic achievement. It is therefore expected that each chapter will develop programs and policies which will promote and encourage academic success. It is expected that each chapter will place a high priority on scholarship, have a scholarship officer, and set up a scholarship plan including organized chapter programs and self-help programs to assist initiates and pre-initiates whose academic record falls below chapter or University minimum standards.

## LEADERSHIP

Because of leadership opportunities inherent in Greek chapters, vigorous efforts is made to identify potential leaders within respective groups, and to further develop their skills through chapter, IFC/PHC and campus offices and committees. Each chapter should take part in leadership programs and seminars when provided by their respective national/international organization.

## RECOGNITION

Recognition by the University will follow the same procedures and regulations as applied to any other organization. These procedures may be found in the **Marshall University Handbook for Students**.

## INDIVIDUAL MEMBERS OF GREEK CHAPTERS

Greek life offers a lifetime of friendships, associations, opportunities, and a bond of brother/sisterhood which can last forever. It is this bond that sets Greek organizations apart from other groups.

Fraternal organizations can provide many opportunities for promoting education, strengthening interpersonal skills, and experiencing leadership. In exchange for its many benefits, involvement in Greek life places certain obligations upon each individual.

1. To maintain good academic standing.
2. To support the chapter and the Greek system as a whole by active and responsible participation.
3. To wear Greek letters with pride and to act in a manner becoming to self, chapter, system, and University.
4. To honor the financial obligations assumed with membership.
5. To participate in intra-system events with fair play and in the spirit of good sportsmanship and Greek unity.
6. To become familiar with relevant chapter, system and University publications.
7. To offer ideas for the improvement of the Greek system.
8. To make every effort to develop individual potential.
9. To relate effectively and responsibly with other Greeks and the campus at large.
10. To continue active support of the Greek system and the University upon graduation.

Although the chapter is the primary focus of the individuals attention and commitment, members should show respect and concern for the Greek system and strive for Greek unity. Only through the contributions of each individual and each chapter can a positive future for the entire Greek system be expected. Strengthening the Greek system as a whole will strengthen everyone-chapters and individuals alike.

## MEMBERSHIP AND RETENTION

IFC/PHC developed an organized, open membership recruitment program (rush). An open system is defined as one in which a fraternity or sorority may rush, pledge, and initiate persons they deem appropriate with a recognition of grade requirements, number of hours carried, and length of membership education as required by its respective national/international organizations and in keeping with this statement on Greek Standards and Expectations.

Each chapter must develop suitable standards which promote the ideals of its national/international organization and this statement on Greek Standards and Expectations, and which will attract and retain members.



## ADVISOR(S)

Because effective alumni support is helpful to their well-being and continuity, chapters must have an alumnus/a advisor who will assist in setting goals, overseeing rituals, and developing and maintaining a positive relationship with the University, the alumni, and the national/international headquarters.

Each chapter must also have a faculty/staff advisor who is an employee of the University. This advisor shall be knowledgeable of university resources, policies, procedures, and chapter activities.

# STUDENT ORGANIZATIONS

## DEAR STUDENT

For many of you, college is a new experience. Whether this is the first opportunity to live away from home or the first step towards a career change, it is time to develop or enhance your personal and social goal. At Marshall, we believe a totally educated person is one whose experience and knowledge are expanded through involvement in worthwhile activities and projects in addition to the classroom experience.

To assist you, Marshall University encourages the formation of a variety of organizations in which you may pursue your specific interests. Currently, over one hundred functional student organizations or clubs have been officially recognized by the University. You are welcomed and encouraged to join and participate in the ones that most appeal to you.

Marshall University provides almost any kind of co-curricular and extra-curricular activity. There's something for everyone, whether your interests are in Social, Religious, Interest, Professional, Departmental, or Honorary activities.

If you wish to begin a new group, or require information about existing ones, please contact the Office of Student Activities and Organizations, located in Room 2W38, second floor of the Memorial Student Center. We provide assistance and will attempt to answer all your questions. Your participation will provide you with "hands-on" experience in leadership, communication, administration and general human relations skills. Please feel free to stop by any time or call us at (696)-6770.

The following is a list of Marshall University recognized student organizations as of January 1987.

ACCOUNTING CLUB  
 ADVERTISING CLUB  
 ALPHA CHI-SIGMA 7TH CHAPTER  
 ALPHA EPSILON DELTA  
 ALPHA KAPPA DELTA  
 ALPHA KAPPA PSI  
 ALPHA PHI ALPHA  
 ALPHA PHI OMEGA  
 ALPHA PHI SIGMA  
 ALPHA PSI OMEGA

AMERICAN CHEMICAL SOCIETY  
 AMERICAN MARKETING ASSOCIATION  
 ANTHROPOLOGY/ARCHAEOLOGY CLUB  
 ASSOCIATION FOR COMPUTING MACHINERY  
 BAHAI CAMPUS CLUB  
 BAPTIST CAMPUS MINISTRY  
 BAPTIST STUDENT UNION  
 BLACK UNITED STUDENTS  
 CAMPUS CRUSADE FOR CHRIST  
 CHIEF JUSTICE  
 CHINESE STUDENT ASSOCIATION  
 CHURCH OF CHRIST STUDENT GROUP  
 CIRCLE K INTERNATIONAL  
 MARSHALL CLASSICAL ASSOCIATION  
 COLLEGE REPUBLICANS  
 COLLEGIATE 4H CLUB  
 CYCLING CLUB  
 DECA  
 DANCE COMPANY  
 DELTA OMICRON  
 DISABLED STUDENTS  
 ENGINEERING SOCIETY  
 ETA SIGMA PHI  
 FORENSIC UNION  
 FUTURE SECRETARIES ASSOCIATION  
 GAMMA BETA PHI SOCIETY  
 GAMMA THETA UPSILON  
 GEOLOGICAL SOCIETY  
 HOME ECONOMICS CLUB  
 ILLUSTRATION AND DESIGN ASSOCIATION  
 INTERNATIONAL CLUB  
 KAPPA DIAMOND COURT  
 KAPPA OMICRON PHI  
 KARATE CLUB  
 KERAMOS STUDENT POTTERS GUILD  
 LAMBDA ALPHA EPSILON  
 LAMBDA SOCIETY  
 LUTHERAN STUDENT MOVEMENT  
 MARSHALL UNIVERSITY COLLEGE BOWL  
 MASS CHOIR

MODEL UNITED NATIONS  
 MUSLIM STUDENT ASSOCIATION (MUMSA)  
 MUSAC HPER  
 NATIONAL MANAGEMENT ASSOCIATION  
 NATIONAL STUDENT SPEECH LANGUAGE HEARING ASSOCIATION  
 NEWMAN ASSOCIATION  
 NIGERIAN STUDENT UNION  
 OMEGA PEARLS  
 OMICRON DELTA EPSILON  
 OMICRON DELTA KAPPA  
 PARK AND RECREATION ORGANIZATION FOR STUDENTS (PROS)  
 PHI ALPHA THETA-GAMMA CHI  
 PI DELTA PHI  
 PI MU EPSILON  
 PI OMEGA PI (GAMMA MU CHAPTER)  
 PI SIGMA ALPHA  
 PROPELLOR CLUB  
 PROWL  
 PSI CHI  
 PUBLIC RELATIONS STUDENT SOCIETY OF AMERICA  
 RETURNING STUDENT ORGANIZATION  
 ROTC CADET BATTALION  
 ROTC RANGER COMPANY  
 SCABBARD AND BLADE  
 SCHOOL OF MEDICINE FAMILY PRACTICE CLUB  
 SCIENCE FICTION SOCIETY  
 SIGMA DELTA CHI (SPJ.SDX)  
 SOCIAL STUDIES CLUB  
 SOCIETY OF ENGLISH (MUSE)  
 STUDENT COUNCIL FOR EXCEPTIONAL CHILDREN  
 STUDENTS FOR CHRIST  
 STUDENT NURSES ASSOCIATION  
 STUDENT SOCIAL WORKERS ASSOCIATION  
 TAE KWON DO CLUB  
 UCAM/MAPS (UNITED CAMPUSES TO PREVENT NUCLEAR WAR-MARSHALL ACTION FOR PEACEFUL SOLUTION)  
 UPSILON PHI EPSILON

## NON-DISCRIMINATION IN MEMBERSHIP

"Every student organization recognized by Marshall University is expected to be free to select its membership upon the basis of individual merit without regard to race, sex, religion, age, sexual orientation or national origin. This stipulation also extends to those qualified individuals who may have a psychological or physical handicap. This policy applied to all student organizations specifically exempted by virtue of Sec. 804 (b) of the Higher Education Act of 1965. Signature of the president and advisor on the lines indicated verifies receipt and comprehension of the above statement. Marshall University reserves the right to consider withdrawal of recognition to any organization found, in due process, to be in violation of said policy."

# GUIDELINES FOR ORGANIZATIONS

## RELATIONSHIP STATEMENT

Marshall University recognizes both the right to exist and the mutual benefit of existence of co-curricular and extra-curricular activities. The University, in the certification process set forth, seeks the freedom of existence of student organizations and insures that designated privileges and support are available equally to all organizations that uphold the certification requirements. The University does not, however, automatically endorse the mission, goals or purpose of any student organization. Use of the University's name does not denote or assume that the institute will be liable for matters such as debts incurred or contractual arrangements.

## THE CERTIFICATION PROCESS

- I. Specific Conditions of Certification
  - A. Maintain membership list with a minimum of seven (7) currently enrolled students.
  - B. Maintain one (1) officer in the position of President and at least one (1) officer in the position of Treasurer/Secretary.

- C. A faculty or staff member has agreed to serve as an advisor. (Any exceptions must be submitted and approved in writing with the Dean of Students, or his/her designee.)

- D. Submit all changes of the constitution to the Office of Student Activities and Organizations for approval by the Student Conduct and Welfare Committee (SCWC).
- E. Maintain an on-campus address (a mail box is provided by the Office of Student Activities and Organizations). The address should read:

(Organization's Name)  
c/o Marshall University  
2W38 Memorial Student Center  
Huntington, WV 25701

- F. Submit all officer updates after elections/appointments within two (2) weeks of change(s) to the Office of Student Activities and Organizations.
- G. Adhere to University policies; including, but not limited to, non-discrimination and hazing prohibitions.
- H. Adherence to local, state and federal laws.

## II. Membership

- A. It is limited to persons currently enrolled in the University.
- B. It may not, in any form, discriminate on the basis of sex, race, color, national origin, handicap, or sexual preference (unless specifically exempt by Title IX).
- C. Criteria may be implemented as long as it is applied objectively to all prospective members and can be verified to have an actual relationship to the mission, purpose and goals of the organization and not subject to personal interpretation (i.e. "of good character" is difficult to define and is not measurable).

## III. Leadership

- A. An undergraduate student seeking to hold an office either by election or appointment must have a minimum GPA of 2.0. A graduate student must have a minimum GPA of 3.0.
- B. An officer falling below his/her minimum GPA requirement will have the following semester as a probationary period to correct the deficiency. The organization's advisor will be notified of probation by the Dean of Students or his/her designee.
- C. Organizations whose officer(s) does/do not meet the minimum GPA requirements when elected will have one (1) month in which to replace him/her.
- D. Organizations not meeting the above requirements (Section III) will forfeit their certification with the University.
- E. Faculty and staff are not eligible to hold office in a student organization.

## CERTIFICATION PROCEDURES FOR STUDENT ORGANIZATIONS

- I. Group's representative meets with Coordinator of Student Activities and Organizations (or his/her designee) at which time the representative will receive:

- A. Copy of the PRESIDENT'S HANDBOOK
- B. Copy of Recognition Form, and Specific Conditions of Certification
- C. Consultation in regard to constitutional guidelines
- D. Outline of student organization responsibilities
- E. Outline of privileges granted to student organizations and orientation to services, resources, policies and procedures.

- II. Constitution and Certification form must be submitted to the Office of Student Activities and Organizations for review by the Student Conduct and Welfare Committee (SCWC). Organizations will have Provisional status until the SCWC makes its final recommendations in regard to the petitioning organization.

- III. Final validation as a certified student organization is complete when it has been determined by the SCWC that:

- A. No violation(s) of existing local, state or federal law, or University policy is/are contained or inferred in the submitted constitution.
- B. The Certification Form has been correctly completed.
- C. The organization has certified that membership requirements are non-discriminatory.
- D. The organization has certified that hazing is not incorporated into the membership process.
- E. A faculty or staff member has agreed to serve as the advisor to the organization. (Exceptions to this must be submitted and approved in writing with the Dean of Students, or his/her designee.)
- F. There is a minimum of seven (7) currently enrolled students in the organization.

- IV. All certified student organizations will receive a Certificate of Recognition.

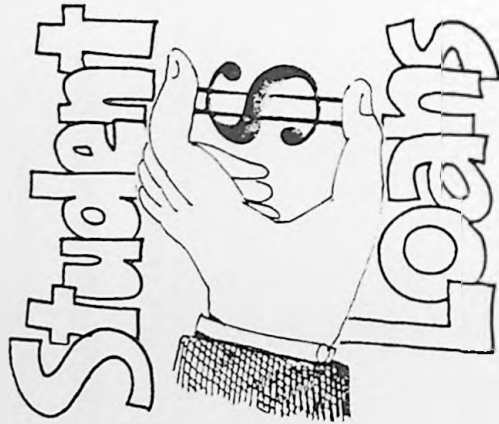
- V. RECERTIFICATION... All recognized student organizations must renew their Certificate of Recognition annually. Renewal must be completed by the first Friday of October of every academic year. Should that deadline not be met, all privileges accorded that organization shall be terminated. At such a time, same organization will be required to follow the same procedures to be recognized as any new organization.

\*\*ALL FORMS SPECIFIC TO THE CERTIFICATION AND RECERTIFICATION PROCESS CAN BE OBTAINED IN THE OFFICE OF STUDENT ACTIVITIES AND ORGANIZATIONS IN 2W38 MEMORIAL STUDENT CENTER.



## FINANCIAL AID PROGRAMS AVAILABLE AT MARSHALL UNIVERSITY

- A. Scholarships are available to those who excel academically and to some who have other special skills. The general eligibility requirement for an academic scholarship is a 3.5 grade point average (GPA) (freshmen must also have a minimum of a 24 ACT Composite). The donor may add other specific requirements. Most scholarships are awarded to West Virginia residents. Priority for out of state awards goes to residents of Boyd County, Kentucky, and Lawrence and Gallia Counties, Ohio.
- B. The Pell Grant is an entitlement, gift aid program designed to be the initial "ingredient" in a student's financial aid package. Its entitlement nature guarantees that all students who are eligible will receive a Pell Grant Award. Eligibility is determined by a standard formula developed by the Department of Education and approved annually by Congress. Students may receive a Pell Grant until completion of the first baccalaureate degree or up to a maximum of five years of full-time enrollment. Every applicant will receive a Student Aid Report which will contain a Student Aid Index (SAI). Students are determined to have a financial need based on the SAI compared to the cost of attendance. Eligibility is further determined by enrollment status, maintaining satisfactory academic progress and compliance with all other general aid requirements. In 1986-87 Pell Grants are expected to range up to \$2,100.
- C. The Supplemental Educational Opportunity Grant (SEOG) is for undergraduate students who have not completed their first baccalaureate course of study and who financially need grant assistance to help them meet their educationally related expenses. Awards may range between \$100 and \$4,000 per year as determined by the institution. SEOG recipients at Marshall generally are on-campus residents with significant needs.
- D. College Work-Study (CW-S) provides jobs to students who need such earnings to meet a portion of their educational expenses. Graduates as well as undergraduate students who demonstrate financial need and meet the general eligibility requirements may be employed through this program. Students are paid at least a minimum wage and typically work 10 to 15 hours per week. Placement will, whenever possible, be in the area of the student's major or a major interest. Summer and off-campus opportunities are available to new and returning students when funds allow taking advantage of such opportunities.
- E. Student assistance employment (non-federally funded) opportunities are available on a limited basis to currently enrolled students. Applicants must typically possess a specific skill directly related to the work experience. Employment opportunities are posted at the southeast entrance of Old Main. Inquiries are made directly to the Financial Aid Office.



## FINANCIAL AID CONSUMERISM INFORMATION

As students and their families make plans for meeting the cost of an education at Marshall University, they need to have an understanding of Financial Aid. The following information is designed to acquaint the reader with the University's Financial Aid Programs as well as other important information about Marshall. Hopefully, it will answer many of the questions which you have. It also explains the rights and responsibilities of an aid recipient. Unfortunately, financial aid programs experience frequent changes; therefore, some of the descriptions contained here may change soon after going to print. Current information is always available in the Financial Aid Office.

Remember, the primary responsibility for meeting the student's educational expenses rest with the family. The Financial Aid Program at Marshall University is designed to help those students whose families don't have access to the resources necessary to complete their education. Be sure to make thorough plans with regard to financing your education and investigate every potential resource available to you.

F. The Carl Perkins National Direct Student Loan Program is a long term low interest loan for students who meet the general eligibility requirements and who need a loan to help meet their educational expenses. Students may borrow up to \$4,500 during their first two years of undergraduate study, a cumulative maximum total of \$18,000 during graduate study (including undergraduate loans). The terms and conditions of the loan are disclosed within the promissory note. Generally, they include that interest is 5 percent on the unpaid balance, that repayment begins nine months after graduation or withdrawal from school normally lasting up to ten years and that various deferments, cancellations, and postponements of repayment are possible. Interest begins to accrue at the time of repayment. Deferment and cancellation provisions are explained in the Promissory Note. NDSL recipients are required to participate in an "exit" interview, before graduation, withdrawal, or leaving the University even if planning to return at a later date.

G. The Guaranteed Student Loan Program (GSL) enables eligible students to borrow directly from their local lending institutions. The long-term loan is guaranteed by your state or a private non-profit agency. GSL's carry an eight percent annual interest rate for first time borrowers, however it is paid by the government until the student begins repayment. The student pays a 5% origination fee and a guaranty fee on each new loan. An undergraduate may borrow \$2,625 during the first two years and \$4,000 for each subsequent year up to \$17,250. Graduates may borrow \$7,500 per year up to a maximum total cumulative limit of \$54,750. Repayment begins in six months after graduation or withdrawal and up to ten years can be allowed for repayment. All loans are based on financial need. Additional requirements or loan stipulations are disclosed in Promissory Note.

H. The SLS/PLUS Loan program currently carries a variable interest rate; repayment begins within 60 days. Loans are made through the borrower's local lending institution. Parents of undergraduate students can borrow up to \$4,000 per year with a maximum total of \$20,000. Independent undergraduates and graduates can borrow \$4,000 per year (including GSL) with a total maximum of \$20,000. Repayment of principal can be deferred if the borrower is a student.

I. Short-term "emergency" loans are available to registered or registering students experiencing temporary monetary needs and demonstrating a visible source of repayment. The need must be a direct educational expense or a general accepted emergency occurrence. Loans are subject to a minor service charge disclosed at origination and are repayable within 30 days.

## DEFINITIONS AND USEFUL INFORMATION

1. **Financial Aid** - money that you receive from external resources (the University, the State, The Federal Government, Vocational Rehabilitation, ROTC and others) to be used in meeting expenses incurred while completing an educational program.
2. **Student Budgets** - estimated costs that a student will incur during an educational period. Your education could well depend upon your ability to live within sound budget. Budgets are intended to be realistically moderate but adequate. Student budget categories vary to recognize such as in-state and out-of-state tuition, on-campus and off-campus living situations, independent or dependent-living with parents status. Each year budget components are updated to reflect actual or average costs of particular classifications of student in the University community. If your particular situation is not adequately addressed in the institutional budget applied to you, you should appeal your concern to the Financial Aid Office.
3. **Financial Need** - the dollar figure which is the result of subtracting the family's expected contribution from the student budget.
4. **Financial Aid "Package"** - financial aid from different sources combined into one award to meet student's financial need is called a package.
5. **Scholarships** - gift aid, generally based on academic performance or talent in a specific area and sometimes to help meet need.
6. **Grants** - gift aid generally based on financial need.
7. **Employment** - a job, usually part-time, the earnings from which can help pay for the costs of education.
8. **Student Loans** - long-term, low-interest loans which must be repaid usually after college.

## APPLYING FOR FINANCIAL AID

In order to be considered for financial aid, you must have been regularly accepted by the University's Admissions Office with all pertinent date (ACT results, transcripts, etc.) on file.

**Scholarships** - Incoming freshmen need to be admitted to the University by February 1st (prior to the award year) to be guaranteed consideration. The general requirements include a 3.5 Grade Point Average and 24 Composite ACT Score. Continuing and transfer students must submit an Application for Scholarship each year by February 1st to guarantee consideration.

**Need-Based Aid** - All students must complete the College Scholarship Services Financial Aid Form (FAF) which is available from your high school guidance counselor or from Marshall's Financial Aid Office. This form is used to determine your family's ability to contribute to meeting your cost of education. The FAF is mailed to the College Scholarship Service for processing, Marshall University's Code, 5396, must be listed on the FAF. In addition, this application should be used to apply for the Pell Grant, GSL, and for state grant programs. West Virginia residents should check the West Virginia Higher Education Grant Program box. We must assume that applicants for need-based aid will take advantage of such available programs.

You should submit the FAF as immediately after January 1st as possible to insure receiving consideration for the most attractive aid programs and to meet deadlines imposed by some aid resources.

The Pell Grant Program will return to you a Student Aid Report which must be submitted to the Financial Aid Office as soon as possible to be considered as a part of your financial aid award.

**Pell Grant Only** - Should you decide to apply for only the Pell Grant, you must utilize an application called the Application for Federal Student Aid. This application is available from your guidance counselor or from the University's Financial Aid Office. Though there is no critical deadline for this application, you should submit it as early as possible after January 1st.

**Special Conditions** - If your family's financial situation has recently changed because of a death, separation, divorce, loss of job, or loss of benefits, for example, there is a special application form to deal with such occurrence. Please contact the Financial Aid Office for guidance and a Special Condition's Application.

**Guaranteed Student Loans/SLS/PLUS** - Applications for these loans are available through your local lender or through the Financial Aid Office. Though there are no specific application deadlines, the application process does take 4 to 6 weeks. Students are encouraged to apply early so that their loan checks will be available when payments are due. Necessary supplemental application forms must be secured from and returned to Marshall. Remember, the GSL program is now need-based, you must submit a Financial Aid Form for analysis so that your need can be determined prior to applying for the loan.

**Short-Term "Emergency" Loans** - Applications for short term loans are available in the Financial Aid Office. Applications are accepted and processed as received if there are available funds with which to make loans.

**Medical School Students** - A medical school Financial Aid Guide available from the Financial Aid Office or the Medical School Dean's Office is updated yearly and provides application procedures and programs available for medical students.

**Financial Aid Transcripts** - All students who have attended other postsecondary institutions must provide a financial aid transcript from each institution attended.

## GENERAL ELIGIBILITY REQUIREMENTS

Before receiving any Title IV assistance (Pell Grant, Supplemental Educational Opportunity Grant, College Work-Study, National Direct Student Loan, Guaranteed Student Loan, or SLS/PLUS) from Marshall University, a student must meet the general eligibility requirements listed below.

A student must:

1. be enrolled or accepted for enrollment in an eligible program studying for a degree or certificate.
2. be a citizen, national, or permanent resident of the United States, a permanent resident of the Northern Mariana Islands, or the Trust Territory of the Pacific Islands, or another eligible non-citizen.
3. be carrying or planning to carry at least a half-time workload (6 credit hours) during each semester; rare exceptions will be dealt with individually.
4. be maintaining satisfactory academic progress toward a degree according to standards set forth for financial aid recipient at the University and noted later in this section.
5. not be in default on any Title IV loan - NDSL or GSL/FISL or owe a repayment on any Title IV Grant - Pell, SEOG, or SSIIG, received for attendance at Marshall, or elsewhere.
6. have on file a statement of educational purpose for the year aid is to be received stating all Title IV funds received will be used solely for educationally related expenses as well as a statement of selective service registration status.



# FINANCIAL AID

Applications are reviewed in the order in which an application file is completed; it is, therefore, beneficial to complete all applications early. After that time when the University's funding is completely obligated, remaining applicants will be advised of their recognized need level, encouraged to submit their Pell Grant Student Aid Reports and advised to consider Guaranteed-Student Loans. Any funds which subsequently become available will be used to answer student needs as requested.

## DETERMINING ELIGIBILITY, AWARDING AND DISTRIBUTING AID

Financial need is described as the difference between your cost of education and your family's ability to meet that cost. The amount of financial aid you will be offered in a financial aid "package" may equal, but will never exceed your financial need.

The Financial Aid Office, based on information included in the College Scholarship Service's analysis of your Financial Aid Form (FAF), determines the amount that your family should be able to contribute to meeting your educational expenses. The estimated family contribution is uniformly derived through the use of the FAF which measures the family's economic strength. It should be noted that all families of dependent students are expected to contribute an amount equal to at least the amount of the student's summer savings contribution (\$700 for incoming freshmen; \$900 for all others). Independent students are expected to make a reasonable contribution.

When complete application materials are received in the Financial Aid Office, and if necessary, the student has been admitted to the University, need-based financial aid will be awarded as follows:

1. An expense budget is determined
2. All expected family resources are subtracted from the budget to determine financial need
3. The financial need will be met to the extent possible in a combination of available aid resources. Students are first held responsible for State Grants and Pell Grants for which they are eligible. Scholarships are awarded separately, based on different criteria; however in meeting the need, they are taken into consideration. Self-help assistance is then considered; loans and/or College Work-Study awarded to a maximum of approximately \$3,000 proportioned to meet the student's needs (considering such factors as grade level and need for funds to pay direct educational costs.) Students with higher needs and who need additional funding for direct educational expenses at the beginning of the semester will be considered for Supplemental Educational Opportunity Grants.

# STUDENT RIGHTS AND RESPONSIBILITIES

The rights include:

1. knowing what financial aid programs are available to you.
2. knowing application deadlines for all available aid programs.
3. knowing how aid is distributed and why it is distributed that way.
4. knowing how the student budget was constructed, how the need was determined, and how it will be met.
5. knowing what portion of the aid package is loan, the repayment responsibilities, the interest rate and all of the particular characteristics of the loan.
6. knowing how satisfactory academic progress for the purpose of receiving financial aid is determined and what happens when satisfactory progress is not maintained.

The responsibilities include:

1. knowing information about the school's programs and performance. This information should be considered carefully before deciding to attend school.
2. completing all applications accurately, meeting deadlines and taking advantage of all available aid programs.
3. providing correct information. In most instances, misreporting information on financial aid applications is a violation of the law, punishable under the U.S. Criminal Code.
4. submitting all documentation, verification, corrections and/or new information requested by either the Financial Aid Office or the agency to which application was made.
5. informing the Financial Aid Office of any changes which affect your financial situation (including name, address, or enrollment status changes).
6. reading and understanding all forms which you sign and for keeping copies of them.
7. accepting the responsibilities for all signed agreements.
8. performing all work agreed upon in accepting a student employment position.
9. complying with application deadlines.
10. meeting fee payment deadlines.
11. correctly accepting all aid offerings.
12. maintaining satisfactory academic progress according to the following policy.

All or any part of the award can be accepted or rejected. Aid that is declined or not appropriately accepted will not normally be replaced.

The offer of financial aid is dependent on the receipt of funds from all funding sources. Although unlikely, the University reserves the right to revise offers of financial aid at any time during the academic year based on availability of funds, changes in regulations, notification of additional resources to the student, and/or procedural changes by any funding authority.

Financial aid is currently distributed by the following process. Students with completed awards are notified prior to the beginning of each semester of the aid which is available to assist in the payment of their expenses. This notification should be signed and returned to the Bursar no later than due date of tuition and fees. The signature is authorization for the utilization of funds to first be applied to paying tuition and fees and then, if appropriate residence hall fees. If the award is greater than the fees due, a check will be disbursed for the difference to the student when the semester begins. If the award is less than the fees due, the student is responsible for paying the remaining fees due on the appropriate due date. Guaranteed Student Loans will be disbursed to the students according to regulations and after tuition charges have been paid. It is the aid recipient's responsibility to see that all fees are paid by the appropriate due date or arranging for a legitimate payment deferral. Failure to meet due dates can result in registration cancellation or loss of residence hall assignment.

These procedures will remain constant from semester to semester unless otherwise noted.

College Work-Study and other student employment checks are disbursed to the student after time sheets are completed and processed. Students are paid twice monthly; however, the first paycheck a student receives will be delayed at one month after submission of the first pay period. Students must budget their funds with availability in mind and to meet the required due dates of their educational expenses.

## SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR FINANCIAL AID ELIGIBILITY

### Undergraduate Students

In order to be able to receive financial assistance, Federal Regulations require that a student be making measurable satisfactory progress toward the completion of his/her degree or program. Marshall University has adopted standards by which to monitor financial aid recipients' academic progress. (These standards insure the proper distribution of financial assistance to eligible students.) The satisfactory academic progress standards for financial aid eligibility are as follows:

- Students who have registered for 0-30 credit hours must have completed 50% of the credits registered for and have a cumulative GPA of 1.60.
- Students who have registered for 31-64 credit hours must have completed 67% of the credits registered for and have a cumulative GPA of 1.70.
- Students who have registered for 65-89 credit hours must have completed 75% of the credits registered for and have a cumulative GPA of 1.80.
- Students who have registered for 90+ credit hours must have completed 80% of the credits registered for and have a cumulative GPA OF 2.00.

Academic Progress is, therefore, to be measured in terms of performance, through the grade point average, and in terms of degree of program completion. The above limits eligibility to enrollment through the 160th credit hour. Further, the University limits eligibility for financial assistance to the first twelve (12) regular semesters of full-time enrollment; the first eighteen (18) regular semesters of three-quarter time enrollment; the first twenty-four (24) regular semesters of half-time enrollment or less. A student whose status changes will have his or her maximum period of eligibility determined considering the individual situation. For instance, a student who had enrolled for two semesters at half-time status would have eleven semesters at full-time status remaining or thirteen (13) total semesters. (Please note that regular semesters include only the fall and spring terms and that full-time is enrollment for twelve (12) semester hours or more; three-quarter time includes enrollment for 6, 7, or 8 semester hours.

Withdrawing from classes after the drop/add period can have a negative effect on continued eligibility as it can serve to increase the time required to complete one's program. Repletions will be dealt with according to the University's policy governing grade point averages and will be included in classes registered for and completed. Audits will be dealt with similarly.

Students not meeting the above standards will receive notification from the Director of Financial Aid as soon as such status is discovered. This notification will indicate ineligibility for financial aid, suggest that academic assistance can be found through the Student Development Center and inform the student about his or her right to appeal. All appeals must be made in person to the Director of Financial Aid.

Unless eligibility is reinstated through a formal appeal within one year (12 months) of the ineligibility declaration, the student will remain ineligible until that time when he or she is again in compliance with the standards set forth.

Students who transfer to Marshall will automatically be considered eligible for assistance during their first semester of enrollment. However, those whose transfer credits or grade point average do not meet the University's standard for satisfactory academic progress will be considered only conditionally eligible. These students will be expected to meet the standards of others with conditioned eligibility (a 2.00 GPA and completion of all of classes enrolled for) to remain eligible after the initial semester. Transfer credits will be added to M.U. credits in determining the maximum period that a student will be considered eligible for aid. In measuring total semesters of eligibility, transfer credits will be divided by twelve (12) to determine the number of semesters enrolled.

### Graduate Students

Satisfactory academic progress will be questioned of graduate students only when their grade point average drops below 2.00 or the completion ratio drops below 67%. Students will be eligible a maximum of six (6) regular full-time semesters. Students attending on less than a full-time basis will be given a maximum of ten (10) regular semesters of eligibility. (Please note that regular semesters include only the fall spring semesters and that full-time is enrollment for nine (9) semester hours or more.)

## LOAN REPAYMENT

Since financial aid awarded from any loan fund (National Direct Student Loan, Guaranteed Student Loan, SLS/PLUS Loan, Nursing Loan, Health Professions Student Loan, or Health Education Assistance Loan) requires the signing of a promissory note, it is important for the recipient to understand the terms of the loan thoroughly. Therefore, the promissory note should be read in entirety before affixing a signature to it. Repayment responsibility is probably the most important issue.

A sample loan repayment schedule for a student borrowing \$200 through the National Direct Student Loan Program and graduating on December 20, 1987, would appear as follows. The allowable grace period is six months; interest is 5% annually, and the minimum monthly payment is \$30.

Appx. billing date	Appx. payment date	Calculated Interest	Payment	Principal Balance
7-15	8-1	\$200x.00467 = \$.93	\$ 30.93	\$170.00
8-15	9-1	\$170x.00467 = .79	30.79	140.00
9-15	10-1	\$140x.00467 = .65	30.65	110.00
10-15	11-1	\$110x.00467 = .51	30.51	80.00
11-15	12-1	\$ 80x.00467 = .37	30.37	50.00
12-15	1-1	\$ 50x.00467 = .23	30.23	20.00
1-15	2-1	\$ 20x.00467 = .09	20.09	—0—
		\$3.57	\$203.57	



# UNIVERSITY POLICIES

## POLICY ON:

Administrative Action  
 Aids (HTLV/III Infection and/or Aids)  
 Alcohol/Beer Marketing Policy  
 Animals on Campus  
 Campus Disturbances  
 Emergency Action  
 Hazing  
 Grade Appeal  
 Grievance Procedure  
 Major Medical Insurance (Non-Immigrant Students)  
 Pending Charges  
 Public Communications  
 Regulations For Use Of University Facilities  
 Regulations For Use Of University Facilities by Campus Organizations  
 Sales and Solicitation in Residence Halls  
 Sexual Harassment  
 Signs  
 Smoking  
 Solicitation  
 Southern Conference Code of Spectator Conduct

## ALCOHOL/BEER MARKETING

Alcohol/beer beverage marketing programs specifically targeted for students and/or held on campus should conform to the code of student conduct of Marshall University and should avoid demeaning sexual or discriminatory portrayal of individuals.

Promotion of beverage alcohol/beer should not encourage any form of alcohol abuse nor should it place emphasis on quantity and frequency of use.

Beverage alcohol or beer (such as kegs or cases of beer) should not be provided as free prizes to individual students or campus organizations.

No uncontrolled sampling as part of campus marketing programs should be permitted and no sampling, or other promotional activities, should include "drinking contest."

Where controlled sampling is allowed by law and the institutional policy, it should be limited as to time and quantity. Principles of good hosting should be observed including availability of alternative beverages, food and planned programs. The consumption of beer, wine or distilled spirits should not be the sole purpose of any promotional activity.

Promotional activities should not be associated with otherwise existing campus events or programs without the prior knowledge and consent of appropriate institutional officials.

Display of availability of promotional materials should be determined in consultation with appropriate institutional officials. Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products represented.

Beverage alcohol/beer marketers should support campus alcohol education programs that encourage informed and responsible decisions about the use or non-use of beer, wine or distilled spirits.

If permitted, beverage alcohol/beer advertising on campus or in institutional media, including that which promotes events as well as product advertising, should not portray drinking as a solution to personal or academic problems of students or necessary to social, sexual or academic success.

Advertising and other promotional campus activities should not associate alcohol/beer beverage with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.

Local off-campus promotional activities, primarily directed to students, should be developed in consultation with appropriate institutional officials.

Endorsed by the National Association of Student Personnel Association (NASPA), Boost Alcohol Association of College/University Housing Offices-I (ACHUO-I).

Approved: Student Conduct and Welfare Committee, 1984, University President, 1984. Copies of this document available in the Student Legal Aid Center, Student Life Office, Student Activities and Organizations, MSC 2W38, and the Vice President/Dean of Student Affairs, Old Main, 116.

## EMERGENCY ACTION

Emergency action is a special category that may be used by the President or his/her designee when, on special occasions, he has the authority to impose the sanction, inter alia, of suspension to a student or group of students from school or from a residence hall 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 or his/herself provided that a hearing is held within 72 hours of the decision.

## HAZING

According to the policies of M.U., the National Interfraternity Council, the National Panhellenic Conference, and all other national organizations represented on our campus, Hazing is not permitted and has no place in our student organizations. All acts of hazing by any organization, members or alumni are specifically forbidden. Hazing is defined as:

"Any action taken or situation created intentionally, whether on or off campus, to produce mental, emotional, or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations may include paddling in any form; creation of excessive fatigue, i.e., any activity which deprives a student of at least six continuous hours of sleep; physical and psychological shocks; inappropriate guests, i.e., stealing of items; treasure hunts, scavenger hunts, road trips, or any other such inappropriate activities carried on either on or off campus, or in a Greek House. Wearing publicly any apparel which is conspicuous and not normally in good taste, as defined by the proper hearing bodies; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; or any other activities which are not consistent with fraternal law, ritual, or policies or regulations of national organizations or this educational institution. Any act which would degrade or otherwise compromise the dignity of the individual, including forced use and abuse of alcohol or drugs."

## PROCEDURES:

All complaints and/or requests for definition of hazing are to be filed with one of the following two groups: for Greek groups the Greek Hearing panel; for other groups, the Marshall University Judicial Board, through the Judicial Affairs Office. All cases of the Greek Hearing Panel are appealed to the campus Judicial Board. All cases decided by the Judicial Board are appealed to the Student Conduct and Welfare Committee, and finally to the president of the university.

## ADMINISTRATIVE ACTION

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

## AIDS

### MARSHALL UNIVERSITY POLICY FOR FACULTY, CLASSIFIED STAFF, AND STUDENTS WITH CONFIRMED HTLVIII INFECTION AND/OR AIDS.

In considering adoption of a policy concerning HTLVIII infection and/or Aids, among members of the faculty, classified staff and students of Marshall University, the following facts should be kept in mind:

Discovery that an individual has HTLVIII infection is most likely to be inadvertent and by the following means:

1. Current attempt to donate blood to the American Red Cross or other agencies
2. The "Look-Back Program of the Red Cross to detect HTLVIII-positive individuals among past donors
3. An individual recognizing that he/she is in a "high-risk" group seeks medical attention for specific testing for HTLVIII

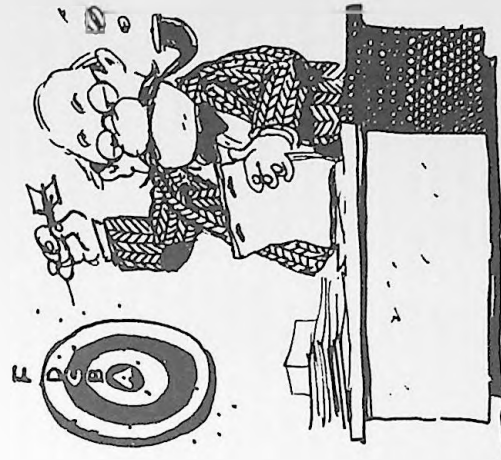
Recognizing that the current tests for detection of HTLVIII are not totally reliable (with the ELISA test, false positive occur at a frequency of 1:10), the following guidelines should be considered for members of the faculty, classified staff, and students who are determined to be positive for HTLVIII:

1. Strict confidentiality should be maintained at all times.
2. Individuals determined to be positive for HTLVIII virus by a screen-test should be examined by a physician specially qualified in diagnosis and treatment of AIDS or an Infectious Disease Specialist Physician.
  - a. The Physician specially qualified in diagnosis and treatment of AIDS or Infectious Disease Specialist Physician will examine the person and order any further tests required to confirm the diagnosis of HTLVIII infection and to ascertain the presence or absence of clinical evidence of AIDS.
  - b. Individuals confirmed to be positive for HTLVIII, should seek counseling as to their personal risk status for developing AIDS and/or for potential transmission of HTLVIII to others.
3. The individual will be responsible for any cost of medical examinations, laboratory tests, and treatment not covered by regular health insurance policy or policies and regular Student Health Service coverage.
4. Should unusual circumstances arise requiring quarantine of the individual, such a decision should be made by appropriate Public Health Officials.
5. All decisions with regard to assumption of the responsibilities of a faculty or staff member and student, continuation of salary, extension of sick leave, classroom attendance and comparable matters are administrative and would be considered under established guidelines for other illnesses.

## GRADE APPEAL

Steps outlined in this grade procedure must be followed.

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 or to attempt a resolution. The initial appeal must be within 30 days of the mailing of grades from the Registrar's Office.
2. If the procedure in Step 1 does not have a mutually satisfactory result, either party may appeal orally or in writing to the Department Chairperson within 10 work days after the initial appeal. The Department Chairperson will attempt to mediate the issue at the department level.
3. Should the problem not be resolved at the Department level, either party may appeal in writing to the Dean of the College in which the course is offered within 10 days of the action taken in Step 2. The dean will attempt to achieve a mutually satisfactory resolution.
4. Should the problem not be resolved at the College level either party may appeal in writing within 10 days of the action taken in Step 3 to the Chairperson of the Academic Planning and Standards Committee who shall refer the matter to the University Academic Appeals Board for resolution.
5. Should the student or the instructor be dissatisfied with the determination of the Academic Appeals Board then either party may file an appeal with the Vice-President of Academic Affairs within 30 days from their receipt of the decision of the Board. The decision of the Vice-President of the Academic Affairs shall be final.



## 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 in their owner's 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 Student Life 2W31 MSC.

## CAMPUS DISTURBANCES

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

The individuals participating in an unacceptable activity will be notified by an authorized university official that their actions must cease. Such a notification will specifically cite the regulation and/or statutes being violated. The individuals participating will be requested to disband and desist in their actions. If the opportunity to disband and desist is 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 by the Coordinator of Judicial Affairs only when there has been a violation of institutional regulations. Disciplinary proceedings pertaining to incidences such as 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 will handle the disciplinary process. The decision of the Marshall Judicial Board and/or subcommittees is then referred to the President or his/her designee with a recommendation. Disposition and execution of the recommendation is through the President or his/her designee. In other cases, appeal may be taken to the President or his/her designee, within 10 days, in which case such appeal shall be solely on the record of the proceedings before the committee. If the President or his/her designee, or the Vice-President/Dean of Student Affairs believes that the continued campus presence of a participant could well prove detrimental to others, he/she may suspend the participant from the university, provided that a hearing is held within 72 hours of the decision to suspend.

## GRIEVANCE PROCEDURE

### Section I. Purpose

The purpose of this procedure is to provide all students with a systematic policy for the resolution of grievances which may arise with a functioning unit and/or policy of the University. This policy shall not be applicable to those cases covered by the Marshall University Code of Conduct or the Marshall University Policy on Academic Rights and Procedures. Procedures for Student Disciplinary and Academic Affairs are outlined in the Board of Regents Policy Bulletin 57 and 60.

### Section II. Rationale

Good student relations are maintained, effective services to students from all functioning campus units are enhanced, and all affected parties of the Marshall University community are better served when sincere efforts of students, faculty, and staff are exerted toward constructive solutions to problems that may occur. The intent of this procedure is to provide a simple and easily understood process for solving problems at the lowest possible administrative level, as fairly and as expeditiously as possible.

### Section III. Definitions

- A. Grievance — A formal expression from a student expressing a circumstance which he/she feels resulted in unjust or injurious treatment from a functioning unit of Marshall University, such circumstances may include, but are not limited to, a misapplication, or a misinterpretation of the statutes, policies, rules, regulations, or written agreements that are part of the functioning procedure of the university.
- B. Functioning Unit — the various administrative areas, departments, and/or offices within the university under the jurisdiction of the President, Provost, Vice-President for Administration, Vice-President for Financial Affairs, Vice-President/Dean of School of Medicine, Vice-President for Academic Affairs, Vice-President/Dean of Student Affairs and the Director of Athletics.
- C. Jurisdiction — Refers to the areas of authority in relation to the student's right to be heard in the solution of problems in all matters except those cases covered by the Marshall University Code of Conduct or the Marshall University Policy on Academic Rights and Procedures.
- D. Grievance Panel — permanent sub-committee of the Student Conduct and Welfare Committee composed of two faculty members (one of whom must be a member of the Student Conduct and Welfare Committee) and one student appointed by the Chairman of the Student Conduct and Welfare Committee.
- E. Grievant — Any student who has a grievance as defined in Section III, Paragraph A.

6. In accordance with the State Fire Marshall's regulations, all posting within 30 inches from any light fixture must be of fireproof materials. For this reason, no poster, promotional materials or decorations may be suspended from any light fixture.

7. There shall be no signs or promotional materials stretched across the corridors of buildings, on the outside of buildings, or between structures unless by special permission, arranged through the Student Activities Office.

8. Special provisions can be made for displaying posters during Student Government elections or other all-campus referenda through the Student Activities Office.

9. Courtesy and respect for the freedom of expression by others dictate that posters are not to be marked on, destroyed, or removed. Anyone discovered defacing posters will be subject to disciplinary action under the Code of Student Conduct.

10. Off-campus groups must receive permission from the Student Life Office before posting any signs or posters on campus. If approval is not received, such material will be removed.

11. Masking tape may only be used on unpainted cement or metal surfaces, because it damages wooden and painted surfaces.

### B. Banners

The Student Activities Committees and the Marshall Artists Series have blanket permission to post banners on the Memorial Student Center balcony. Other groups may request permission for posting banners through the Student Center's manager's office.

Requests must be made at least two weeks in advance since requests are forwarded to Student Center Governing Board.

### NEWSPAPER, HANDBILLS, FLYERS & PRINTED MATERIALS

1. Handbills or flyers may not be placed on car windshields.
2. The University reserves the right to regulate locations on campus where handbills and flyers may be distributed. In general, they may not be distributed:
  - a. Outside buildings where normal traffic flow may be impeded.
  - b. Inside buildings and offices, except from reserved tables.
3. Individuals or groups distributing handbills or flyers are responsible for their content.
4. The sponsoring individual or group must be clearly identified on the flyer or handbill.

## MAJOR MEDICAL INSURANCE (NON-IMMIGRANT STUDENTS)

1. Every non-immigrant student must show proof of having a current major medical insurance policy before being permitted to register each semester for any classes at Marshall University.

2. Proof of coverage shall be provided by the coordinator of International Students in the form of some written notification.

3. Before a non-immigrant student can be exempted from this policy, he/she must show proof of status adjustment to permanent resident.

4. Prior to registering students may secure information on insurance options from the Associate Dean for Student Affairs or the International Student Coordinator in Prichard Hall.

Adopted by Student Conduct and Welfare Committee, December 7, 1984, approved by the President, January 22, 1985.

## PENDING CHARGES

During the period charges are pending, a student under charges, unless suspended, or when his/her continued participation or presence would serve to disrupt the purpose of the university, 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.

## PUBLIC COMMUNICATIONS

### DEMONSTRATION & MASS GATHERINGS

The following special provisions apply to all allies and/or demonstrations (subject to approval/revision by appropriate university committees):

1. Registration of a mass gathering must be made 48 hours prior to the event in the Student Life Office. The appropriate form must be filled out at that time. The purpose of the proposed rally or demonstration and the route of all moving demonstrations, rallies or parades must be discussed and approved in advance by the student Life Office.
2. Reservations for space use must be confirmed with the appropriate University Department.
3. University Security must be notified 48 hours in advance.
4. Rallies may not obstruct or disrupt any legitimate function of the University. These include research, teaching, administrative, public service or other authorized functions, activities or programs.

F. 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 a 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 study, research, or service, or who yet has some rights 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.

#### Section IV. Processing

- A. Level I
1. File a Student Grievance Form with the Ombudsperson.
  2. The Ombudsperson attempts a resolution.
- B. Level II
1. Student requests hearing with Grievance Panel.
  2. Grievance Panel does one of the following:
    - a. Denies hearing
    - b. Grants an interview with the student
    - c. Refers the student to the appropriate unit
    - d. Grants hearing

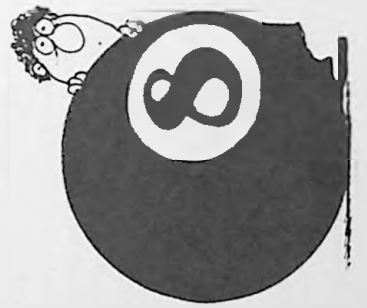
#### C. Level III

1. Hearing by Grievance Panel
2. Grievance Panel files report with the administrative head of the functioning unit, except when that individual is a party to the complaint, in such instances, the grievance panel files the report with the supervisor of the head of the unit.
3. A written response to the filed report shall be made within a reasonable amount of time, not to exceed seven (7) working days.

#### D. Level IV

If the Grievant is dissatisfied with the action taken by the administrative head of the functioning unit pursuant to the recommendation of the Grievance panel, he/she may file a written appeal with the president within three (3) working days following receipt of the decision of the administrative head of the functioning unit.

April 1987



5. Rallies may not obstruct the free flow of pedestrian or vehicular traffic.
6. In all instances, those holding rallies and demonstrations are responsible for making the necessary provisions to maintain the peaceful demeanor of the rally.
7. The student officer in charge will be responsible for making the necessary arrangements with other officers and personnel on campus as directed by the Student Life Office.
8. Individuals participating in demonstrations are reminded that they are responsible to local, state and federal laws as well as University regulations concerning demonstrations and assembly.
9. Unlawful conduct may warrant strict disciplinary actions as described in the Marshall University Code of Conduct.
10. Any demonstrations or mass gatherings off campus must go through appropriate municipal offices.

#### POSTING OF INFORMATION

##### A. POSTING ON BULLETIN BOARDS

1. Student Activity bulletin boards are reserved for use by recognized student organizations, Marshall Artists Series, University students and Personnel. Any poster which fulfills the following requirements may be considered approved and then posted for the specified period of time.
  - a. The name of the recognized student organization sponsoring the poster must be clearly visible.
  - b. The date of the event advertised or a date at which the poster is considered to have fulfilled the function must be included. Any poster not fulfilling these requirements will be removed from the bulletin board by a member of the staff.
  - c. Legitimate posters are to be removed the day following the event by the person or persons who put up the poster. Failure to comply with regulations will result in loss of posting privileges.
2. In residence halls, in order to put up posters, permission must be received from the Head Resident of the Hall, and the rules and regulations of that Hall must be observed.
3. Departmental boards are clearly marked as such and no material is to be posted thereon except at the direction of the chairman of the department concerned.
4. In order to maintain the natural beauty of the campus and to preserve the quality of the buildings, trees, and shrubs, there shall be no posting of notices on any buildings, telephone poles on the campus or sidewalks. Posting on trees is acceptable only if string or tape is used (no nails).
5. Posting is not permitted on woodwork, doors, windows, walls, or bulletin board frames or painted surfaces.

5. Any off-campus group that wishes to distribute handbills or flyers on campus must received permission from the Student Life Office 48 hours in advance. Campus Security will be notified of approval. The group must also pick up an "approval card" from the Office that will indicate the dates that distribution will be allowed on campus. This card must be shown to Campus Security or any University official upon request.
6. Materials may not be stuffed in residence hall mail boxes; nor may they be distributed in the residence halls without approval of the individual hall governments.

#### SPEAKER BANS

Students should be allowed to invite and to hear any person of their choosing. These routine procedures required by the University, before a guest speaker is invited to appear on campus, are designed only to insure that their is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution. The responsibility for the content and proper conduct of such meetings lies with the respective organization and its advisors.

1. Speakers are encouraged at Marshall University regardless of subjects to be discussed, background or past association of the speaker. Although the Office of Student Life encourages a wide variety of issues and topics, it does reserve the right to intercede if it feels a topic may be of such a volatile nature as to interfere with the goals and the nature of the University. If requested, groups must provide equal time for opposing points.
2. An outside speaker must be sponsored by a recognized student organization or University Department.
3. A recognized student organization which sponsors a speaker must:
  - a. Submit a request form to the Office of Student Life two weeks in advance. The form is to be signed by both the President and Advisor of the group.
  - b. Speakers must be accompanied by representatives of the sponsoring group at all sponsored activities.
  - c. If an outside agency or speaker is being sponsored at a table in the Student Center or Residence Halls, members of that sponsoring group must be present at the table.



## REGULATIONS FOR USE OF UNIVERSITY FACILITIES

The conduct of participants at an event sponsored by a recognized campus organization is the responsibility of the scheduling organization and its advisor.

Campus organizations are expected to use University property responsibly. Officers of the sponsoring organization as well as the individuals involved are responsible for any and all damages or violations of policy, ordinary wear and tear excepted. Accordingly, officers of the group and/or advisor(s) may request inspection of the premises by Public Safety personnel prior to and immediately following the use of the facility. Officers and advisors of the sponsoring organization are encouraged to accompany Public Safety personnel during inspection.

Any damage or violation of policy noted will be reported to the Office of Conference Services by Public Safety personnel. A complaint stating violation, damages, estimated cost of repair, etc., will be filed with the Coordinator of Judicial Affairs seeking payment for damages and loss of privilege to schedule facilities or other penalties deemed appropriate by the Coordinator of Judicial Affairs.

Organizations sponsoring pool parties in Gullickson Hall are required to hire one Marshall University Public Safety Officer. Organizations sponsoring events with an estimated attendance of 100 are required to hire two Marshall University Public Safety Officers. Exceptions to this policy may be granted if the Organization's advisor or approved designee will be in attendance. One officer and the advisor/designee will be required in lieu of two officers. Arrangements and assignment of officers will be confirmed by the Assistant Director of Public Safety, (696-4357). Officers are to be paid by the organization at a rate of \$9.00/hr for patrolmen and \$12/hr for supervisors.

The user must abide by all rules and regulations of Marshall University and the West Virginia Board of Regents as outlined in the **Marshall University Student Handbook** and/or the **Greenbook**.

Neither Marshall University nor the West Virginia Board of Regents shall be responsible for any loss of or damage to equipment or property of the organization, its members, or patrons. Any equipment of the user remaining on the premises for more than ten (10) days shall be considered abandoned and may be disposed of by the Manager of Conference Services as he deems advisable unless prior arrangements have been made in writing.

No signs are to be posted upon University premises without prior written approval of the Conference Services Manager. Material such as nails, hooks, adhesive fasteners, tacks or screws are prohibited. The Conference Services Manager has the right to refuse permission to use any materials, devices or procedures which might cause injury or bodily harm.

The use of lighted tobacco is restricted to corridors and other designated areas. Alcohol beverages or illegal substances are strictly forbidden.

Campus organizations using the University pools must provide one(1) lifeguard for each thirty-five(35) participants. Lifeguards may be hired by contacting the Intramural Office in HC 2017. Lifeguards are paid the current minimum wage by the using organization.

Persons running on or crossing over the Marshall University Track shall wear regular track shoes with a spike less than one quarter(1/4) inch. The only other shoes permitted on the track will be flat running shoes or standard basketball or tennis shoes. Joggers are required to run on the outside lanes of the track to eliminate wear on the track. Under no circumstances shall persons using the track eat, smoke, chew, or drink on the track surface.

No parties using Marshall University facilities shall discriminate against any citizen of the U.S.A. or any person within the jurisdiction thereof, on the grounds of race, color, national origin, sex, or handicap.

## REGULATIONS FOR THE USE OF UNIVERSITY FACILITIES BY CAMPUS ORGANIZATIONS

Recognized campus organizations may reserve the following facilities by contacting the Conference Services Manager (MSC 1W31, (696-3125)):

### Gullickson Hall

Main Gym (124)  
Handball/Gymnastics Room (210)  
Pool

Locker Room

### Henderson Center

Arena  
Natorium  
Handball Courts

### Classrooms

Available for meeting space

### Outdoor Facilities

Memorial Track and Field  
Gullickson Intramural Field  
Tennis Courts  
Memorial Student Center Plaza  
Fairfield Stadium - Daylight Hours Only  
(Night use require \$300 utility fee for lights)

### Auditoria

Old Main Auditorium  
Smith Recital Hall  
Smith Hall 154  
Corby Hall 105



## SALES AND SOLICITATION IN RESIDENCE HALLS

The term "Solicitation" is used to describe the sale of products or the seeking of funds, signatures, merchandise, services, or supplies.

Commercial-for-profit solicitation is not permitted on University property except by contract with the West Virginia Board of Regents.

Residence hall students may not act as agents for business firms when this entails solicitations or the receiving of business offers, services, or goods in the hall. Residence hall rooms may not be used for business purposes of any nature.

Recognized student organizations may sell items within the residence hall under the following guidelines:

1. The organization must obtain a Fund-Raising Permit from the the Residence Life Office, Twin Towers East Lobby, or the building Head Resident.
2. All funds solicited must be solely for the use of the Hall Government programming, or a portion donated to a charitable organization as defined by the Internal Revenue Service.
3. A representative of the organization must reserve commons areas space with the Head Resident of that building.
4. Solicitations must be restricted to commons areas. No door-to-door solicitation is permitted. Solicitation in the dining halls is restricted to entrance areas only.

# SEXUAL HARASSMENT

I. It is the policy of Marshall University that no member of the University community may sexually harass another. Sexual harassment is a violation of Title VII of the 1964 Civil Rights Act as Amended (section 1604.11 of EEOC's regulation on sexual discrimination of 1980) and Title IX of the Education Amendments of 1972.

## II. Definition

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment occurs when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- B. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual.
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive working or educational environment.

## III. Grievance Procedure

Anyone who believes that she/he has been subjected to sexual harassment is encouraged to pursue the matter through the procedures described below. At his/her option, the grievant may choose to pursue only the informal procedure, only the formal procedure, or may seek resolution under the informal procedure first and then if unsatisfied, pursue the formal process.

### A. Sexual Harassment Grievance Body

The Sexual Harassment Grievance Body is comprised of eighteen (18) individuals who have expressed interest in serving on sexual harassment grievance panels. Of the eighteen members, six shall be faculty members (selected by the Chair of University Council), six shall be students (selected by the Student Body President), and six shall be staff (selected by the President of Staff Council). All employees who are not faculty are considered staff for the purposes of this policy. Initially, two of the six members appointed by each of the above entities shall serve one year, two shall serve two years and two shall serve three years. Thereafter, all terms shall be for three years with a total of six members appointed each year, two by the President of Staff University Council, two by the President of Staff Council, and two by the Student Body President. The names of the individual members of the Sexual Harassment Grievance Body are available from the Affirmative Action Office.

## B. Informal Procedure

A grievant may choose to present his or her claim informally to the accused by means of a third party. Although the grievant may choose any person to act as her/his representative, all members of the Sexual Harassment Grievance Body are available for informal resolution. The representative selected by the grievant will, at the request of the grievant, meet with the accused to attempt a resolution of the situation. In addition, the representative may assist the grievant in other attempts at informal resolution which are appropriate under the circumstances and act as a confidant and advisor. If a member of the Sexual Harassment Grievance Body acts as a representative under this section, that member will be excluded from selection on the hearing panel under the formal procedure.

## C. Formal Procedure

The formal procedure is invoked by the filing of a written complaint with the Affirmative Action Office. The Complaint shall be filed upon forms available from the office. A copy of the complaint will be delivered by the Affirmative Action Office upon a accused within a reasonable period of time. A hearing panel consisting of a member from each of the three constituencies will be selected at random from the Sexual Harassment Grievance Body. Prior to the hearing, either grievant or accused may request that a panel member be excused for cause (bias, interest, relationship to one party, etc.). Any member excused shall be replaced by a person of the same constituency by random selection.

In the interest of timely resolution, the grievance shall be heard no later than twenty (20) working days after a formal complaint is delivered to the accused. In the event of extenuating circumstances as determined by the Affirmative Action Officer, this period may be extended as reasonable under the circumstances. Within a reasonable period of time after filing of the complaint, and in no event later than five (5) working days before the scheduled hearing, each party shall provide to the Affirmative Action Officer a list of witnesses. The Affirmative Action Officer will forward the list to the other party. Within five (5) working days following the hearing date, the hearing panel shall submit a written recommendation as to guilt or innocence and appropriate sanction, if any, to one of the following:

- a. if the accused is a student, to the Vice President of Student Affairs or designee,
- b. if the accused is a faculty member, to the Vice President for Academic Affairs or designee, and
- c. if the accused is a staff member, to the Vice President to whom the staff member reports or designee.

The individual to whom the recommendation of the hearing panel is referred shall issue a decision based on the evidence presented within five (5) working days. The written decision of the hearing panel shall include the nature of the complaint, a summary of the relevant evidence, a recommendation of guilt or innocence, and a recommendation of an appropriate sanction, if any. Thereafter, either party University President or designee within twenty (20) working days. The decision of the President shall be rendered within five (5) working days and shall be final.

## D. Election by Students, Faculty and Staff

The procedure outlined above may be elected by students, faculty or staff in lieu of other procedures established by the University, the Board of Regents, or the State. Election to pursue the procedures provided herein is binding.

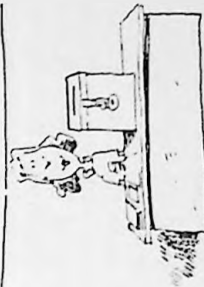
## E. Statute of Limitations

Anyone who believes he or she has been sexually harassed must present a formal complaint within one (1) year of the alleged sexual harassment incident(s).

## IV. Dissemination

Dean, directors, and department heads will disseminate this policy to all faculty, staff, and students at Marshall University on a regular basis.

# Campus Elections



## WEATHER STATEMENT

Extreme weather conditions or energy outages have resulted in disruption of normal operations at Marshall University on several occasions during past winters. Similar situations may occur in the future. With that possibility in mind, Marshall University has developed the following policy:

1. Although it may be necessary to suspend classes because of inclement weather or other problems on some occasions, offices will not be closed and ALL employees will be expected to report to work. Individual employees, for whom it is appropriate, may, in their best judgment, determine the risk of travel to be too great and elect to remain at home. Those who do so should contact their respective supervisors and indicate they are: (1) taking annual leave that day, or (2) taking a day off without pay, or (3) taking compensatory time, in the event compensatory time is owed them.
2. In the event that a building, or a section of a building, is closed (because of heat loss, power outage, etc.), employees working in the affected area will be permitted to take their work to another area or building on campus. Or, in consultation with the supervisor, the employee may elect to take annual leave that day, take the day off without pay, or take compensatory time off.
3. In the event of an extreme situation (tornado, flood, ice storm, campus disturbance, etc.) and the employees' presence is not desired on campus, this information will be disseminated to the news media. A decision as to whether the missed time will be chargeable to annual leave, compensatory time, or a non-pay situation will be determined by the president and communicated through supervisors on the first day that normal campus operation is resumed.
4. Supervisors must take steps to ensure offices and/or work stations are open to employees are expected to be at work, including inclement weather situations and other disruptive situations.
5. The President will notify the media by 7:00 a.m. of suspended classes for that day. A separate announcement will be made later in the day in regard to classes scheduled to begin at 4:00 p.m. or later.



## SOUTHERN CONFERENCE CODE OF SPECTATOR CONDUCT

Southern Conference teams shall be supported with enthusiasm and dedication, for strong spectator support is a vital part of the experience of college competition. We expect good sportsmanship from players and coaches, and they have a right to expect the same from spectators. Therefore, we urge Southern Conference students, alumni, and friends to cheer their teams to victory while upholding those ideals our colleges and universities have nurtured during the long history of the Southern Conference. Our spectators should be courteous, judicious in choice of expression and exhibit good manners and kindness to all others. The scoreboard will reflect the quality of the teams in competition; the kind of support given by the spectator will showcase the character of Southern Conference fans.

Athletic Directors will see to the following:

1. Posters will be displayed in appropriate places throughout the campus.
2. Code will be printed in game program.
3. Requests will be made to carry it in school newspaper.
4. PA announcements will be made calling attention to the Code at home games.
5. Emphasize to coaches, athletes, bands and cheerleaders that they are expected to live up to their part of the Code.

## BANDS — PA ANNOUNCERS

Bands or any component thereof (including drums) organs and PA announcers are not allowed to play/speak while the game is in progress and bands will be seated where designated.

## DEROGATORY SIGNS

Signs of derogatory nature directed towards an individual opponent, visiting team, or game official are not permitted in Southern Conference arenas. It is the responsibility of Home Management to see that any such signs are immediately removed.

## SIGNS

1. Signs on University property must clearly display the name of the sponsoring organization of the individual and the date of posting. The total area of the signs shall not exceed 700 square inches with a maximum diameter/width/or length not to exceed 30 inches.
2. In order to maintain the natural beauty of the campus and to preserve the quality of the buildings, trees, and shrubs, signs are to be displayed only on the bulletin boards provided for that purpose. Signs are not to be posted on the exterior or interior surfaces of buildings, doors, or windows. Signs are not to be posted on shrubs, utility poles, or sidewalks and can be posted on trees only if secured with string or tape (no nails).
3. Bulletin boards in classrooms are to be reserved for information pertaining to the instructional program. Administrative bulletin boards in departmental areas and in/or adjacent to University offices are reserved for the use of such departments and offices. These bulletin boards shall be under the control of the departments and instructional staff.
4. Organizations and individuals may post only one sign on the same bulletin board at the same time unless the additional sign pertains to a different event.
5. All signs posted on campus shall be in good taste. Any questions concerning this provision should be directed to the Director of Physical Plant Operations.
6. Individuals or organizations displaying signs are responsible for their removal the day after the event. If no expiration date is given, the sign must be removed on month after the day of posting.
7. Approval for displaying signs of non-university organizations must be secured through the office of the Director of Physical Plant Operations.
8. Signs will be removed which violate these or other University regulations.
9. The student activity banners which are displayed on the balcony of the Memorial Student Center, the fraternity rush, and signs posted under regulations for student government elections, are specifically exempted from the size limitations and the restrictions of posting only on bulletin boards. These exemptions are given on the basis of the signs being in good taste and their repetitive use having been accepted prior to the implementation of this policy. It shall not imply waiver of the restriction against posting signs on painted surfaces nor prompt removal of such signs. Use of the banners, doors, and the student government election signs as exempted will be subject to review. Approval to use these signs as described does not negate the possible withdrawal of approval at a later date.
10. These policies pertain to the total University, and shall take precedence over any regulations formulated by constituencies of the University.

The enforcement of these policies shall be the responsibility of the Vice-President of Administration or his designees.

## SMOKING

In accordance with local ordinances, smoking is prohibited in classrooms, laboratories, auditoriums 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 corridors.

## SOLICITATION

The term "Solicitation" is used to describe the sale of products or the seeking of funds, signatures, merchandise, services or supplies.

Commercial-for-profit solicitation is not permitted on University property except by contract with the West Virginia Board of Regents.

The sale of items or the solicitation of funds on University property by individuals or organizations is prohibited unless written permission in the form of a Fund-Raising Permit is obtained from the Student Life Office, MSC 2W31. All funds solicited must be solely for the use of the Student organization. Fund-Raising permits are issued for a maximum period of one week for a specific time and location on campus.

Recognized student organizations may solicit at reasonable times and places on University property and under reasonable conditions imposed by University officials charged with control of the areas provided such solicitations are not inconsistent with the educational purposes of the University. The organization must comply with facility usage and scheduling policies and arrangements for the solicitation of funds must be made with the supervisor of the building or campus area to be used. Space and time allocations for Residence Halls are made with the Head Resident of the building. When soliciting funds, the organization must have a copy of the Fund-Raising Permit present at all times. If an organization is conducting the solicitation, it must be identified at every location by means of a sign or announcement.

In determining reasonableness of the time, place and manner of the solicitation activity planned, Student Affairs staff and University officials charged with control of the areas where the activity is planned shall consider whether the proposed activity conflicts with regularly scheduled University activities or other scheduled events in the area. The effect of the activity on normal pedestrian and vehicular traffic, the availability of alternate facilities, and similar factors may also be considered in awarding fund-raising permits. Other reasonable time, place and manner conditions may be imposed as a pre-condition of conducting activity (e.g., an applicant may be asked for information regarding the anticipated number of participants and spectators, security arrangements, and sanitary facilities).

## ARTIFICIAL NOISEMAKERS

Artificial noisemakers, air horns, "electronic amplifiers", are not permissible in arenas or stadiums except for these amplifiers that are part of the official pep band. Such instruments will be removed from facility when discovered inside.

\*The only exception to the electronic amplifiers will be for use of cheerleaders using them to give instructions to the crowd and not using them toward area of competition.

## EXPLOSIVE DEVICES, LIVE MASCOTS, AND MOTORIZED VEHICLES

The home Athletic Director decides the policy regarding use of explosive devices (cannons, rifles, shot guns, rocket launchers, etc.) live mascots (horses, buffaloes, etc.) and motorized vehicles in their facilities. Visiting Team Athletic Director needs to request permission for the use of such at least two(2) weeks in advance of contest and approval or disapproval should be furnished at once by home Athletic Director.

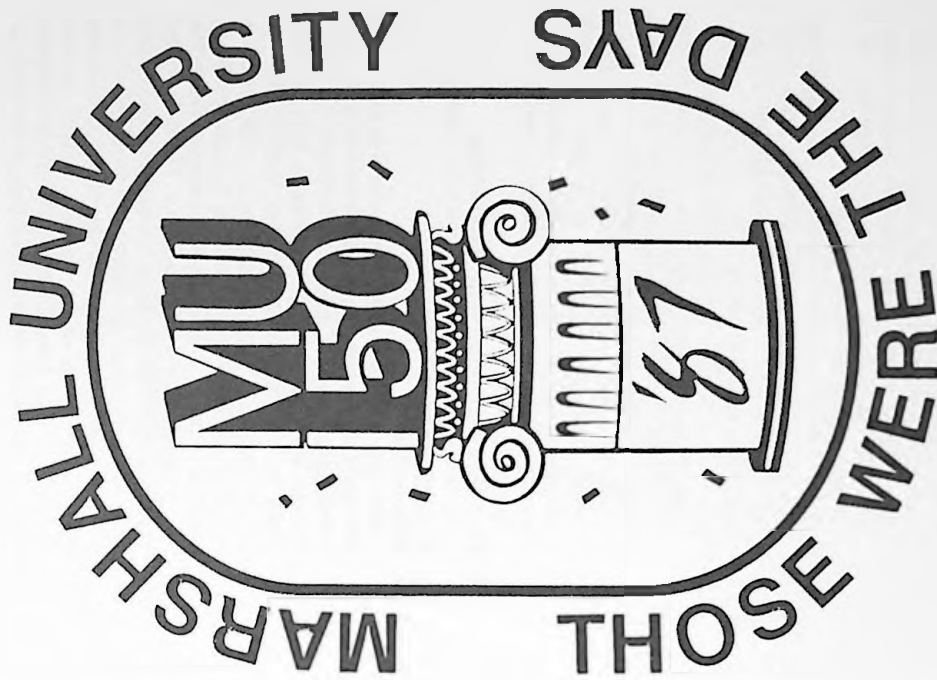
## CHEERLEADERS

The Athletic Director, with whatever other university personnel he deems advisable, shall meet semi-annually with all cheerleaders prior to the first football game and again prior to the first basketball game. He will emphasize the Southern Conference Code of Spectator Conduct highlighting the cheerleaders' responsibility in assisting in its implementations. He will discuss with them ways to excite rather than incite the crowd as vulgar, profane, and/or derogatory cheers are not in keeping with the goals of the Southern Conference Code of Spectator Conduct.

## INSTITUTIONAL HEADS

Before the first football game each year, or as soon after that game as practicable, each Institutional Head will hold a meeting for the purpose of discussing sportsmanship and crowd behavior at football and basketball games. (At his discretion, the Institutional Head may hold another meeting before the first basketball game). This meeting will be attended by the following persons: Institutional Head, Dean of Students (or the equivalent officer), Faculty Athletic Chairman, Athletic Director, all coaches (football and basketball), cheerleaders, band director, band leaders, student body leaders, student newspaper reporters, public address announcer, and security personnel. Guidelines, for the discussion will be supplied by the Commissioner. Reference should also be made to the section of the Southern Conference Constitution entitled "Crowd Control Sportsmanship". The Athletic Director and coaches will inform the players and other squad personnel of their responsibilities.

The Institutional Head will certify, on a form supplied by the Commissioner, that such a meeting has been conducted. This form will be filed with the Commissioner not later than October



### 3. Grades Assigned in Case of Dropping Courses or Withdrawal from the University

In all cases of dropping courses or withdrawal from the university the instructors will report grades as follows:

- A. A student dropping courses or withdrawing from the university on or before the eighth Friday after the first class day of the regular semester will receive a grade of "W". During the summer session the "W" period ends on the third Friday after the first day of class. For eight-week courses and other courses of varying lengths, the "W" period ends on the Friday immediately following the midpoint in the course. Students dropping or withdrawing after the "W" period will receive a "WP" or "WF".
- B. A "W" grade or a "WP" (withdraw passing) grade will have no bearing on the student's grade point average. A "WF" (withdrew failing) will be the equivalent of an "F" grade.
- C. Students who drop courses without approval, or who do not follow regulations provided in the preceding paragraphs, receive a grade of "F" at the end of the semester or summer term.
- D. A student who has registered for a class and has never attended it shall receive a grade of "IW" (Irregular withdrawal). The "IW" grade is not considered in determining the student's quality point average.

### 4. Final Date for Dropping or Withdrawing

The last scheduled day of classes is the final date for dropping or withdrawing.

### 5. Military Service

Men and women called to active duty in 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 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 department to military service. The term "called to active duty" is herein defined as 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 passing grades for three-fourths of a semester or more are to be shown on the student's permanent record card.

3. The student shall be referred to the appropriate health physician and a written document of evaluation and recommendations will be requested and forwarded to the university designee. The university will then act upon the evaluation and recommendations with regard to students continuation at Marshall University.

4. If evaluation supports or indicates a recommendation for a medical withdrawal from the University, the appropriate Student Affairs office will facilitate the withdrawal.
5. Students will be accorded an informal hearing before the Vice-President/Dean of Student Affairs or a designee to obtain an understanding of the evaluation and rationale for the mandatory withdrawal.
6. In the event that the student declines the opportunity for such an evaluation, a withdrawal for medical reasons may be unilaterally effected by the University.
7. Withdrawal for medical reason will be done without academic penalty to student. Fees will be refunded in accordance with University policy.
8. A decision to withdraw may be appealed to the Student Conduct and Welfare Committee.

## OFFICIAL WITHDRAWAL FROM COURSES OR FROM THE UNIVERSITY

### 1. Dropping a Class

Dropping of courses after the schedule adjustment period requires that a drop form bearing appropriate signatures be submitted to the registrar's office. Appropriate signatures vary with the academic calendar and are as follows:

- A. Dropping a course before the published "W" date requires the signature of the faculty member.
- B. Dropping a course after the published "W" date requires the signature of both the faculty member and the student's academic dean.

Off-campus or night courses may be dropped by mailing a request to drop to the Registrar's office. The postmark on such a request will be the official date of withdrawal.

### 2. Withdrawal from the University

Withdrawal from the university is defined as dropping all classes for which a student is registered.

Withdrawal requires that a withdrawal form be submitted to the Registrar's office or that a request for withdrawal be mailed to the Registrar's office. It is not possible to withdraw by telephone.

The effective date of withdrawal is the date that the withdrawal form is submitted to the Registrar's office. The postmark on mail requests will be the official date of withdrawal.

The university's refund policies, as stated under "Refund of Fees", require relinquishing of the student activity card at the time of withdrawal.

# WITHDRAWAL REFUNDS

## IRREGULAR WITHDRAWAL

A student who has registered for a class and has never attended it shall receive a grade of "IW" (Irregular Withdrawal). The "IW" grade is not considered in determining the student's quality point average.

## REFUNDS/WITHDRAWAL FOR HEALTH REASONS

The university, through the Office of the Vice President/Dean 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-designated physician and/or one of the Associate Deans of Student Affairs, 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 effected by the university.

A decision to withdraw may be appealed through the Vice President/Dean of Student Affairs.

## MANDATORY WITHDRAWAL FOR MEDICAL REASONS

### Standards for Withdrawal

1. A student will be subject to a mandatory medical withdrawal if it is determined that the student is endangering himself or other members of the university community by his/her continued membership in the university community.
2. Through an approved designee, the Vice President/Dean of Student Affairs reserves the right to request a complete mental or physical evaluation if it is reasonably believed that said student behavior or health habits warrants it.

## REFUND OF FEES

### I. Withdrawal from the University

#### A. Enrollment fee;

Students who withdraw from the university according to regular procedures may have a refund on enrollment fees in accordance with the following schedule:

#### First Regular Semester

1st Period of Refunds August 31, Sept. 1-4, 8-11, 14, 1987	90%
2nd Period of Refunds September 15-18, 21-25, 28, 1987	70%
3rd Period of Refunds Sept. 29-30, Oct. 1-2, 5-9, 12, 1987 After October 12, 1987	50% No Refund

#### Second Regular Semester

1st Period of Refunds January 19-22, 25-29, Feb. 1, 1988	90%
2nd Period of Refunds Feb. 2-5, 8-12, 15, 1988	70%
3rd Period of Refunds February 16-19, 22-26, 29, 1988 After February 29, 1988	50% No Refund

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. Refund checks are mailed within a four-week period after the withdrawal date.

### B. Residence Hall Living Expenses

Board and room costs in university residence halls range from approximately \$1,300 to \$1,500 per semester, depending on the facility and meal plan selected.

#### Payments:

The housing payment is due IN FULL no later than August 9th. There will be NO EXCEPTIONS to this policy. Students who have not completed payment by August 9th may be subject to forfeiting their room reservation.

#### Deposits:

A refundable \$50 damage deposit is required of each resident. All or part of this deposit is refunded to the student upon permanent separation from University Housing. To request the refund, each resident must complete a "Damage Deposit Refund Request."

#### Cancellations and Refunds.

- Room Deposit.** The \$50.00 room reservation deposit is non-refundable after July 1 under any circumstances.
- With drawal and Refunds.** Voluntary withdrawal from the University and in turn housing and food service prior to the opening of the residence halls will result in a full refund less the \$50 reservation deposit. Withdrawal between the opening day for housing and the first Friday will result in a refund of fifteen weeks room and board. Withdrawals after the first Friday will result in a forfeiture of monies paid for room. A prorated refund will be processed for the unused portion of the board plan. A student whose residence is terminated automatically forfeits all monies paid for that semester. Students who are denied admission, declared academically ineligible to return, or are unable to return for medical reasons will be refunded on a prorated basis.

- Cancellation of Housing Contract.** In no event will a student be released from the housing contract for the succeeding semester, whether in attendance or not, unless written notice is delivered to the Student Housing Office no later than the last official class day of the preceding semester or summer term. Any attempt to cancel the housing contract will be void and of no effect unless the student remains absent from and receives no credit for one academic semester, subject to written notice by the student.

### II. Cancellation of Class

When it becomes necessary to cancel a class by administrative and/or faculty action, a student is granted a full refund of the fee for the class canceled 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 or withdrawals due to nonpayment of fees or obligations.

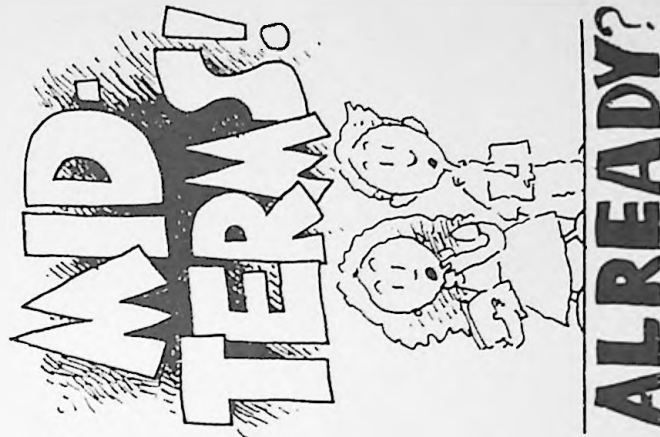
### III. Food Service Plans

Refunds, when applicable, will be prorated on the basis of a full week of 10, 15, or 19 meals and not on the total number of meals remaining on the meal plan for the semester.

### IV. Special Fee Refunds

The student activity fee is not refundable unless the activity card is returned to the Office of Business Affairs on the date of withdrawal.

### V. Late fees are nonrefundable.



# ACADEMIC LIFE

## ABSENCES/EXAMS

Students are required to take all regular examinations. If a student attends a course throughout the semester and is absent from the final examination without permission, the instructor counts the examination as zero and reports the final grade of F. If the absence is the result of illness or some other valid reason beyond the control of the student the grade of I is reported, and the student may, upon application, take the examination at a later date. (See "Incomplete" under Grades and Quality Points).

## CLASS ATTENDANCE POLICY

It is the responsibility of each individual instructor to evaluate the importance of student class attendance. Accordingly, each instructor at the beginning of each semester prepares a written statement setting forth his policy for consideration of unexcused absences, make-up examinations and related matters which shall 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 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 student should not be penalized.

## COURSE SYLLABI POLICY

During the first two weeks of semester classes (3 days of summer term), the instructor must provide each student a copy of the course requirements which includes the following items: (1) attendance policy, (2) grading policy, (3) approximate dates for major projects and exams, and (4) a description of the general course content.

This policy may not apply to the following types of courses: thesis, seminar, special topics, problem report, independent study, field work, internships and medical clerkships.

Adopted by University Council, March 12, 1980, amended by Academic Planning and Standards Committee, April 10, 1980; approved by the President, May 5, 1980.

THIS SECTION IS MEANT TO BE A HANDY REFERENCE FOR ANSWERING COMMON QUESTIONS CONCERNING ACADEMIC MATTERS. FOR MORE DETAILED INFORMATION, CONSULT THE UNIVERSITY CATALOG.

## CREDIT/NON-CREDIT OPTION

An Undergraduate 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 a credit/non-credit basis must be in areas other than the student's major area or teaching specialization.

If a student decides to change his/her major after taking a course credit/non-credit, and that course then becomes a part of his major, the letter grade turned in by the instructor will be inserted in the permanent record and will be included in the computation of the grade point average. Courses 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 average ratio. A course that has been taken on a credit/non-credit basis in which the grade NC was awarded may be repeated on a credit/non-credit basis or on a regular grade basis.

Effective with the 1984 fall semester, a letter grade of C or better must be achieved to receive a CR grade. For the letter grades of D or F, an NC will be recorded.

Some departments and colleges have special regulations regarding CR/NC. The student is advised to consult with the dean of the college and/or the department chairman prior to registration for CR/NC courses.

## GRADUATE SCHOOL

The Graduate School offers 40 master's programs and two cooperative doctoral programs. Students who complete their baccalaureate degree at Marshall may be admitted to the Graduate School, but must make a separate application and submit a Marshall transcript. Honor students are encouraged to take graduate courses during their senior level, but any senior with a superior record may request permission to do so. A request form is available from the Graduate School, Old Main 113.

## 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 on or before the eighth Friday after the first class day of the regular semester or the third Friday after the first class day of a summer term. Not considered in determining the quality point average.

WP Withdrawn passing after the eighth Friday of a regular semester or the third Friday of a summer term. Not considered in determining the quality point average.

WF Withdrawn failing after the eighth Friday of a regular semester or the third Friday of a summer term. It carries no quality points and is used in determining the quality point average.

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 within the period defined by the instructor, not to exceed twelve calendar months from date of receipt of the incomplete. If the work is completed satisfactorily, one of the four passing marks will be awarded. If the work is unsatisfactory or the student fails to complete the work within the twelve-month period, an F or failure grade will be recorded. If the student originally enrolled in the course under the credit/non-credit option, the removal will be under the same option. An incomplete grade may be also removed by repeating the course within the twelve month period.

CR/NC Recorded as CR (for satisfactory performance) or NC (for unsatisfactory performance) for courses elected for the credit/non-credit option, or for courses designated by the department chairperson for credit/non-credit grading. CR and NC are not considered in determining quality point average.

IW Irregular Withdrawal grade assigned to student who has never attended a class, although properly registered. The IW grade is not considered in determining quality point average.

# FACULTY SENATE

Adopted by a 78.3% vote by the faculty, the Marshall University Senate went into effect June 1, 1987. The body is made up of proportional representation of nine units - Business, Community College, Education, Fine Arts, Liberal Arts, Library, Medicine, Nursing, and Science - with a total of 46 Senators. Its Executive Committee is made up of 12 members, one from each of the above units as well as three non-voting ones - the faculty representatives to the Advisory Council to the West Virginia BOR, the faculty representative to the Marshall University Institutional Board of Advisors and the President of the University.

There are 13 standing committees which will report to the Senate and whose actions will be subject to final review and approval by the full Senate, with certain exceptions. Executive Officers of the Faculty Senate are: Rainey Duke, College of Liberal Arts, President; Virginia Plumley, College of Education, Vice President; and Elma Chapman, Community College, Secretary.

## COMMITTEES AND CHAIRS

- Academic Planning**  
Elaine Baker, College of Liberal Arts
- Academic Standards & Curricula Review**  
Mahlon Brown, College of Education
- Athletic**  
Olive Hager, College of Education
- Budget & Appropriations**  
Charlie Bias, College of Liberal Arts
- Faculty Personnel**  
Kathy Chezik, College of Liberal Arts
- Graduate**  
Bradford DeVos, College of Fine Arts
- Legislative Affairs**  
Roger Adkins, College of Business  
Library
- Robert Gerke, College of Liberal Arts**
- Physical Facilities and Planning**  
Steve Mewaldt, College of Liberal Arts
- Publications**  
Richard Lemke, College of Fine Arts
- Student Conduct & Welfare**  
Joe Stone, College of Business
- University Functions**  
Carl Johnson, College of Education





Absences/Exams.....	61	HTL VIII Infection.....	52
Academic Departments.....	7,8	Hazing.....	51
Academic Life.....	61	Health Programs.....	15
Activity Card.....	31	Health Service.....	12
Administrative Offices.....	9,10	Holidays.....	23
Admissions Office.....	12	Information.....	3,4
Aids.....	52	Intercollegiate Athletics.....	25
Alpha Chi Omega.....	41	Interfraternity Council.....	39
Alpha Kappa Alpha.....	41	International Students.....	13
Alpha Sigma Phi.....	41	Intramural/Recreation Services.....	27,29
Alpha Tau Omega.....	41	Judicial System.....	Insert
Alpha Xi Delta.....	41	Kappa Alpha Order.....	41
Animals on Campus.....	52	Kappa Alpha Psi.....	41
Artist Series.....	33	Lambda Chi Alpha.....	41
Attendance.....	61	Legal Aid Center.....	19
Bands.....	35	Libraries.....	11
Bookstore.....	11	Loss or Damage to Property.....	23
Broadcasting.....	37	MS Quote.....	37
Building Key.....	64	Memorial Student Center.....	31
Campus Christian Center.....	33	Minority Students Program.....	15
Campus Disturbances.....	52	Minority Expressions.....	37
Campus Entertainment, Unlimited.....	19	Music Department Concerts.....	35
Campus Map.....	65	New Student Orientation.....	19
Career Planning and Placement.....	21	Newman Center.....	33
Chief Justice Yearbook.....	37	Off-Campus Housing.....	21
Choral Ensemble.....	35	On-Campus Residence Information.....	23
Code of Conduct.....	Insert	Organizations.....	45,46
Committees and Chairs.....	62	Parthenon.....	37
Commuters.....	31	Panhellenic Council.....	39
Contracts.....	23	Pi Mu.....	41
Counseling Services.....	13	Phi Delta Theta.....	41
Course Syllabi.....	61	Pi Kappa Alpha.....	41
Credit/Non-Credit Option.....	61	Pi Kappa Phi.....	41
Debate Team.....	33	Psychology Clinic.....	12
Delta Sigma Theta.....	41	Psychological Emergencies.....	12
Delta Zeta.....	41	Public Communications Policies.....	53,54
Disable Student Services.....	15	Public Safety.....	11
Faculty Senate.....	62	Publishing.....	37
Financial Aid.....	47-50	Refunds/Withdrawal.....	59,60
Food Services.....	23	Regulations for the Use of University Facilities.....	55,56
Fraternalities.....	41	Regulations for the Use of University Facilities by Campus Organizations.....	55
Grade Appeal.....	52	Residence Hall Government.....	17
Grades and Quality Points.....	61	Residence Halls/Housing.....	23
Graduate School.....	61	Residence Life.....	17
Greek Standards and Expectations.....	43	Returning Student Programs.....	15
Grievance Procedures.....	53,54	Room Applications and Reservations.....	23
Guidelines for Organizations.....	45,46		
		Sexual Harassment.....	56
		Sigma Gamma Rho.....	41
		Sigma Phi Epsilon.....	41
		Sigma Sigma Sigma.....	41
		Sign Policies.....	57
		Smoking.....	58
		Social Organizations.....	39,41,43,44
		Solicitation.....	58
		Sororities.....	41
		Southern Conference Code of Spectator Conduct.....	57,58
		Special Services.....	15
		Speech and Hearing Center.....	12
		Student Activities and Organizations.....	19
		Student Affairs.....	13
		Student Development Center.....	13
		Student Government.....	21
		Student Handbook.....	37
		Student Life.....	17
		Student Rights and Responsibilities and Code of Conduct.....	Insert
		Tau Kappa Epsilon.....	41
		Theatre.....	35
		Tutoring.....	15
		University Hours.....	5,6
		University Policies.....	51-58
		University Services.....	11,12
		Upward Bound.....	15
		Vocational Rehabilitation.....	17
		Weather Policy.....	57
		Wellness Ways.....	37
		Women's Center.....	17
		WMUL.....	37
		WPBY TV.....	37

# BUILDING KEY

The following abbreviations are sometimes used for the names of buildings mentioned in this handbook:

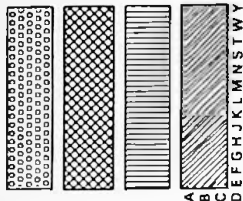
BU	Buskirk Hall	HH	Harris Hall	OMB	Old Main Basement
CB	Communications Building	HOL	Holderby Hall	PH	Prichard Hall
CC	Community College	JH	Jenkins Hall	PSB	Public Safety Building
CCC	Campus Christian Center	KA	Keith Albee Theatre (Artist Series)	S	Science Building
CH	Corbly Hall	L	Library	SH	Smith Hall
CHH	Cabell Huntington Hospital	LH	Laidley Hall	SMB	Sorrell Maintenance Building
DMB	Doctors' Memorial Building	MEB	Medical Education Building	SMH	Smith Music Hall
DMBA	Doctors' Memorial Building Annex	MSC	Memorial Student Center	SRH	Smith Recital Hall (Artist Series)
GH	Gullickson Hall	N	Northcott Hall	TTE	Twin Towers East
H	Hodges Hall	OM	Old Main	TTW	Twin Towers West
HC	Henderson Center	OMA	Old Main Auditorium (Artist Series)	VAH	Veterans Administration Hospital



- 1. Old Main
- 2. Smith Music Hall
- 3. Smith Hall
- 4. Communications Building
- 5. Library
- 6. Science Building
- 7. Harrie Hall
- 8. Landley Hall
- 9. Burkirk Hall
- 10. Pritchard Hall
- 11. Community College
- 12. Guilickson Hall
- 13. Henderson Center
- 14. Sorrell Maintenance Bldg.

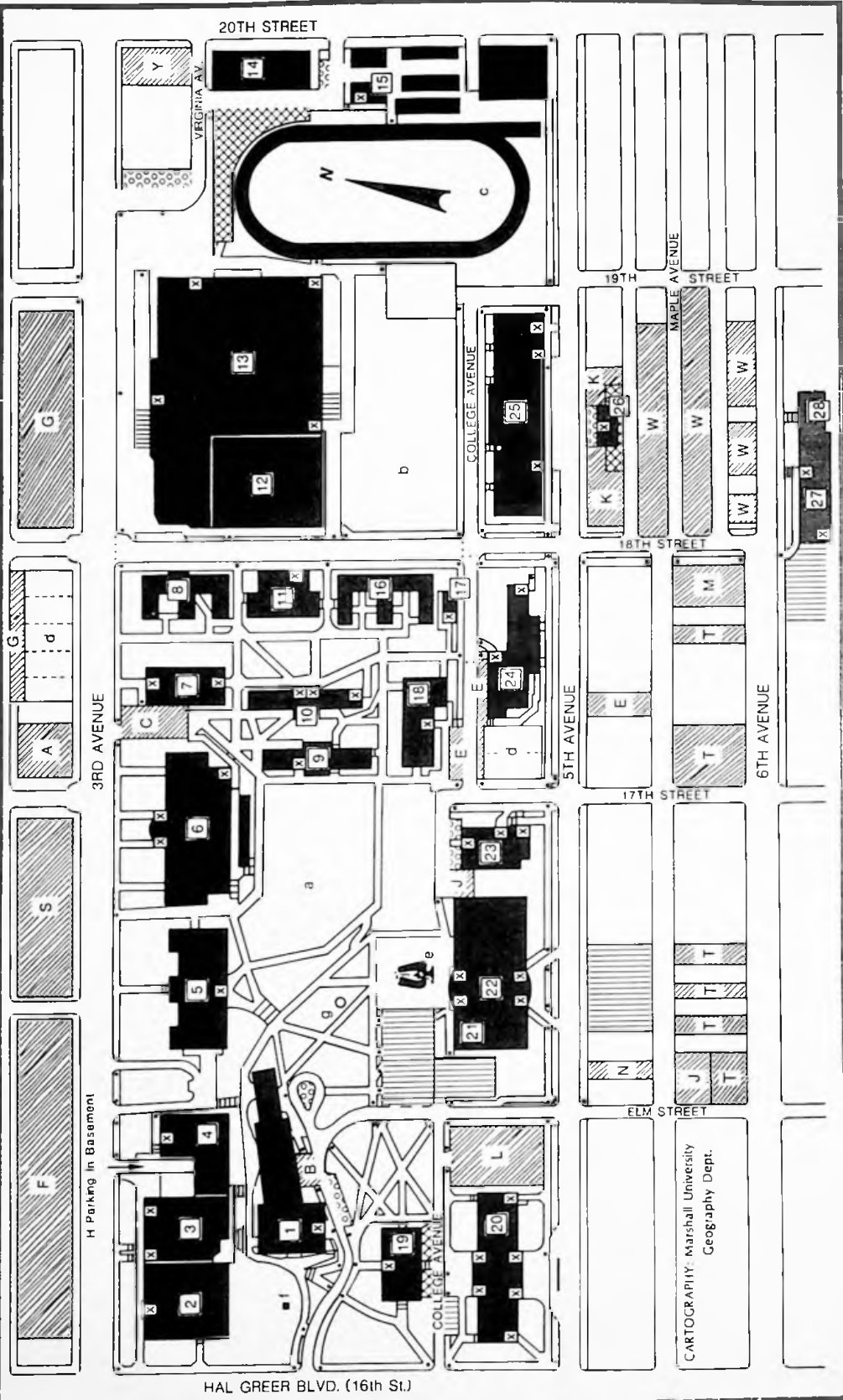
- 15. Sorrell Annex
- 16. Hodges Hall
- 17. Nursery
- 18. Jenkins Hall
- 19. Northcott Hall
- 20. Corby Hall
- 21. Bookstore
- 22. Memorial Student Center
- 23. Campus Christian Center
- 24. Holdrby Hall
- 25. Twin Towers
- 26. Public Safety Building
- 27. Doctor's Memorial Bldg.
- 28. Sorrell's Memorial Annex

- Visitor, Private, or Short Term Parking
- State Vehicle Parking
- Metered Parking
- Field Permit Parking



- Intramural Field
- Athletic Field
- Track Field
- Tennis Courts
- Memorial Fountain
- Marshall Bust
- O.D.K. Circle
- Handicap Entrance and/or exit
- Curb cut
- Road Block

Map shows access for the disabled



CARTOGRAPHY: Marshall University Geography Dept.

