

Marshall University

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Marshall University Student Handbook

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8-1991

### The Student Handbook of Marshall University, 1991-1992

Marshall University

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*This handbook is dedicated to Donna K. Preston for her endless hours of research and devotion in the completion of this publication. Her presence will be greatly missed by all Marshall students on whose behalf Donna so tirelessly has worked as Ombudsperson in the Student Legal Aid Center.*



# STUDENTS . . . WELCOME TO CAMPUS

The Marshall University Student Handbook/Calendar contains descriptions of activities, programs, and campus services available to you as well as policies and regulations which are important for you to know and understand. Please read carefully and seek clarification of anything you do not understand. The staff in the Division of Student Affairs is prepared to assist you in this endeavor. We wish you great success this year at Marshall.

The Marshall University Student Handbook/Calendar 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, regulations, calendar events, etc., stated herein are subject to revision subsequent to date of publication.

## CREDITS

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FINAL PROOFREADING . . . . . TERRIE EVANS  
LYNN PARRISH, PATTY CARMAN

The following businesses were instrumental in the publishing of this year's edition of the Handbook/Calendar. Whenever possible, please patronize their business/product.

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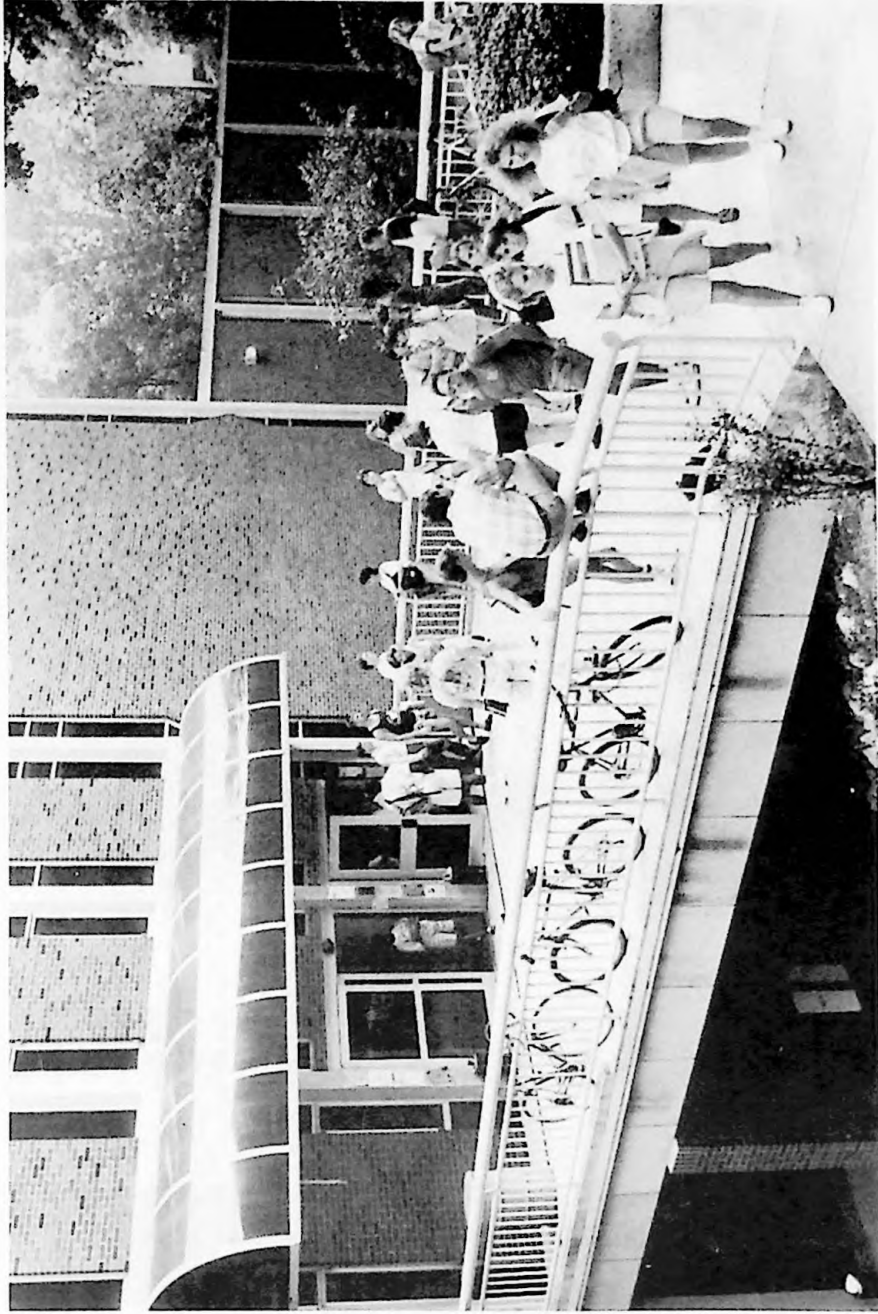
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# SPORTS CALENDAR



SPORTS INFORMATION SUBMITTED BY PUBLICATION WAS TENTATIVE. TIMES HAD NOT BEEN ESTABLISHED FOR MANY GAMES, THEREFORE, CHECK WITH THE ATHLETIC TICKET OFFICE (696)HERD FOR UPDATED INFORMATION CONCERNING THE 1991-91 SCHEDULE.

## 1991 FOOTBALL

DATE	OPPONENT	SITE	TIME
August 31	Appalachian State	Away	1:30 PM
September 7	New Hampshire	Home	7:00 PM
September 14	Morehead State	Home	7:00 PM
September 21	OPEN		
September 28	Brown	Home	7:00 PM
October 5	OPEN		
October 12	Furman	Away	1:30 PM
October 19	North Carolina State	Away	1:00 PM
October 26	Tenn-Chattanooga	Away	7:00 PM
November 2	WCU (Homecoming)	Home	1:30 PM
November 9	The Citadel	Home	1:30 PM
November 16	Virginia Military	Home	1:30 PM
November 23	East Tennessee State	Home	1:30 PM

## 1991 WOMEN'S VOLLEYBALL SCHEDULE

DATE	OPPONENT	SITE	TIME
August 30	North Texas	Away	7:00 PM
September 1	Sam Houston State	Away	TBA
September 6-7	River Cities Invitational	Home	TBA
September 10	Morehead State	Away	7:00 PM
September 14	Appalachian State*	Home	7:00 PM
September 15	East Tennessee State*	Home	1:00 PM
September 17	West Virginia	Away	7:00 PM
September 20	UT-Chattanooga*	Away	7:00 PM
September 24	Virginia Tech	Away	7:00 PM
September 27-28	Marshall Fall Classic	Home	TBA
October 1	Xavier	Home	7:00 PM
October 4	Western Carolina*	Away	7:00 PM
October 5	Furman*	Away	1:00 PM
October 6	UNC-Asheville	Away	1:00 PM
October 11	East Tennessee State*	Away	7:00 PM



DATE	OPPONENT	SITE	TIME
October 12	Appalachian State*	Away	7:00 PM
October 16	UT-Chattanooga*	Home	7:00 PM
October 18	Robert Morris	Away	7:00 PM
October 25	Furman*	Home	7:00 PM
October 26	Western Carolina*	Home	3:00 PM
October 29	Morehead State	Home	7:00 PM
October 31	Liberty	Away	7:00 PM
November 1-2	American Classic	Away	TBA
November 6	UT-Chattanooga*	Home	6:00 PM
November 11	Eastern Kentucky	Away	7:00 PM
November 15-17	Southern Conference Tournament	Away	TBA

\*Denotes Southern Conference Games

**1991 MEN'S SOCCER SCHEDULE**

DATE	OPPONENT	SITE	TIME	February	19	Wright State	Home	TBA
August	Alumni Match	Home	7:30 PM	February	22	Appalachian State	Home	TBA
September	Tennessee	Home	2:00 PM	March	1	Western Carolina University	Home	TBA
September	West Virginia University	Away	7:00 PM	March	7	Youngstown State	Away	TBA
September	The Citadel	Home	2:00 PM	March	12-14	Southern Conference	Away	TBA
September	Kentucky	Away	4:00 PM					
September	Robert Morris	Away	2:00 PM					
September	Virginia Tech	Away	7:00 PM					
September	Virginia Military	Home	2:00 PM					
October	Pittsburgh	Away	7:15 PM					
October	Miami (Ohio) Tournament	Away	TBA					
October	Salem	Away	3:00 PM					
October	Furman	Away	11:00 AM					
October	James Madison	Home	2:00 PM					
October	Morehead State	Home	7:30 PM					
October	Radford	Home	7:30 PM					
October	Xavier	Away	7:00 PM					
October	Appalachian State	Away	2:00 PM					
October	VCU	Home	7:30 PM					
November	Richmond	Home	7:30 PM					
November	Marietta	Away	3:00 PM					
November	Southern Conference Tournament	TBA	TBA					

**1991-92 MEN'S BASKETBALL**

DATE	OPPONENT	SITE	TIME	November	14	Belgium National Team	Home	7:30 PM
November	University of District of Columbia	Home	7:30 PM	November	23	AAU Bluegrass	Home	7:30 PM
November	Robert Morris College	Home	7:30 PM	December	2	Key Centurion Marshall	Away	7:30 PM
December	Memorial Classic	Home	TBA	December	6 & 7			
December	Ohio University	Away	2:00 PM	December	14			
December	Wofford College	Home	7:30 PM	December	16			
December	University of Pittsburgh	Home	7:30 PM	December	19			
December	Palm Beach Classic	Home	7:00 PM	December	27 & 29			
January	University of Tennessee	Away	2:00 PM	January	11			
January	Chattanooga	Home	7:30 PM	January	13			
January	Western Carolina University	Away	7:30 PM	January	16			
January	Penn State	Home	3:00 PM	January	18			
January	Virginia Military Institute	Home	TBA	January	19			
January	University of Virginia	Away	TBA	January	23			
January	West Virginia University	Away	TBA	January	25			
January	Appalachian State University	Home	TBA	January	27			
February	East Tennessee State University	Home	TBA	February	1			
February	Furman University	Away	TBA	February	3			
February	The Citadel	Away	TBA	February	8			
February	Western Carolina University	Home	TBA	February	10			
February	University of Tennessee	Home	TBA	February	15			
February	Chattanooga	Away	TBA	February	18			
February	Virginia Military Institute	Away	TBA	February	22			
February	University of South Florida	Away	TBA	February	24			
February	East Tennessee State University	Away	TBA	February	29			
February	Appalachian State University	Away	TBA	March	1			
March	The Citadel	Home	TBA	March	6-8			
March	Furman University	Home	TBA					
March	Southern Conference Tournament	Away	TBA					

**1991-92 LADY HERD BASKETBALL**

DATE	OPPONENT	SITE	TIME	November <th>23 <th>West Virginia State <th>Home <th>TBA</th> </th></th></th>	23 <th>West Virginia State <th>Home <th>TBA</th> </th></th>	West Virginia State <th>Home <th>TBA</th> </th>	Home <th>TBA</th>	TBA
November	Georgia State Tournament	Away	TBA	November	29-30			
December	Liberty Tournament	Away	TBA	December	6-7			
December	Lady Herd Classic	Home	TBA	December	14-15			
December	Ohio University	Away	TBA	December	19			
December	Eastern Kentucky University	Home	TBA	December	28			
December	Mercer	Away	TBA	December	31			
January	Georgia Southern Tournament	Away	TBA	January	3-4			
January	Robert Morris	Home	TBA	January	8			
January	UT-Chattanooga	Home	TBA	January	11			
January	Furman	Away	TBA	January	18			
January	West Virginia University	Away	TBA	January	23			
January	Appalachian State	Away	TBA	January	25			
January	East Tennessee State	Away	TBA	January	27			
February	Furman	Home	TBA	February	2			
February	Western Carolina University	Away	TBA	February	8			
February	UT-Chattanooga	Away	TBA	February	10			
February	Morehead State	Away	TBA	February	13			
February	East Tennessee State	Home	TBA	February	15			

**PLEASE NOTE THE LOCATIONS FOR SPORTS EVENTS . . .**  
 Basketball Games (Men & Women) . . . . . Henderson Center  
 Football Games . . . . . Marshall University Football Stadium  
 Soccer Games . . . . . Marshall University Football Stadium  
 Volleyball Games . . . . . Gullickson Hall Gym

# SURVIVAL TIPS FROM A TO Z



Student Activities, which presents entertainers during the day at the times most convenient for commuters. All campus activities are open to you, so watch for intramural information, Marcos entertainment, specials, and evening programs. See the calendar section of the Handbook for a listing of events.

Another excellent avenue for involvement is through Student Government. Call (696)-6435 for information.

Facilities available for commuters include lockers, a commuter lounge, vending machines, and dining facilities in the Memorial Student Center. You may want to purchase the Commuter Meal Plan which gives you 60 meals for \$230 per semester.

If you are a returning student, call the Returning Students Program Office at (696)-3112 for information that is pertinent to you.

If you have questions, need information, or have suggestions, please call the Student Life Office (696)-6420, or Student Activities (696)-6770. Get involved!

## ACADEMIC COUNSELING

See your faculty advisor in your college. Undecided majors can consult Central Advising, Old Main 3B, (696)-3169 Counseling Services, Pritchard Hall, First Floor, (696)-3111, or Counseling Services, Community College Room 115, (696)-3015.

## AMBULANCE SERVICE

When available, emergency ambulance service is provided for any student by the Department of Public Safety, Public Safety Building, 5th Avenue across from Twin Towers, (696)-4357. Community ambulance service is at the student's expense.

## APPEALS

Academic Appeals information is contained in the Undergraduate and Graduate Marshall University Catalogs. Disciplinary appeals information is contained in this edition of the Handbook (look under University Policies). Grievance information is also included in the University Policies section.

The University Ombudsman can assist you with information regarding the filing of appeals. Call 696-2366.

## CAREER PLANNING

Contact Counseling Services, Pritchard Hall, First Floor, (696)-3111. A Counselor will assist you with information, testing, and career planning.

## COMMUTERS

Some commuting students find it difficult to feel a part of Marshall University. One way to become involved is by joining a student organization. If you enjoy programming entertainment events, join the Special Events committee of

## EMERGENCY TELEPHONE LOCATIONS:

1. **Old Main** — north side next to Smith Hall.
2. **Memorial Student Center** — on the north side of the building on the Plaza next to the OWL Machine.
3. **Henderson Center** — next to the main south level "C" entrance facing the Intramural Field.
4. **Henderson Center** — next to the southeast entrance near the Basketball Offices, facing the entrance gate to the Track Field.
5. **Pritchard Hall** — east side of the building on the air conditioning wall.
6. **Project HELP (Gold) Building** — south side facing College Avenue.
7. **Area "H" Parking Lot** — next to the new north (3rd Avenue) elevators.

**NOTE:** Three (3) additional stand alone units will be installed in the near future.

## ESCORT SERVICE

A night escort service upon request to locations on and adjacent to the campus is provided by the Department of Public Safety. If you feel you need this service, don't hesitate, call (696)-4357.

## FINANCIAL AID

There is a section in this edition explaining Financial Aid Services. For additional information, or if you need financial aid counseling contact the Office of Student Financial Assistance, Old Main 122, (696)-3162. Note: Be aware of the deadlines for filling out Financial Aid Forms.

## GIFTS

Need to purchase a gift in a hurry? Here are some suggestions... The Campus Bookstore stocks dozens of items such as mugs, clothing, MU logo items, books, etc. How about flowers? Flowers are available year round at the Main Desk in the Memorial Student Center Lobby. Prices may vary according to the type of arrangements requested.

## HOTLINES

### Campus Entertainment Unlimited

For a good time call!

Campus Entertainment Unlimited (CEU) has a bulletin hotline with all the latest information on events happening on campus. Call anytime to discover what to do to beat the boredom blues. Call (696)-6771.

## I-See

Anyone observing an act of vandalism or who is the subject

## DISABLED STUDENT SERVICES

Contact Vocational Rehabilitation, Pritchard Hall 140, (696)-2394, Disabled Student Services, Pritchard Hall, (696)-3111, or the Community College, Room 101, (696)-3014. See the Disabled Student Service section in this edition for additional information.

## DRY CLEANER

No time to walk or drive to a local dry cleaner? White Way Laundry and Dry Cleaning is available with a 10% discount. Located at the Main Desk in the Memorial Student Center Lobby. Other dry cleaners within walking distance are: Artistic Cleaners, 1104 20th Street and Scotch Clean Center, 2403 3rd Avenue.

## EMERGENCY/SERVICE TELEPHONES

The general safety of members of the Marshall University community has been improved significantly with the installation of seven (7) Emergency/Service Telephones. These two-way communications units are located strategically throughout the campus, and with a press of a button, provide direct contact on a 24-hour a day basis, with a Police Dispatcher. Each call immediately notifies the Police Dispatcher of the caller's exact location. Student, faculty, staff and guests are encouraged to learn the locations of each unit, and to use them for all emergency and/or service request communications.

of a degrading remark should call the hotline number 4733 (I SEE). It is not necessary to identify yourself; however, if you choose to do so, it may assist the investigators.

If an immediate response is needed from the Public Safety Office, or in the event of an emergency, callers should dial the regular number, 4357 (HELP).

#### **Meal/Menu**

Would you like to know what's on the menu for lunch at the Student Center? What are the soups-of-the-day? What is the sandwich and soup special? Dial EXT. 6325 (MEAL) to receive the daily menu. If you dine at Twin Towers and/or Holderby Hall Cafeterias, you can receive the same menu information by dialing ext. 6368 (MENU). Outside line dial 696 before the extension number.

#### **Student Government**

Call the SGA Hotline when you have complaints or if you think a University policy needs to be changed. SGA is your voice to the Administration. Call (696)6435.

#### **HOURS TO REMEMBER ADMINISTRATIVE OFFICES**

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

#### **ATHLETIC TICKET OFFICE**

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

Saturday will vary with season

Phone: (696)HERD or 1-800-THE-HERD

Henderson Center

Football Home Games at Marshall University Football

Stadium

Basketball Home Games at Henderson Center

#### **BOOKSTORE**

Summer

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

Academic Year

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

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

10:00 a.m.-2:00 p.m. S

First two weeks of new semester

8:00 a.m.-6:30 p.m. M-TH

Phone: Textbooks 696-2461

Supplies 696-2460

Office 696-3622

#### **CAFETERIAS** See CAMPUS DINING OPTIONS

#### **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 (Noon-1:00)

Phone: (696)3180

Old Main Room 307

#### **Health Science Libraries**

Academic Year:

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

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

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

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

Summer Terms: Hours to be posted later.

Phone: (696)6426

Community College Basement

#### **Learning Center**

Academic Year:

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

Evening hours available

Phone: (696)3016

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 4:00 p.m. SAT

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

Phone: (696)3119

Jenkins Hall, First Floor

#### **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

Smith Music Hall, Room 123





### MEMORIAL STUDENT CENTER

- Academic Year:**  
**Student Center**  
 Monday-Friday 7:00 a.m.-11:00 p.m.  
 Saturday 4:00 p.m.-12:00 Midnight  
 Sunday 5:00 p.m.- 9:00 p.m.
- Recreation Area**  
 Monday-Friday 8:00 a.m.-11:00 p.m.  
 Saturday 4:00 p.m.-12:00 Midnight  
 Sunday 5:00 p.m.- 9:00 p.m.
- Information Desk**  
 Monday-Friday 7:30 a.m.-11:00 p.m.  
 Saturday 4:00 p.m.-12:00 Midnight  
 Sunday 5:00 p.m.- 9:00 p.m.
- Bookstore**  
 Monday 8:00 a.m.- 6:30 p.m.  
 Tuesday-Thursday 8:00 a.m.- 4:30 p.m.  
 Sat.-Sun. (Closed except for Special Functions)
- Cafeteria**  
 Monday-Friday 7:30 a.m.- 7:00 p.m.  
 Buffalo Grill (M-F) 7:00 p.m.-11:00 p.m.  
 Sweet Sensations (M-F) 7:30 a.m.- 5:00 p.m.

### STUDENT CENTER SUMMER HOURS

- Student Center  
 Open Monday-Friday Only - 8:00 a.m.-5:00 p.m.  
 Recreation: 8:00 a.m.-4:30 p.m.  
 Information Desk: 8:00 a.m.-5:00 p.m.  
 Bookstore: 8:00 a.m.-4:30 p.m.  
 Cafeteria: 8:00 a.m.-1:30 p.m.  
 Sweet Sensations: Closed

### INTERNATIONAL STUDENTS

Contact the Coordinator of International Students and Scholars Programs, Room 119 Prichard Hall, (696)-2379 for information concerning classes, programs, events, counseling, etc. See the International Students and Scholars section in this edition for additional information.

### LEGAL ADVICE

The Student Legal Aid Center employs two part-time attorneys to offer advice on any type of legal problem such as landlord/tenant, criminal disputes, consumer information, domestic, traffic, and other areas. Office hours vary each semester, and although an appointment is not necessary, because of the limited hours, it is best to call ahead at (696)-2366. The Student Legal Aid Center is located in the Memorial Student Center, Room 2W29.

### LOST AND FOUND

Check the information desk at Memorial Student Center, (696)-2365; Department of Public Safety Building, Fifth Avenue across from Twin Towers, (696)-4357 for lost items. NOTE: Always keep your doors locked whether you live on-campus or in an apartment off-campus. Project I.D., a program in which valuables are engraved at no cost and records maintained is available to students in the Public Safety Office.

### OFF CAMPUS LIVING

Looking for an apartment? Check with the Student Government Office for a list of available apartments in the area. MSC 2W29 or call (696)-6435.

Pick up a copy of "The Renter's Handbook" from the Student Legal Aid Center MSC 2W29. Any questions regarding landlords/apartments may be directed to one of the Attorney's for Students. Call (696)-2366 for Attorney office hours.

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.

### PARKING

#### APPLICATION PROCEDURE

- Application for a permit shall be made at the traffic and Parking Section of the Office of Public Safety, 1819 5th Avenue. The application shall remain on file, until a parking permit is obtained from the waiting list.
- The assignment of parking spaces shall be made by the Parking Manager or his/her representative according to the following priorities:  
 First Priority: Handicapped persons  
 Second Priority: Length of service as a faculty or staff member  
 Third Priority: Proximity of available space to job site insofar as possible.

- The assignment of space for faculty and staff is made on an annual basis; for all others it is made on an annual, semester, or summer term basis, with all permits being valid for the period specified unless the permit is revoked or relinquished.
- Complete vehicle information must be presented upon issuance of permits. All outstanding citations must be paid before permit can be issued.
- Parking permit decals shall be issued upon payment of scheduled fee and must be obtained in the Traffic and

Parking Section of the Public Safety.  
 6. Dated decals shall be secured to the vehicle only as directed at the time of issuance.

7. Students with carpools of three or more shall receive priority in obtaining parking permits and in areas assigned. Lists of persons wishing to carpool shall be maintained in the Parking and Student Government offices.

### Schedule of Parking Fees

Semester	Outside	Area H
Summer Term	\$20.00	\$30.00
Fiscal Year (Sept. 1-Aug. 31)	5.00	7.50
Academic Year	50.00	70.00
	40.00	60.00

Part-time permits are available to students after 12:00 Noon.

Rates are: 0-6 hrs. \$10.00  
 7 and above hrs. 15.00

In addition to stated fees, a one-time fee for all new permits, of \$10.00 will be applied, for future land acquisition.  
 8. All full time permits, for students, must be renewed each year and/or semester. If the permit is not renewed upon expiration, it will be re-issued to the next person on the parking waiting list. The parking office may be requested, under special circumstances, to hold an expired permit until the next semester.  
 Fees subject to change.

Additional information concerning traffic and parking at Marshall may be obtained at the Public Safety Building across from Twin Towers.

### PART-TIME EMPLOYMENT

Looking for a part-time job? Check with Job Location and Development, Placement Services, 1681 5th Avenue, (696)-2370. If you need work studies or student/graduate assistant positions, check the Office of Student Financial Assistance, Old Main 122, (696)-3162.

### PAYMENT OF BILLS AND FEES

Bursar's Office located in Old Main Room 101, (696)-6723.

### PERSONAL COUNSELING

The Counseling Services staff provides individual and small group counseling experiences, personal and emotional health seminars and other types of counseling. If you feel the need for this service, please call one of the Counselors located in Prichard Hall, First Floor, (696)-3111. All information discussed is confidential.

### POST OFFICE

While stamps may be obtained from the stamp machine in the University Mailroom, this facility is for **university use only**. For mail service, the closest local postal service station is located at 2016 3rd Avenue, 525-4719.

## RECREATION

The recreation area located in the basement of the Student Center offers a wide variety of indoor activities along the lines of an indoor arcade, video games, bowling, billiards, table tennis, snooker, foosball. A valid Marshall I.D. or guest card is required to use this facility unless it is rented by a group for its use. No I.D. or guest card is required for arcade video games coin operated.

## RELIGIOUS HOLIDAYS

Christian, Catholic, Hindu, Jewish and Muslim holidays are noted on the Calendar pages. For additional information call the Campus Christian Center, (696)2444, the Newman Center at 1609 5th Avenue, 525-4618, B'nai Shalom Congregation, 949 10th Avenue, 522-2980, the International Students and Scholars Program PH 119, (696)2379, or check the local phone directory for information.

## REFUNDS

Bursar's Office located in Old Main Room 106, (696)6723.

## RESTAURANTS

See ads and discounts from local restaurants throughout the Handbook for Chi Chi's, Hardee's, Shoney's and Subway. Also a brochure "Oh No It's Closed Guide" is available in the Student Government Office MSC 2W29 which lists local restaurants (locations and hours).

## RETURNING STUDENTS

For information regarding classes, programs, events, orientation contact the Coordinator of the Women's Programs and Returning Students Program office Prichard Hall Room 143, (696)3112. See the section Women's Center and Returning Student Programs in this edition for additional information.

## TRANSCRIPTS

See the Registrar, Old Main 106, (696)6410.

## TRANSPORTATION

### TTA

Need information on bus schedules? You may pick up schedules at the Tri-State Transit Service Center located at 929 4th Ave. or call the dispatcher at 529-6091. Schedules are also available in the Student Government Office located in the Memorial Student Center Room 2W29. See ad regarding student discount offered by TTA (this section).

### OUTREACH

Outreach, sponsored by the Student Organization for Alumni Relation (SOAR) is designed to provide services for

students whose permanent address is 3 or more hours away from Huntington and Marshall. The Outreach program is putting students together with other students from their respective hometowns to collaborate on transportation, provide companionship and extracurricular involvement with another student from your locale. For more information on the Outreach program phone the SOAR office at 696-2525.

## TRADITIONAL EVENTS

Homecoming ..... October 28-November 2, 1991  
Parents Weekend ..... October 4-6, 1991  
Black Awareness Week ..... November 3-9, 1991  
Springfest ..... TBA  
Greek Week ..... April, 1992

## WITHDRAWAL FROM COURSES

Contact the Dean of your college or school.

## WITHDRAWAL FROM THE UNIVERSITY

Contact the Registrar's Office, Old Main 106, (696)6410.

## WOMEN'S CENTER

Contact the Coordinator of the Women's Center and Returning Students Program in Prichard Hall 143, (696)3112 for programs, events, and issues pertinent to women. See the section Women's Center & Returning Student Programs in this edition for additional information.

## XEROX MACHINES

There are several areas in which copy machines are located, James Morrow Library (696)2320, and the first floor of the Memorial Student Center, (696)2365. There are several printing companies close to campus, such as Kinko's across from Old Main. Stationer's will also print copies. Prices are usually posted.

# BUS SERVICE

IN THE  
GREATER HUNTINGTON AREA



Tri-State Transit Authority

FOR INFORMATION ON:

BUS FARES  
DISCOUNTS  
ROUTES  
SCHEDULES

# CALL 529-6091

# FACILITIES/ SERVICES



## 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 catalogs from other colleges and universities on microfiche, evaluates course equivalency if you want to take a certain course at another college, evaluates veteran's physical education and military credit, and gives information about correspondence courses to students. The Admissions Office also administers the College Level Examination Program (CLEP). Testing is the 3rd Saturday of each month except December and February. You must register to take the CLEP test by the 25th of the month before.

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.

## ALUMNI ASSOCIATION

The Marshall Alumni Association is administered by a thirty plus member Board of Directors, ten of whom are elected annually by the Active Membership to serve three-year terms. The Board membership also includes chapter and area representatives who are chosen by and represent alumni living in their respective regions. The activities of the Association are coordinated by the Office of Alumni Affairs.

Faculty and staff members, including non-alumni, are encouraged to become "active" members of the Alumni Association. Non-alumni are welcomed as "Friends of Marshall." The Association encourages campus-wide participation and

invites faculty and staff to take part in all activities. Effective January 1, 1987, the dues structure, which originated in 1972, was eliminated. All graduates or attendees of Marshall are members of the Alumni Association, but to be an "active" member one must make an annual contribution to the Marshall University Foundation, Inc. The membership year is the date of the gift to the same date the following year. All faculty and staff members are requested to notify the Office of Alumni Affairs of addresses and information regarding Marshall alumni. The Office of Alumni Affairs is located in the Erickson Alumni Center (1731 5th Avenue).

## 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 panelled, modern bookstore specializes in servicing the students, faculty, and staff of the university with its wide variety of merchandise.

Over 5,000 academic and best-selling selections are stocked in the main floor paperback and magazine departments and more than 2,000 current textbook titles can be found in the lower level of the store. Other major departments include art, drafting, school supplies, greeting cards, calculators, gifts, clothing, and Marshall souvenirs. The bookstore is also an academic reseller for IBM and Apple computers, providing discounts of up to 40%.

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 orders 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, and customer imprinted shirts for groups.

New textbooks are sold at the publishers' suggested list prices. Used textbooks are sold at 75% of the publishers' suggested list prices. 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 a.m. to 6:30 p.m. Monday through Thursday the first two weeks of each semester. Thereafter 4:30 to 6:30 p.m. each Monday evening, and Saturday 10:00 a.m.-2:00 p.m. During the summer, Monday through Friday 8:00 a.m. to 4:30 p.m. Closed on university holidays.

## CAMPUS CHRISTIAN CENTER

The Campus Christian Center is a center of Christian ministry for the Marshall University community of faculty, staff and students. The ecumenical staff of the Center is responsive to the personal, academic, vocational and spiritual needs on and around our campus. We strive to create and model Christian community as we become partners with local churches, city agencies, university departments and individuals in reflecting the love of God for the holistic need of people involved in the field of higher education in its many dimensions.

Programs designed and administered by staff and students include:

- Seasonal Worship Services
- Community Service Projects
- Forums
- Denominational Student Ministries
- Informal Discussions



Bible Study and Prayer Groups  
 International Student Programs  
 Special Chapel Services: weddings, memorials  
 Self-Help Groups sponsored by Staff and University  
 Counseling — Walk-in or appointment  
 Faculty Dialogues and Luncheons  
 Participating denominations include: Presbyterian, United Methodist, American Baptist, Southern Baptist, Episcopal, Disciples of Christ, Lutheran, Christian Science, Roman Catholic and United Church of Christ Churches. For telephone numbers, please call the main number for the Campus Christian Center, (696)2444.

**CAMPUS DINING OPTIONS**

**TWIN TOWERS CAFETERIA**, located between Towers East and Towers West, is very convenient for residents. Complete menus with a large variety will be offered daily. You are allowed unlimited seconds on all food and beverage items, except on Premium Entrees.

**HOLDERBY HALL CAFETERIA**, located on the first floor of Holderby Hall, provides a friendly, relaxing place to dine. Holderby serves a great variety of foods with complete menus and unlimited seconds on all food and beverages except Premium Entrees.

**THE MEMORIAL STUDENT CENTER CAFETERIA**, located in the Student Center, is an a la carte priced dining area. We offer Pizza Hut Personal Pan Pizzas; a wide variety of deli and grilled sandwiches; char-broiled, hand-formed burgers; hot entrees—including a meat carved-to-order each day; fresh vegetables; and, delectable desserts. Use the cash equivalency portion of your meal card or purchase direct. You will be glad when you add this food outlet to your weekly dining experience.

**SWEET SENSATIONS**, located off the lobby area in the Memorial Student Center is sensorially sweet. The answer to your sweet cravings, it features baked-from-scratch cookies, brownies, muffins, sweet breads and bakery treats. Frozen yogurt and hard, hand-dipped ice cream is served in cups, cones, freshly baked waffle cones, and, of course in banana splits and sundaes. Round out the sweet treats with freshly ground gourmet coffees and teas, your favorite iced drink or our famous Smoothie—a healthful, frozen beverage.

**THE BUFFALO GRILL**, is the newest addition to the Memorial Student Center Cafeteria. It is YOUR answer to a nice place to meet, eat and quench your thirst. Featuring Pizza Hut Personal Pan Pizzas, hot dogs and hamburgers, nachos, buffalo wings, popcorn, chips and all your favorite beverages including soft drinks, draft beer and sparkling

waters. It's the popular place to meet, take a study break, etc.

**CASH EQUIVALENCY**

You may use your meal card for a cash equivalency of each meal at the a la carte priced Memorial Student Center Cafeteria. This entitles you to purchase a meal up to and not surpassing the rate for the current meal period.

**CASH EQUIVALENCY CREDIT**

Breakfast	9:30-10:30 AM	\$2.10
Lunch	1:30- 3:25 PM	\$2.75
Dinner	3:30- 6:30 PM	\$3.60



**COMMUTER MEAL PLAN**

If you choose to live off-campus, why not purchase extra time to pursue your education by letting us do the preparation and clean-up for your breakfast, lunch and dinner? The Commuter Meal Plan gives you 20 meals for \$82.00, 30 meals for \$122.50 and 60 meals for \$245.00. These meals can be eaten at any cafeteria on campus (Twin Towers, Holderby Hall, Memorial Student Center or the Buffalo Grill). There is no limit to the number of Commuter Plans you can buy, however, the plan does not carry over from semester to semester.

**DINING HOURS**

**Buffalo Grill**  
 6:30 p.m. to 11 p.m.

**Memorial Student Center Cafeteria**  
 7:00 a.m. to 6:30 p.m. M-F

**Residence Halls**  
**Holderby Hall:**

Breakfast..... 7:00 a.m. to 10:00 a.m. M-F  
 Lunch..... 10:00 a.m. to 2:30 p.m. M-F  
 Dinner..... 3:30 p.m. to 7:00 p.m. M-F

**Towers:**

Breakfast..... 6:30 a.m. to 9:30 a.m. M-F  
 Continental Breakfast..... 9:30 a.m. to 10:25 a.m. M-F  
 Lunch..... 11:00 a.m. to 1:30 p.m. M-F  
 Light Lunch..... 1:30 p.m. to 3:25 p.m. M-F  
 Dinner..... 4:00 p.m. to 6:30 p.m. M-F  
**Saturday and Sunday:**  
 Brunch..... 11:00 a.m. to 1:30 p.m.  
 Dinner..... 4:00 p.m. to 6:30 p.m.

If you have any questions please contact a Marriott Food Service Manager at anytime or contact Joe Carbone, General Manager at (304) 696-3329.

**LIBRARY**

The Marshall University Library System consists of the Main Library, the James E. Morrow Library, and two branch libraries: the Health Sciences Library and the Music Library. The Health Sciences Library is located on the lower level of the Community College Building and the Music Library is on the first floor of Smith Music Hall. A Chemistry Collection is also located in the Chemistry Department in Northcott Hall.

On-line access by author, title, subject, and keyword searching is available to our 401,195 volume collection through VTLS. The libraries receive 2,769 periodical subscriptions. Our extensive documents collection of 793,005 publications is organized by the Superintendent of Documents classification. Microforms, cassettes, videos, recordings and other audio visuals bring our total unit holdings to over one million items.

The Special Collections Department provides materials on West Virginia, the Tri-State area and Appalachian region. Rare books, MU Archives, manuscripts, the Rosanna Blake Library of Confederate History and the Hoffman Collection of Medical History are also located here.

The Public Services Department provides assistance with research and location of information. Research techniques are taught in the library and classroom.

**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.



## HEALTH SCIENCES LIBRARY

The Health Sciences Library is 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.

## 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, Marco's (coffee house), a bookstore, a sweet shop, bowling lanes, game-rooms, study areas, commuter lounge with a large television screen, meeting rooms, an information center, a flower shop, and the Don Morris Room. Also included in the Center are the offices of Student Life, Student Government, Attorney for Students, Ombudsman, Student Activities, Marshall Artist Series, Minority Affairs, Conferences and Facilities, and the Director of Auxiliary 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) and the Conference and Facilities Office. Groups wishing to reserve space for meetings, programs or special events need to make arrangements in the Office of Conferences and Facilities (1W31) in the 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.

## 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, Holy Day and weekday masses, adult initiation/conversion 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.

## 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 support service to the academic mission 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 Trustees. 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

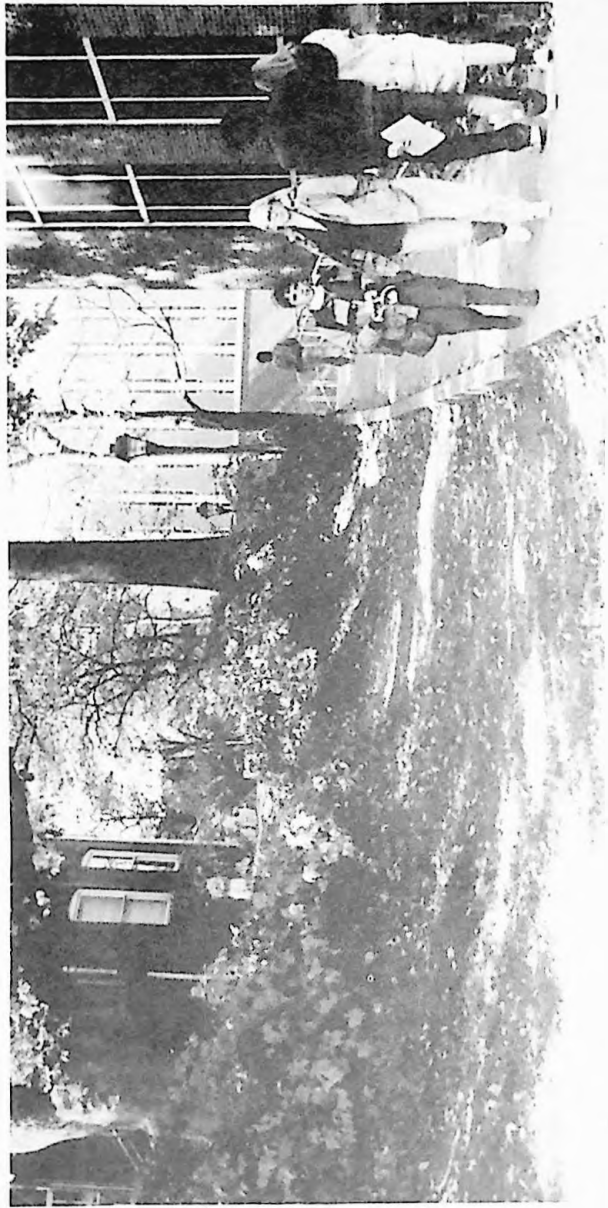
personnel in all residence halls during most hours of the evening and night, a night escort service upon request to locations on and adjacent to the campus, and Project I.D., a program in which valuables are engraved at no cost and records maintained in the Public Safety Office.

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 at all times, and by 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 of day or night, call (696-4357) HELP.**

### Note:

The General Safety of members of the Marshall University Community has been improved significantly with the installation of seven (7) Emergency/Service Telephones. Please read section Emergency/Service Telephones under **SURVIVAL TIPS FROM A TO Z** for information and locations of these telephones installed throughout the Marshall Campus.



# HEALTH SERVICES



## HEALTH INSURANCE

Student Government endorses a student accident and sickness group insurance plan providing coverage for hospital and medical expenses. The plan provides annual coverage on-campus and away from the University. For additional information contact the Associate Dean of Student Affairs, Prichard Hall, phone 695-2324.

## PSYCHOLOGY CLINIC

The Marshall University Psychology Clinic offers psychological services to the University and to the greater Huntington community. Our low-cost services are available for a range of psychological and interpersonal problems, including depression, anxiety, fears, marital, family and relationship concerns, stress related problems and for difficulties with children's behavior and learning. Psychological evaluations are available, and specialized group programs are offered periodically. The clinic is located in Harris Hall, Room 449. To arrange an appointment or to learn more about the clinic, call Dr. Martin Amerikaner (clinic director) at (696)-2783 or stop by the Psychology Department main office, Room 326, Harris Hall.

## PSYCHOLOGICAL EMERGENCIES

During the regular working hours of the Counseling Services (8:00 a.m.-4:30 p.m.), students should call (696)-3111 and ask for assistance from a staff counselor. When Counseling Services are closed, students should contact, or have another person contact, the M.U. Department of Public Safety, (696)-HEL.P, which will in turn contact the counselor on call.

Psychological emergencies, referrals and hospitalization

costs will be at the expense of the student and/or insurance carrier.

## 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. The clinic is closed on Saturday, Sunday, and Holidays. After 5:00 p.m. Monday through Friday, all students in need of health care can go to any Huntington Hospital or Emergency Care Unit. All emergency care expense is the responsibility of the student and/or insurance carrier.

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). Marshall University students who present current validated activity and identification cards are eligible to use this service. All students are seen on a walk-in, first come, first-serve basis. However, appointments are necessary for family planning or contraceptive educational purposes, for which you may call 696-7173. Emergencies will be seen immediately.\*

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 treatment, 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 provides are care for chronic illnesses, routine phy-

sical examinations on an appointment basis, care for children under the age of 18 and the spouse of students who have paid their Student Health fee. When available, emergency ambulance service is provided for any student by the Department of Public Safety.

Community ambulance service is at the student's expense.

\*Policies and fees are subject to change.

## 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, Prichard 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.

## 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 immediate families (as space permits) and for a minimal fee to others.





## ACTIVITY CARD

If you are enrolled for seven (7) or more credit hours on campus, you pay both an institutional activity fee (\$81.95) 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
- A copy of the Marshall University yearbook, the *Chief Justice*
- A copy of the Marshall University student newspaper, *The Parathelon*

A special fee of \$47.00 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.

## CAMPUS ENTERTAINMENT UNLIMITED

Campus Entertainment Unlimited is the main student organization on campus responsible for programming for students. Membership is open to all students at Marshall University. These committees are all student run.

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. Movies are shown in Marco's on Monday nights at 9:15 P.M.

## 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 on Wednesday nights at 9 P.M.

## 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.

## Special Events

Selects and programs daytime events for commuter and non-traditional students. Responsible for planning trips, recreational tournaments, as well as the entertaining daytime events.

## Springfest

Responsible for selection and presentation of concerts and musical events. Organizes spring week with a variety of festivities to meet everyone's interests.

## Comedy Club

Committee selects and presents live comedians. The comedians will perform in Marco's on Thursday nights at 9:15 P.M. For more information, CEU is located in 2W38 in the Memorial Student Center, or call (696)-6770.

## BIRKE ART GALLERY

The Birke Art Gallery is administered by the Art Department in the College of Fine Arts. A wide variety of programming is offered each year, including exhibitions of works by Marshall University undergraduate and graduate students; individual and group shows by regionally, nationally and internationally recognized artists; and slide lectures by visiting artists and art educators. The Gallery is located on 3rd Avenue in Smith Hall. Hours are weekdays 10:00-4:00, Monday evenings 7:00-9:00, and Saturday afternoons 1:00-4:00.

## 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 Director of Forensics at 696-4367 for additional information.

## MUSIC DEPARTMENT CONCERTS

Each year the Department of Music presents numerous concerts and recitals in Smith Recital Hall. Besides performances by individual faculty members and students, concerts are given by the following groups: Marshall University Symphony Orchestra, Opera Workshop, Chamber Choir, Symphony, Wind and Symphonic Bands, Woodwind Ensemble, Percussion Ensemble, Choral Union and University Jazz Ensemble. 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 696-3117.

## MARSHALL ARTISTS SERIES

The Marshall Artists Series is many things to many people. It is educational, it is cultural, it is entertaining and it is just plain fun. Add to that the fact that most events are free to all full-time Marshall University students with I.D. and Activity card.

Since 1936, the Artists Series has been bringing nationally and often internationally acclaimed attractions to the Marshall campus and the Tri-State area. It is one of the oldest "town/gown" series in the United States and has developed a far-reaching reputation as one of the best university series available today. Major names and experimental acts in disciplines from Broadway, dance, music, comedy, opera, lecture and film are presented throughout each semester.

Tickets are available to students three (3) weeks prior to each performance. In addition to one free ticket, they are entitled to buy another at half-price for many of the events. The office is located on the second floor of the MSC, Room 2W19. Hours are 8 a.m. to 4:30 p.m. Monday through Friday. Students must present their Marshall University I.D. and Activity card twice: at the time tickets are picked up and again at the door of the show. Part-time students and Marshall University faculty members are entitled to pur-



chase two half-price tickets per event, and Marshall University I.D. is required.

Applications are also AVAILABLE EACH Fall for students who wish to serve on the Artists Series Advisory Board.

### 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)-ARTS.

### 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 7:00-9:00 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. Castleberry.

#### 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. Castleberry.

#### Chamber Choir:

Audition required with the director. Rehearsals: M, W, F 3:30-4:30 P.M.

The Marshall University Chamber choir consists of 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. Castleberry.

### Opera Workshop:

Permission of Instructor required. Rehearsals: M, W, F 3:30-4:30 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 Professor Eikum.

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

### UNIVERSITY BANDS AND AUXILIARY UNITS

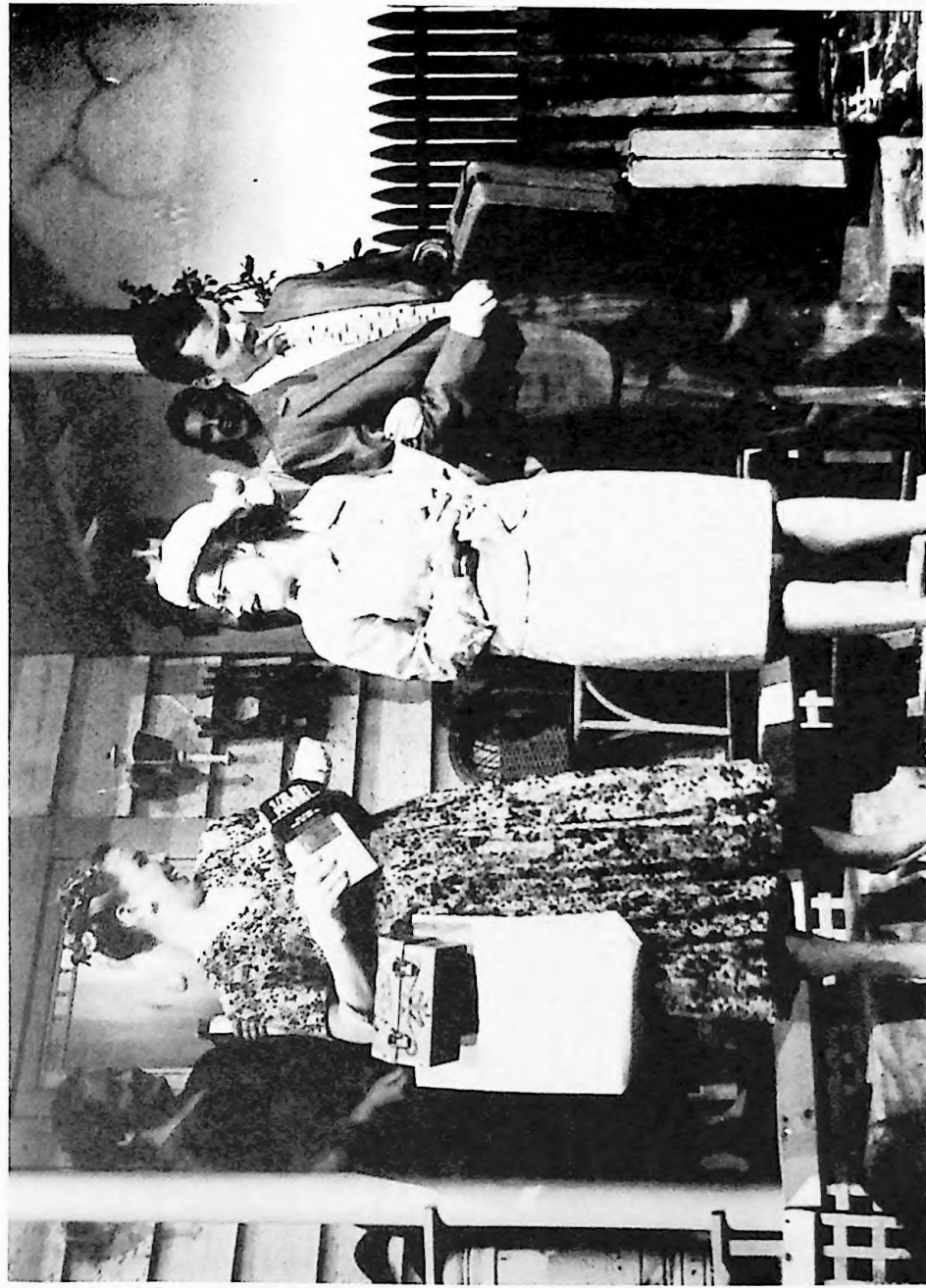
Membership in the Marching Band, Symphonic Band, and Jazz Ensembles is open to all students. Credit (one per term) is offered for each organization.

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.

The Jazz Ensemble 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.





## RECREATIONAL SPORTS AND FITNESS ACTIVITIES

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 competes in some form of recreational and intramural activities. At present the intramural program includes the following:

### INTRAMURAL ACTIVITIES

- |             |                          |               |                             |
|-------------|--------------------------|---------------|-----------------------------|
| <b>Fall</b> | Managers Meeting         | <b>Spring</b> | 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)  |               | Indoor Soccer (M, W)        |
|             | Volleyball (M, W)        |               | Wrestling (M)               |
|             | Badminton Singles (M, W) |               | Horseshoes (M, W)           |
|             | Field Goal Kicking (M)   |               | Racquetball Doubles (M, W)  |
|             | Cross Country (M, W)     |               | Track and Field (M, W)      |
|             | Basketball (M, W)        |               | 16" Softball (M, W)         |
|             | Backgammon (M, W)        |               | Hula Hoop Golf (M, W)       |
|             | Darts (M, W)             |               | Home Run Derby (M, W)       |
|             | Pickleball (M, W)        |               | Pickleball Doubles (M, W)   |
|             | Softball Throw (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.

- |             |                     |               |                     |
|-------------|---------------------|---------------|---------------------|
| <b>Fall</b> | Team Tennis*        | <b>Spring</b> | Racquetball Doubles |
|             | 2 on 2 Basketball*  |               | Volleyball*         |
|             | Turkey Run          |               | 4 on 4 Volleyball*  |
|             | Darts*              |               | Softball*           |
|             | Pickleball Doubles* |               | Beach Volleyball*   |
|             | Team Pickleball*    |               | Indoor Soccer*      |
|             |                     |               | 16" Softball*       |

Racquetball clinics first Wednesday of each month.

## FACILITY HOURS

- \*\*Pools**
- Henderson Center**
- Monday thru Thursday**
- 5 p.m. to 9:30 p.m.
- Sunday**
- 1 p.m. to 5 p.m.
- \*\*Racquetball Courts**
- 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.
- \*\*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.
- \*\*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.
- \*\*Nautilus 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

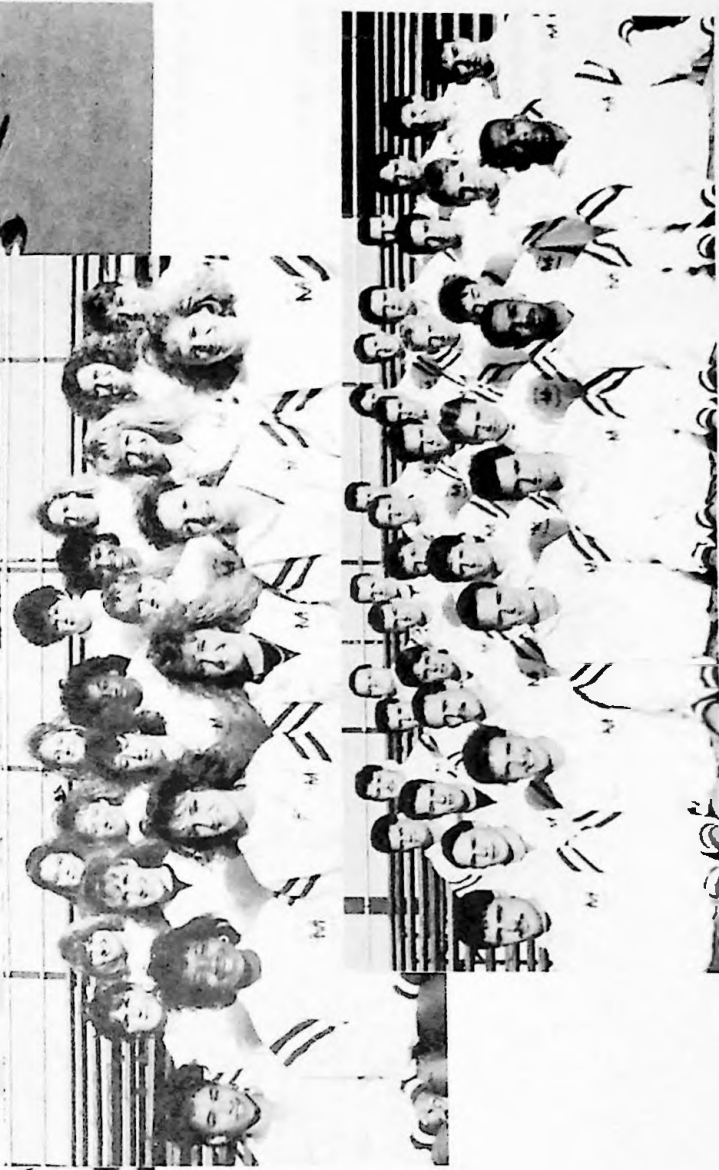
The schedule will be posted in the Weightroom.

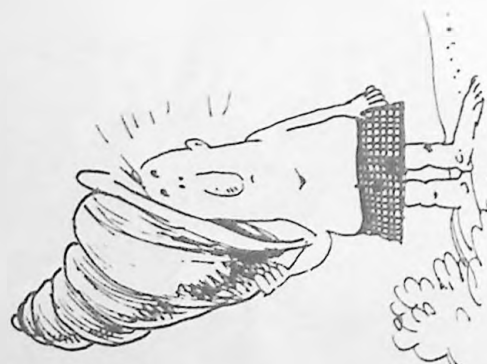
- \*\*Intramural Office**
- HC 2018
- Phone 696-6477
- Monday thru Thursday**
- 8 a.m. to 10 p.m.
- Friday**
- 8 a.m. to 7 p.m.
- Saturday**
- 10 a.m. to 6 p.m.
- Sunday**
- 1 p.m. to 7 p.m.
- \*\*Intramural Equipment Room**
- GH Basement
- Monday thru Friday**
- 8 a.m. to 3:30 p.m.
- Saturday**
- NOON to 3 p.m.
- Sunday**
- 1 p.m. to 4 p.m.

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.







## 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.

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 jazz, progressive rock, 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 newbriefs 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 Department of Speech.

## 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 2:00 a.m. M  
Phone: (696)-6640  
Communications Building

## WPBY-TV

WPBY-TV, Channel 33, provides noncommercial public television programming to the Huntington/Charleston area. The station is viewed by approximately 200,000 people each week. 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 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. Limited workstudy opportunities and part-time employment are available. In-school and college credit courses are part of the 120 hour-per-week schedule of Channel 33.

## WPBY-TV

Business Hours:  
8:30 a.m. to 5:00 p.m. M-F  
Broadcast Hours:  
6:45 a.m. to 11:00 p.m. M-F  
8:00 a.m. to approximately 11:00 p.m. SAT  
8:00 a.m. to 11:00 p.m. SUN  
Phone: (696)-6630  
Communications Building

## 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 2,000, it is one of the larger literary magazines in the area. *Et Cetera* is edited by a student staff and is published in April. Contributions are usually accepted from May to December, with monetary prizes often awarded to the most notable works in each edition. For information on submissions, staff positions of publication, call (696)-6645, stop by the office (CH 402A) or inquire at the English Department on the third floor of Corby Hall.

## 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, African/African American organizations, poetry, speakers, programs, a calendar section and other issues of interest to minorities and the general campus community.

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

## MS. QUOTES

*MS. Quotes* is a free magazine published quarterly by Women's Programs. The publication provides information on many gender issues, such as empowerment, women's history, sexual assault and sexual harassment. *MS. Quotes* also contains schedules of events on campus and in the community. If you are interested in contributing to *Ms. Quotes* or in receiving the magazine, contact Women's Programs at 696-3112 or 696-3338.

## 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 Thursday 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.

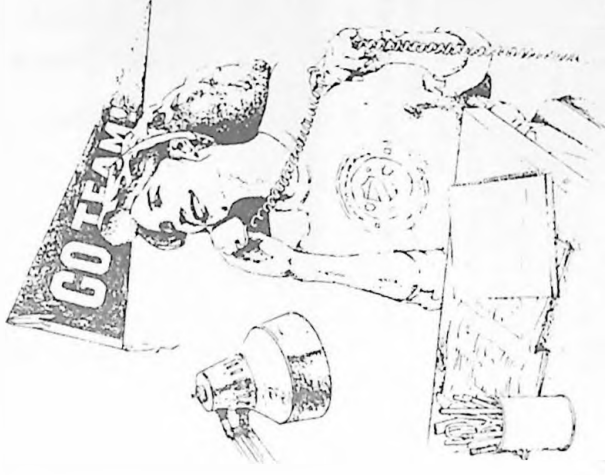
## Wellness Ways

*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.

## STUDENT HANDBOOK

The Student Handbook is published by the Division of Student Affairs. The Handbook is designed for all students, but it is especially helpful to new students, to help familiarize them with the campus and university community. Distribution is made on a yearly basis. Copies are available through the Office of the Vice-President/Dean of Student Affairs, Old Main 109. Additional distribution spots are advertised in the *Parthenon* and by flyers posted in campus buildings.

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## FOOD SERVICES

All students living in the residence halls are required to purchase a meal plan for meals in the university dining halls. Commuter meal plans are available to off-campus students. The meal plan is not valid during vacation periods. Also, a points plan or prepaid credit account is available to all students, faculty and staff.

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 card upon payment of room and board fees. This meal card 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.

## HOLIDAYS

Residence halls are closed during Thanksgiving, semester breaks, and spring vacation periods, with the exception of Twin Towers complex. Students living in Twin Towers must request and receive prior approval to stay during break periods. Valid reasons are employment, athletic team participation, and distance from permanent home.

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 or no later than 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 keep rooms locked at all times.

## 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 written 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 (based upon date application is received), 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 July 31. Roommates who apply together will not be transferred separately unless otherwise indicated.

Although the housing contract is for a full academic year, room and board fees are paid in two (2) installments, due on approximately August 9 and January 4.

## UNIVERSITY HOUSING FOR FAMILY STUDENTS

Housing for married students and/or students with children is provided in 81 furnished family dwelling units owned and operated by the university. The units include a wide variety of accommodations with rents ranging from \$180 to \$320 per month. The apartments are one to two bedroom (furnished or unfurnished) units with kitchen, bath, and living room. Efficiency apartments are also available. Applications may be secured from the Student Housing Office. Married students and/or students with children, full-time, are eligible to reside in family student housing units. Single graduate or upperclass students may apply, provided space is available after families and married couples have been accommodated.



## 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 standards traditions of the residence hall; (3) that the student purchases a meal plan; (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 Friday of the first week of classes for each semester.

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

## 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.

# 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. Marshall University will complete construction of a new state-of-the-art 30,000 seat football stadium in 1991. The stadium is located on campus just east of Twentieth Street. The Marshall football team will open the 1991 season on September 7, 1991 against the University of New Hampshire.
2. The Henderson Center, the multi-purpose facility, is used by physical education, intramurals, recreation and intercollegiate athletics. The facility includes a main arena for basketball with 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.
3. Marshall's athletic teams are fully competitive in the Southern Conference and men's teams are supported in baseball, basketball, cross country, indoor track, football, outdoor track, golf, and soccer. All compete as part of MU's commitment to the NCAA's Division I athletic program structure.
4. 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.

5. The Marshall University track was resurfaced in the spring of 1993 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 steeplechase 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*.



# STUDENT AFFAIRS



The Division of Student Affairs 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 co-curricular 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 to all Student Affairs programs and activities.

- Goals of the Division of Student Affairs are as follows:
1. To provide opportunities for students to broaden their cultural perspective and to facilitate the reduction of prejudice.
  2. To provide training in leadership development.
  3. To critically evaluate functions, objectives, and trends enabling the Division to strengthen services and seek innovative approaches to facilitate the educational process.
  4. To identify, reduce, and anticipate organization and personal factors which contribute to unnecessary student attrition.
  5. To maintain a timely and efficient management program that allocates resources, provides control of expenditures, and administers programs to meet development needs of a diverse student population.
  6. To provide personal maintenance and support services and integrate them into the total life of the University community.
  7. To encourage and assist individuals in developing goals, problem solving skills, and interpersonal relations skills.
  8. To encourage and support participation of students in the University community and the Huntington community at large.

9. To assist in developing a secure and healthful institutional environment.
10. To assist students in clarifying their values, utilizing their leisure time wisely, developing a satisfying life-style, and selecting a career.

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 Provost's Council; helps to assess the learning and social needs of students; recommends ideas to make Marshall a more productive and pleasing environment for students; and supervises a comprehensive Student Affairs Staff.

Four Associate Deans assist in the management and supervision of the various areas and units that comprise the Division of Student Affairs. These are: 1. Student Life, 2.

## WELCOME STUDENTS . . .

Please note cafeteria hours below, as well as special cafeteria events located on monthly calendar blocks.

### HOLDERBY HALL SERVING HOURS

Breakfast	7:00 A.M. - 10:00 A.M.	M-F
Lunch	10:00 A.M. - 2:30 P.M.	M-F
Dinner	3:30 P.M. - 7:00 P.M.	M-F
Closed week-ends		

### TWIN TOWERS SERVING HOURS

Breakfast	6:30 A.M. - 9:30 A.M.	M-F
Continental		
Breakfast	9:30 A.M. - 10:25 A.M.	M-F
Lunch	11:00 A.M. - 1:30 P.M.	M-F
Lite Lunch	1:30 P.M. - 3:25 P.M.	M-F
Dinner	4:00 P.M. - 6:30 P.M.	M-F

### WEEK-ENDS

Brunch	11:00 A.M. - 1:30 P.M.
Dinner	4:00 P.M. - 6:30 P.M.

### Guest May Dine In Cafeterias at Following Prices:

Breakfast	\$2.65
Lunch	\$3.50
Brunch	\$4.00
Dinner	\$5.00
Premium Entrees	\$6.00

To find out what's on the menu each day in Holderby Hall and TTE cafeterias call MENU (6368).

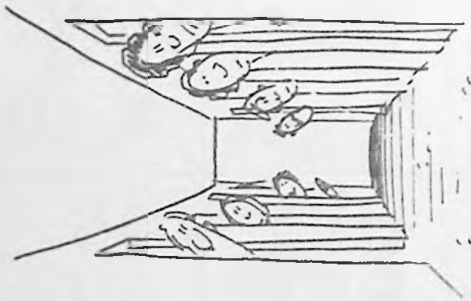
Student Development, 3. Student Financial Assistance, and 4. Student Affairs Research. Each of these is outlined in the following pages to provide an understanding of programs and services available to enhance student out of class learning. The Vice President/Dean of Student Affairs is located in room 109 Old Main, telephone 696-6422.







# STUDENT LIFE



## STUDENT LIFE

The student as a planner, participant, leader, and presenter is best exemplified in the area called Student Life. Staff strives to create environments for students where 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 in a variety of settings including but not limited to student social-cultural events, student governance, residence hall programs, fraternities and sororities, legal affairs, and off-campus and commuting students.

The various units within Student Life are as follows:

1. New Student Orientation
  2. Residence Life and Residence Hall Association
  3. Student Activities
  4. Recognized Student Organizations
  5. Judicial Affairs
  6. Student Governance
  7. Student Legal Aid Center
  8. Greek Affairs (fraternities and sororities)
  9. Placement Services
  10. Leadership Training and Development
- The Student Life office is located in the Memorial Student Center, Room 2W31, telephone 696 6420.

## STUDENT ACTIVITIES

A complete college experience involves the development of academic and vocational pursuits, as well as the development of personal and interpersonal skills. Student Activities Programs are designed to help students develop knowledge and skills for continued growth. Part of the total experience is

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# SEPTEMBER 1991

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>1</p> <p>Each Wednesday Student Gathering 9 P.M., Newman Center Mass Sundays 7 P.M., Newman Center</p>	<p>2</p> <p>Labor Day Holiday University Closed</p>	<p>3</p> <p>Fraternity Rush Sept. 3-19 Art Exhibition Michael Paxton Birke Art Gallery 4 "Meet the Fraternities" 10-3 P.M., MSC Plaza &amp; 6:30 P.M. TTE Glass Lounge</p>	<p>4</p> <p>Fraternity Rush Sept. 4 &amp; 5 Activities Fair MSC Plaza 10-4 P.M. 6: Rain Location Don Morris Room Entertainment Marco's 9:15 P.M.</p>	<p>5</p> <p>Fraternity Rush Steamship Dinner HH &amp; TT Cafeterias Comedy Show Marco's 9:15 P.M.</p>	<p>6</p> <p>Fraternity Rush "The Spencers" An Illusion Show OMA</p>	<p>7</p> <p>Fraternity Rush MU vs. N. HAMPSHIRE Home Game</p>
<p>8</p> <p>Newman Center Picnic with Mass Ritter Park 11-6 P.M. Artists Series "Camille Claudel" 3 P.M. KA Sorority Rush Orient. &amp; Open House 3 P.M., Fraternity Rush</p>	<p>9</p> <p>Jewish Holiday Rosh Hashanah (First Day) Sorority Rush Fraternity Rush Movies--Marco's 9:15 P.M.</p>	<p>10</p> <p>Steak Night HH &amp; TT Cafeterias Sorority Rush and "Meet the Greeks" Reception MSC Alumni Lounge 7 P.M.-9 P.M. Fraternity Rush</p>	<p>11</p> <p>Sorority Rush Fraternity Rush Entertainment Marco's 9:15 P.M.</p>	<p>12</p> <p>Holderby Hall Closed Twin Towers Open Brunch 11 A.M. 1:30 P.M. Dinner 4 P.M.-6:30 P.M. Sorority Rush Fraternity Rush Comedy Show Marco's 9:15 P.M.</p>	<p>13</p> <p>Lock in "Fall Back Into School Party" 8 P.M., Newman Center Fraternity Rush &amp; Bid Day 5:00 P.M. MSC Sorority Rush</p>	<p>14</p> <p>MU vs. MOREHEAD Home Game</p>
<p>15</p> <p>Sorority Rush: Rushees Meeting 4:30 P.M., MSC</p>	<p>16</p> <p>Sorority Rush "Bid Day" 5:00 P.M., Don Morris Room Steamship Dinner HH &amp; TT Cafeterias Movies--Marco's 9:15 P.M.</p>	<p>17</p> <p><b>SUBWAY</b> FOR THE HEALTHY APPETITE! 2055 5th Ave. - 522-2345 911 8th St. - 522-3653 \$1.00 Off Any Foot Long Sub or Regular Served With This Coupon. Exp. 9/31/91</p>	<p>18</p> <p>Jewish Holiday Yom Kippur Entertainment Marco's 9:15 P.M.</p>	<p>19</p> <p>Artists Series B.B. King 8 P.M. KA Comedian Bertice Berry Marco's 9:15 P.M.</p>	<p>20</p> <p>WV Black History Conference Last Day to Drop 1st 8 Weeks Courses with "W" Application for Dec. Graduation Due in Dean's Office</p>	<p>21</p> <p>WV Black History Conference Sept. 21-Oct. 10 Art Exhibition Bryant Holisenbeck, Fiber Sculpture Birke Art Gallery</p>
<p>22</p> <p><b>Chick's</b> MEXICAN RESTAURANTE MEXICAN JUST AUTHENTIC M-F 11 A.M.-2 P.M. \$4.99 Sun. 11-2 &amp; Mon. 5-8 \$6.99 925 Third Ave. Huntington, WV 25701 "Where the Celebration Never Ends"</p>	<p>23</p> <p>Movies--Marco's 9:15 P.M. Movies--Marco's 9:15 P.M. Movies--Marco's 9:15 P.M. "One mind, One body. One LIFE..."</p>	<p>24</p> <p><b>Blood Drive!</b> Red Cross Blood Drive Noon-5 P.M. Don Morris Room Special Theme Night HH &amp; TT Cafeterias Artists Series 8 P.M. KA Manhattan Rhythm Kings Entertainment Marco's 9:15 P.M.</p>	<p>25</p> <p>Red Cross Blood Drive Noon-5 P.M. Don Morris Room Special Theme Night HH &amp; TT Cafeterias Artists Series 8 P.M. KA Manhattan Rhythm Kings Entertainment Marco's 9:15 P.M.</p>	<p>26</p> <p>Red Cross Blood Drive Noon-5 P.M. Don Morris Room Lynne &amp; Friends Comedy Show Marco's 9:15 P.M.</p>	<p>27</p> <p><b>SHONEYS</b> America's Dinner Table STUDENTS, FACULTY &amp; STAFF 10% DISCOUNT EVERYDAY WITH VALID I.D.</p>	<p>28</p> <p>MU vs. BROWN Home Game</p>
<p>29</p> <p><b>IBM</b> 304-696-2541</p>	<p>30</p> <p>Movies--Marco's 9:15 P.M. "One mind, One body. One LIFE..."</p>	<p>31</p> <p><b>Hardee's DELIVERS</b> 525-5555</p>	<p>31</p> <p><b>Hardee's DELIVERS</b> 525-5555</p>	<p>26</p> <p>Red Cross Blood Drive Noon-5 P.M. Don Morris Room Lynne &amp; Friends Comedy Show Marco's 9:15 P.M.</p>	<p>27</p> <p><b>SHONEYS</b> America's Dinner Table STUDENTS, FACULTY &amp; STAFF 10% DISCOUNT EVERYDAY WITH VALID I.D.</p>	<p>28</p> <p>MU vs. BROWN Home Game</p>

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found in the excitement of working with other students on a programming committee, for example. This not only develops interpersonal relationships and practical work experience, but also provides special training in leadership qualities vital to students' future success.

The programs chosen and presented by the student committees help to develop a stimulating, creative and enjoyable campus environment, both for the audience and for committee members. The following committees are coordinated by the Campus Entertainment Unlimited Board:

- Cinema Arts
- Marco's (Coffee House)
- Contemporary Issues
- Homecoming
- Special Events
- Springfest
- Comedy Club

The Student Activities staff and student leaders cooperate with all divisions of the University community in programming to meet student interests as well as educational and informational needs. The office is located in the Memorial Student Center 2W38, 696-6770.

## GREEK AFFAIRS (SORORITIES & FRATERNITIES)

Fraternity and Sorority life at Marshall University, offers numerous and exciting possibilities to enhance the student's college career. Each chapter encourages scholastic excellence, provides leadership opportunities within the individual chapter and stresses involvement in campus organizations. In addition, Greeks sponsor campus and community service projects and continually raise money for numerous local and national organizations. Fraternities and sororities also offer strong bonds of brotherhood and sisterhood and produce lifelong friendships among the members.

Marshall's Greek system offers 17 Fraternity and Sorority chapters who work together through the Interfraternity Council, Panhellenic Council, and the Black Greek Council. A full-time Coordinator of Greek Affairs is responsible for advising Greek organizations. For more information, please contact the Office of Greek Affairs at the Memorial Student Center, Suite 2W38, telephone 696-2284.

## JUDICIAL AFFAIRS

The Coordinator of Judicial Affairs is responsible for the campus-wide implementation of the Student Code of Conduct, Housing and Residence Life Policies and Procedures, and all federal, state, county, local, city and municipal ordinances. Should a student be charged with a violation, he/she will be assured of due process which includes the right to be heard before the Judicial Board. The Board consists of two students and one faculty member. The Board hears all evidence pre-

sented on both sides of a case and makes a determination of responsibility. The Judicial procedure focuses upon assisting students in their growth process through mediation, counseling and education.

## RESIDENCE LIFE

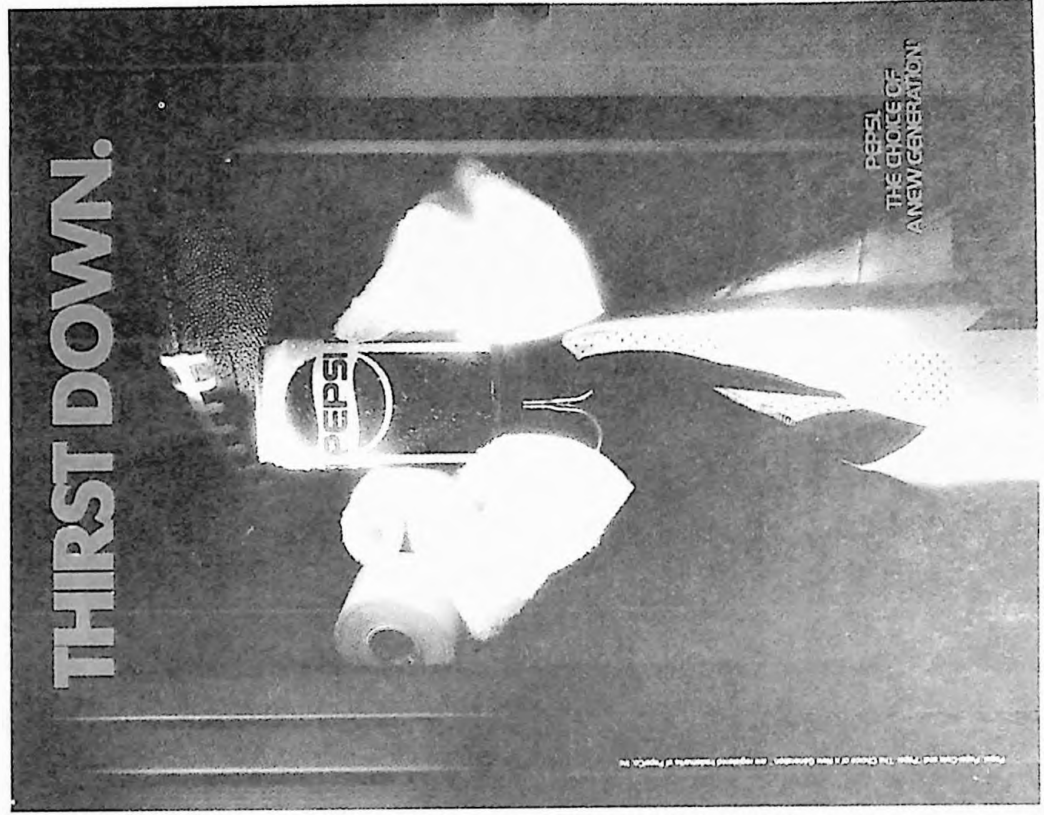
This unit is concerned with the selection and training of the residence halls staff and with providing an environment for living-learning experiences.

The staff of Residence Life strives to promote a positive atmosphere for students living on campus. Assigned to each floor is a Resident Advisor who assists new students with the transition to community living and helps all students develop goals for independent living after graduation. Social and educational activities which enhance residents' academic

progress are provided throughout the year. Many graduates report that the experiences and friendships gained in residence halls are among the most cherished of their college careers. The Residence Life Office is located in Twin Towers East, first floor, (696)-3183.

## RESIDENCE HALL ASSOCIATIONS

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 Residence Hall Association (RHA) comprised of executive officers: President; vice president; secretary; treasurer; and representatives from each floor.



# OCTOBER 1991

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Oct. 12-30 Art Exhibition Birke Art Gallery TBA</p> <p>Mass Sundays 7 P.M. Newman Center</p>	<p><b>It's not too late for Financial Aid</b></p> <p><b>Call One Valley Bank</b> <b>1-800-521-7097</b> <b>ONEVALLEY BANK®</b> <i>The One Bank For All of West Virginia.</i> <small>Member F.D.C. Equal Housing Lender</small></p>	<p><b>SHONEY'S</b> America's Dinner Table®</p> <p>STUDENTS, FACULTY &amp; STAFF 10% DISCOUNT EVERYDAY WITH VALID I.D.</p>	<p>EACH WEDNESDAY STUDENT GATHERING 9 P.M. NEWMAN CENTER</p> <p>Montclair String Quartet 8 P.M. SRH</p> <p>Each Wednesday Entertainment Marco's 9:15 P.M.</p>	<p>Steamship Dinner HH &amp; TT Cafeterias</p> <p>Each Thursday Comedy Show Marco's 9:15 P.M.</p>	<p>PARENT'S WEEKEND</p>	<p>PARENT'S WEEKEND</p>
<p>PARENT'S WEEKEND</p> <p>Artists Series "Red Sorghum" 3 P.M. KA</p>	<p>Each Monday Movies - Marco's 9:15 P.M.</p>	<p>Artists Series Kathleen Roach "Fire and Ice" 8 P.M. SRH</p> <p>MU Theatre/Dance &amp; Music "Carnival" 8 P.M. OMA</p>	<p>Artists Series "Macbeth" 10:30 A.M. KA</p> <p>MU Theatre/Dance &amp; Music "Carnival" 8 P.M. OMA</p> <p>Streak Night HH &amp; TT Cafeterias</p>	<p>Movie Night Newman Center 7:30 P.M.</p> <p>MU Theatre/Dance &amp; Music "Carnival" 8 P.M. OMA</p>	<p>Movie Night Newman Center 7:30 P.M.</p> <p>MU Theatre/Dance &amp; Music "Carnival" 8 P.M. OMA</p>	<p>MU vs. FURMAN Away Game</p> <p>MU Theatre/Dance &amp; Music "Carnival" 8 P.M. OMA</p>
<p>MU Theatre/Dance &amp; Music "Carnival" 8 P.M. OMA</p>	<p><b>Hardee's DELIVERS</b> 525-5555</p>	<p>2nd 8 Weeks Courses Begin Wandering Magician Steve Trash Noon - MSC</p> <p>Special Premium Night HH &amp; TT Cafeterias Hindu Holiday Dussera</p>	<p>2nd 8 Weeks Courses Begin Wandering Magician Steve Trash Noon - MSC</p> <p>Special Premium Night HH &amp; TT Cafeterias Hindu Holiday Dussera</p>	<p>Last Day to Drop Courses with W Grade Faculty Recital D. Williams, Clarinet 8 P.M. SRH</p>	<p>Last Day to Drop Courses with W Grade Faculty Recital D. Williams, Clarinet 8 P.M. SRH</p>	<p>MU vs. NC STATE Away Game</p>
<p><b>SUBWAY®</b> FOR THE HEALTHY APPETITE! 2055 5th Ave. - 522-2345 911 8th St. - 522-3653</p> <p>\$1.00 Off Any Foot Long Sub or Regular Served With This Coupon. Exp. 10/31/91</p>	<p>Oct. 21-Dec. 11 "WP or "WF" WITHDRAWJAL PERIOD BY DEAN'S PERMISSION</p> <p>Faculty Recital E. Bingham, Saxophone 8 P.M. SRH</p>	<p>Premium Entree Night HH &amp; TT Cafeterias</p> <p>Flute Ensemble 8 P.M. SRH</p>	<p>Chamber Music T. Heger &amp; Friends 8 P.M. SRH</p>	<p>Chamber Music T. Heger &amp; Friends 8 P.M. SRH</p>	<p>Weekend Retreat Newman Center</p> <p>MU vs. UTC Away Game</p>	<p>Weekend Retreat Newman Center</p> <p>MU vs. UTC Away Game</p>
<p>Weekend Retreat Newman Center</p>	<p>HOME COMING WEEK Oct. 28-Nov. 15 Advance Registration for Spring Semester for Currently Enrolled Students</p>	<p>Craig Karges Mind Reader &amp; Magician TBA</p>	<p>Halloween Special Theme Meal</p> <p>Nightmare on Hal Greer II TBA</p>	<p>Halloween Special Theme Meal</p> <p>Nightmare on Hal Greer II TBA</p>	<p>Halloween Special Theme Meal</p> <p>Nightmare on Hal Greer II TBA</p>	<p>Halloween Special Theme Meal</p> <p>Nightmare on Hal Greer II TBA</p>



- Civil Service employment information (state and federal)
- Salary survey information for college level employment
- Current Cost-of-Living Index listings for major cities

All undergraduates, seniors, and alumni are eligible to use Placement Services. As a part of the Student Affairs Division, para and professional staff members are available to assist with any of the services outlined above.

Seniors (two- or four-year) and graduate students are encouraged to register with Placement Services at the beginning of their final year to begin a comprehensive job search or to investigate continuing education options.

All students should recognize that stiff competition for college-level jobs faces every graduate. The advantage always belongs to the student who plans and prepares for the future by building an impressive record of academics, employment, and extra-curricular activities. It is vital for each student to give high priority to planning and preparing for either post-graduation employment, graduate school, or professional school. Taking a "wait and see what happens" attitude puts a great risk on your chances for future happiness. We invite you to use Placement Services and let us help you maximize your career success.

#### Placement Fees:

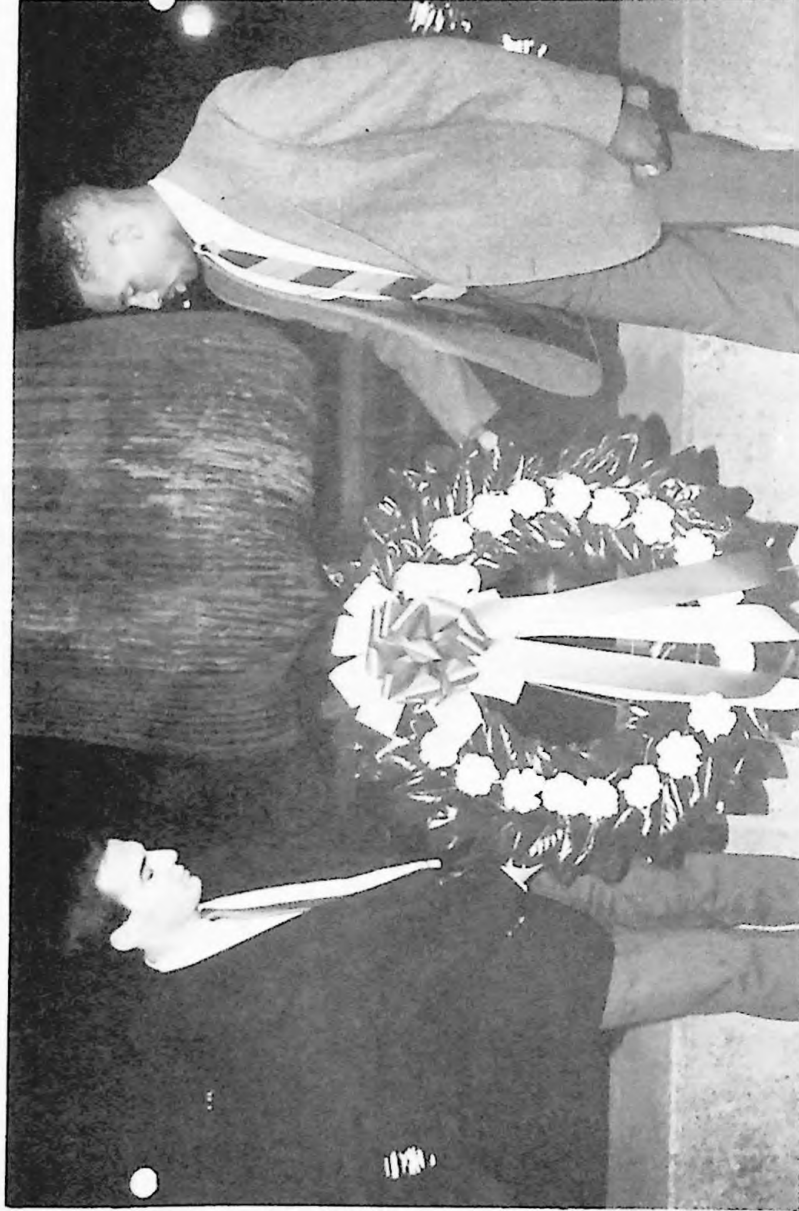
Those services which require a fee include registering a credential file and the Employment Opportunities Bulletin.

For further information on any of the above services, students may contact Placement Services, located 17th Street & 5th Avenue, telephone (696)-2370.

### NEW STUDENT ORIENTATION

New Student Orientation Programs are conducted during the summer and immediately preceding the fall, spring, and summer terms to help freshmen, transfer students, and their parents learn more about Marshall and meet students, staff, faculty, and administrators. Special Orientation programs for returning students (students 25 years of age or older), student athletes, honor students, and others are also conducted during the year. Faculty members and administrators, with the assistance of students, inform and advise incoming students regarding university policies, regulations, and community life, and assist them in developing their academic schedules and programs. A one time only, non-refundable \$30.00 fee is charged to all new students who attend the Orientation Program.

Each new student **should** attend one of the Orientation programs. For information, please write to New Student Orientation Programs, Office of Student Life, Marshall University, 400 Hal Greer Blvd., Huntington, West Virginia 25755-5401, or telephone 696-2354 or 696-2282.



residence hall students and be a positive factor in influencing change.

### PLACEMENT SERVICES

- Career Library
- Part-time and summer employment assistance
- Career and job fairs in business, health, criminal justice, and education
- Externship program — placing students in volunteer work experiences related to major field of study
- Graduate school advising/information
- Workshops on resume writing, interviewing, job search strategies
- Credential file service (\$7.00 fee — required for campus interviewing)
- Employment Opportunities Bulletin — biweekly job listings (free review in office; mail subscriptions, 6 mos. . . \$9.00, 12 mos. . . \$15.00, 3 mos. free with credential file registry.)
- Job listing exchange program with various colleges from other geographical areas
- Campus interviews with visiting employers (graduates with associate, bachelor, or master's degree)
- Background information and addresses for employers on local, state, or national level

This organization is valuable in many ways. The efforts of the RHA result in programs and activities that draw residents together to encourage new friendships and build community. The RHAs also review issues and concerns that affect the residents in the residence halls and throughout the campus, and help influence official policies. The individual RHAs provide a means with which residents might develop leadership skills and satisfaction in making a difference as an individual.

An opportunity to be actively involved in your RHA is afforded all students in the first few weeks of the fall semester. Elections are held in each hall for floor representatives. The RHA elections in the Spring Semester will provide opportunities for more leadership experiences. The financial support for RHAs is derived from a membership fee collected from hall residents. Membership affords residents the opportunity to participate in activities at reduced rates or free. Membership is voluntary.

An organization known as Inter-Hall Government Council (IGC) represents all the RHAs and their members. The IGC is comprised of representatives from each RHA. The executives are elected by RHA members from all six residence halls. Besides sponsoring inter-hall programming and fund-raising events, the IGC strives to represent the concerns of all

# NOVEMBER 1991

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p><b>Time to think about financing next semester</b></p> <p><b>1-800-521-7097</b></p> <p><b>ONE VALLEY BANK</b> The One Bank For All of West Virginia Member FDIC Equal Housing Lender</p>	<p><b>BLACK AWARENESS WEEK</b></p> <p>Each Monday Movies - Marco's 9:15 P.M.</p> <p><b>4</b></p>	<p><b>SUBWAY</b></p> <p>FOR THE HEALTHY APETITE! 2055 5th Ave - 522-2345 911 8th St. 522-3653</p> <p>\$1.00 Off Any Foot Long Sub or Regular Salad With This Coupon. Exp. 11/31/91</p>	<p>Each Wednesday Student Gathering 9 P.M. Newman Center</p> <p>Nov. 8-15 Graduate Art Exhibit Birke Art Gallery</p> <p><b>HOME COMING</b></p>	<p><b>Circle K</b> RESTAURANTE MEXIFEST BUFFET M-F 11 A.M. - 2 P.M. \$4.99 Sun. 11.2 &amp; Mon. 5-8 \$6.99 925 Third Ave Huntington, WV 25701 "Where the Celebration Never Ends"</p>	<p>WMUL-FM's 30th Anniversary 1961-1991</p> <p>Nov. 1-8 Senior Art Exhibition Birke Art Gallery</p> <p>"Everything in Moderation."</p> <p><b>1</b></p>	<p>Nov. 2-3 "Celebration 91" 10th Anniversary Catholic Newman Center 525-4618 For Info.</p> <p>MU vs. WCU <b>HOME COMING</b></p> <p><b>2</b></p>
<p><b>BLACK AWARENESS WEEK</b></p> <p>Artists Series "Love Letters" 8 P.M., KA</p> <p>Mass Sundays 7 P.M. Newman Center</p> <p><b>3</b></p>	<p><b>BLACK AWARENESS WEEK</b></p> <p>Each Monday Movies - Marco's 9:15 P.M.</p> <p><b>4</b></p>	<p><b>BLACK AWARENESS WEEK</b></p> <p>Student Government Elections</p> <p>Each Wednesday Entertainment Marco's 9:15 P.M.</p> <p>Hindu Holiday Deepwadi</p> <p><b>6</b></p>	<p><b>BLACK AWARENESS WEEK</b></p> <p>Student Government Elections</p> <p>Each Wednesday Entertainment Marco's 9:15 P.M.</p> <p>Hindu Holiday Deepwadi</p> <p><b>7</b></p>	<p><b>BLACK AWARENESS WEEK</b></p> <p>Artist Series Manhattan Rhythm Kings 8 P.M. KA</p> <p>Each Thursday Comedy Show Marco's 9:15 P.M.</p> <p><b>7</b></p>	<p><b>BLACK AWARENESS WEEK</b></p> <p>Outstanding Black High School Students Weekend</p> <p>Last Day to Drop 2nd 8 Weeks Courses with "W" Grade</p> <p>MU Wind Sym. Con. 8 P.M. SRH</p> <p><b>8</b></p>	<p><b>BLACK AWARENESS WEEK</b></p> <p>Outstanding Black High School Students Weekend</p> <p>MU vs. THE CITADEL Home Game</p> <p><b>9</b></p>
<p>Artists Series "The American Friend" 3 P.M., KA</p> <p><b>10</b></p>	<p><b>Hardee's DELIVERS</b> 525-5555</p> <p><b>12</b></p>	<p><b>Appalachian Cultural Conf.</b></p> <p>MU Theatre 8 P.M. OMA</p> <p><b>13</b></p>	<p><b>Appalachian Cultural Conf.</b></p> <p>MU Theatre 8 P.M. OMA</p> <p>Artists Series Famous People Players 10:30 A.M. KA</p> <p>Artists Series "Maynard Ferguson" 8 P.M., KA</p> <p><b>14</b></p>	<p><b>Appalachian Cultural Conf.</b></p> <p>MU Theatre 8 P.M. OMA</p> <p>Nov. 15-22 Graduate Art Exhibit Birke Art Gallery</p> <p><b>15</b></p>	<p>MU vs. VMI Home Game</p> <p>MU Theatre 8 P.M. OMA</p> <p>MU vs. BELGIUM TEAM Home Game</p> <p><b>16</b></p>	<p>MU vs. VMI Home Game</p> <p>MU Theatre 8 P.M. OMA</p> <p>MU vs. BELGIUM TEAM Home Game</p> <p><b>16</b></p>
<p>MU Chorus 8 P.M. SRH</p> <p><b>17</b></p>	<p>Nov. 18-Dec. 13 Continuous Reg. for 2nd Semester Open to All Admitted Students</p> <p><b>18</b></p>	<p>Thanksgiving Dinner Served at Holderby &amp; TT Cafeterias</p> <p>MU Percussion Ensemble 8 P.M. SRH</p> <p><b>19</b></p>	<p>Red Cross Blood Drive 10:2 P.M.</p> <p>Don Morris Room</p> <p><b>Blood Drive!</b></p> <p><b>20</b></p>	<p>Red Cross Blood Drive 10:2 P.M.</p> <p>Don Morris Room</p> <p>MU Jazz Ensemble 8 P.M. SRH</p> <p><b>21</b></p>	<p>Residence Halls Close, 6 P.M.</p> <p>Nov. 22 &amp; 23 Chief Justice National Invitational Speech Tournament</p> <p><b>22</b></p>	<p>Thanksgiving Recess Classes Dismissed At Noon</p> <p>MU vs. EAST TENN. Home Game</p> <p>LADY HERD vs. WV STATE &amp; MU vs. D.C. Home Game</p> <p><b>23</b></p>
<p><b>SHONEY'S</b> America's Dinner Table. STUDENTS, FACULTY &amp; STAFF 10% DISCOUNT EVERYDAY 24 WITH VALID I.D.</p> <p><b>24</b></p>	<p>Thanksgiving Recess Classes Dismissed</p> <p><b>25</b></p>	<p>Thanksgiving Recess Classes Dismissed</p> <p><b>26</b></p>	<p>Thanksgiving Day University Closed</p> <p><b>28</b></p>	<p>Thanksgiving Day University Closed</p> <p><b>28</b></p>	<p>Thanksgiving Holiday University Closed</p> <p>LADY HERD GEORGIA ST. TOURN. Away Game</p> <p>MU vs. AAU BLUEGRASS Home Game</p> <p><b>29</b></p>	<p>LADY HERD GEORGIA ST. TOURN. Away Game.</p> <p><b>30</b></p>

## STUDENT LEGAL AID CENTER (SLAC)

The Student Legal Aid Center employs a part-time licensed attorney and an ombudsman 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 ombudsman assists students in understanding the various policies and procedures within the University such as grade appeals, judicial board appeals, grievances, mediation, and other areas. The primary role of the ombudsman is to ensure the fair and equitable treatment of students within all areas of the University.

Seminars are usually offered each semester on the topics of landlord/tenant, consumer protection, credit, and others. 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 free in the Center.

For free and confidential advice stop by Room 2W29 in the Memorial Student Center, or call 696-2366.

No appointment is necessary, but due to the limited office hours maintained, students are encouraged to call ahead.

Hours vary each semester depending on student traffic.

## 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. The students who are appointed to the various committees have a recognized role.

Beyond a lesson in democracy, Student Government offers vital interaction with those individuals committed to the goal of a better Marshall. Student Government is equal partners with the faculty, staff and administration in the decision-making at 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: Executive, Legislative, and Judicial. Under the Constitution, Senate elections are held twice yearly, in November and March. This allows for a revolving membership as in the United States Senate. Constituencies are based on the Academic Colleges.

The Student Court, appointed by the Student Body President, 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 ap-

points 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 on the progress of each project.

## STUDENT GOVERNMENT PROJECTS

The Student Body Presidents appoint five students to the Student Fee Committee to recommend to the University President the use of student's fees.

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, allows 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, providing transportation to ball games, and actively lobbying the State Government for higher education.

All 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 in the Memorial Student Center, Room 2W29, or call (696)-6435.

# EXAM SCHEDULE FALL 1991

EXAM HOUR	THURSDAY DEC. 12	FRIDAY DEC. 13	MONDAY DEC. 16	TUESDAY DEC. 17
8:00 A.M. til	Classes Meeting At: 9:30 T R	Classes Meeting At: 9:00 MWF	Classes Meeting At: 8:00 MWF	Classes Meeting At: 8:00 T R
10:00 A.M.	Classes Meeting At: 11:00 MWF	Classes Meeting At: 12:00 MWF	Classes Meeting At: 10:00 MWF	Classes Meeting At: 11:00 T R
10:15 A.M. til	Classes Meeting At: 11:00 MWF	Classes Meeting At: 12:00 MWF	Classes Meeting At: 1:00 MWF	Classes Meeting At: 2:00 T R
12:15 P.M.	Classes Meeting At: 12:30 T R	Classes Meeting At: 2:00 MWF	Classes Meeting At: 1:00 MWF	Classes Meeting At: 2:00 T R

**NOTE:** All classes meeting at 3:00 P.M. and AFTER will be examined at the First Regularly Scheduled Class Meeting during the above examination period.

All Wednesday Afternoon and Evening Classes, those meeting at 3:00 p.m. and after, will be examined Friday, December 13 at their regularly scheduled class period.

Classes regularly scheduled to meet only on Saturday will be examined Saturday, December 14th at their regularly scheduled class period.

The final set of grades are due in the Office of the Registrar, Old Main 1-B, by 4:00 p.m. Thursday, December 19th.

# DECEMBER 1991

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Residence Halls Open, Noon Cafeteria Reopens Tomorrow Dec. 2 Coming Attraction: Look for Pancake Study Break at TT Cafeteria</p> <p><b>1</b> Mass Sundays 7 P.M. Newman Center</p> <p>MU Choral Union 8 P.M. SRH</p> <p><b>Happy Hanukkah!</b></p>	<p>Classes Resume Hanukkah, First Day MU Symphonic Band 8 P.M. SRH Movies, Marco's 9:15 P.M. MU vs. ROBERT MORRIS <b>2</b> Away Game</p>	<p><b>Hardee's DELIVERS 525-5555</b></p> <p><b>3</b></p> <p>Christmas Dinner Served at Holderby &amp; TT Cafeterias</p>	<p>Montclair String Quartet 8 P.M. SRH Student Gathering 9 P.M. Newman Center Entertainment Marco's 9:15 P.M. <b>4</b></p> <p>Last Class Day For All Classes &amp; Last Day to Withdraw From a Fall Class Student Gathering 9 P.M. Newman Center <b>11</b></p>	<p>Artists Series Harlem Boys Choir Christmas 7 P.M. KA Chamber Music Recital 8 P.M. SRH Comedy Show Marco's 9:15 P.M. <b>5</b></p> <p>Exam Day</p>	<p>LADY HERE LIBERTY TOURN. Away Game KEY CENTURION MMC Home Game MU Choral Union 8 P.M. SRH <b>6</b></p> <p>Exams for Wednesday Classes 3 P.M. &amp; After</p>	<p>LADY HERD LIBERTY TOURN. Away Game KEY CENTURION MMC Home Game MU Choral Union 8 P.M. SRH <b>7</b></p> <p>Study Day LADY HERD CLASSIC Home Game MU vs. OHIO U. Away Game <b>14</b></p>
<p>Study Day LADY HERD CLASSIC Home Game MU Chamber Choir 8 P.M. SRH <b>15</b></p> <p><b>Greco's MEXICAN RESTAURANTE</b> MEXIFEST BUFFET M-F 11 A.M.-2 P.M. \$4.99 Sun. 11-2 &amp; Mon. 5-8 \$6.99 925 Third Ave. Huntington, WV 25701 <b>22</b> "Where the Celebration Never Ends."</p>	<p>Exam Day Dec. 16-Jan. 5 Advance Registration &amp; Schedule Adjustment for Spring Semester MU vs. WOFFORD COLLEGE Home Game <b>16</b></p> <p>University Offices Closed</p>	<p>Exam Day Fall Semester Ends 9 P.M. Residence Halls Close 6 P.M. <b>17</b></p> <p>University Offices Closed</p>	<p>Deadline for Submitting Final Grades 4 P.M. LADY HERD vs. OHIO UNIVERSITY Away Game MU vs. U. of PITTSBURGH Home Game <b>19</b></p> <p>University Offices Closed</p>	<p>Deadline for Submitting Final Grades 4 P.M. LADY HERD vs. OHIO UNIVERSITY Away Game MU vs. U. of PITTSBURGH Home Game <b>20</b></p> <p>University Offices Closed</p>	<p>University Offices Closed PALM BEACH CLASSIC Away Game <b>27</b></p>	<p>STUDENTS, FACULTY &amp; STAFF 10% DISCOUNT EVERYDAY <b>21</b> WITH VALID I.D.</p> <p>LADY HERD vs. EASTERN KENTUCKY Home Game <b>28</b></p>
<p>Study Day LADY HERD CLASSIC Home Game MU Chamber Choir 8 P.M. SRH <b>15</b></p> <p><b>Greco's MEXICAN RESTAURANTE</b> MEXIFEST BUFFET M-F 11 A.M.-2 P.M. \$4.99 Sun. 11-2 &amp; Mon. 5-8 \$6.99 925 Third Ave. Huntington, WV 25701 <b>22</b> "Where the Celebration Never Ends."</p>	<p>University Offices Closed</p>	<p>University Offices Closed</p> <p>CHRISTMAS</p> <p><b>25</b></p>	<p>University Offices Closed</p> <p>CHRISTMAS</p> <p><b>25</b></p>	<p>University Offices Closed</p> <p>CHRISTMAS</p> <p><b>26</b></p>	<p>University Offices Closed</p> <p>PALM BEACH CLASSIC Away Game <b>27</b></p>	<p>LADY HERD vs. EASTERN KENTUCKY Home Game <b>28</b></p>
<p>PALM BEACH CLASSIC Away Game <b>29</b></p>	<p>University Offices Closed</p> <p>LADY HERD vs. MERCER Away Game <b>31</b></p>	<p><b>SUBWAY</b> FOR THE HEALTHY APPETITE! 2055 5th Ave. - 522-2345 911 8th St. - 522-3653 \$1.00 Off Any Foot Long Sub or Regular Saled With This Coupon. Exp. 12/31/91</p>	<p><b>SUBWAY</b> FOR THE HEALTHY APPETITE! 2055 5th Ave. - 522-2345 911 8th St. - 522-3653 \$1.00 Off Any Foot Long Sub or Regular Saled With This Coupon. Exp. 12/31/91</p>	<p><b>IBM</b> 304-696-2541</p>	<p><b>You can pass our exam without even studying. Call 1-800-521-7097</b> <b>ONEVALLEY BANK</b> The One Bank For All of West Virginia Member FDIC Equal Housing Lender</p>	





## STUDENT DEVELOPMENT

The Student Development Center is best described as the educational support service area of the Division of Student Affairs. Its major goal is to enhance and support a student's

personal and academic development. This assistance is accomplished through developmental, remedial, and preventive programs, activities, and services which include, but are not limited to, personal and social counseling; educational and career counseling; reading and study skills development; tutorial services; minority, women, returning students, and international student programs; health education; and disabled student services.

All units of the Student Development Center are located on the first floor of Prichard Hall, except for the Minority Students Office, located in 1W25 of the Memorial Student Center, and the Buck Harless Student Athlete Program, located in room 3007 of the Henderson Center.

Information on any program or service can be obtained by calling 696-2324.

## 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. Support groups are available to help students resolve feelings on a variety of issues. 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.

## 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 restrictions.

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

**Study skills/reading improvement instruction.**

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

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

Specialized equipment for use as study aids.

## WELCOME STUDENTS . . .

Please note cafeteria hours below, as well as special cafeteria events located on monthly calendar blocks.

### HOLDERBY HALL SERVING HOURS

Breakfast	7:00 A.M. - 10:00 A.M.	M-F
Lunch	10:00 A.M. - 2:30 P.M.	M-F
Dinner	3:30 P.M. - 7:00 P.M.	M-F
Closed week-ends		

### TWIN TOWERS SERVING HOURS

Breakfast	6:30 A.M. - 9:30 A.M.	M-F
Continental		
Breakfast	9:30 A.M. - 10:25 A.M.	M-F
Lunch	11:00 A.M. - 1:30 P.M.	M-F
Lite Lunch	1:30 P.M. - 3:25 P.M.	M-F
Dinner	4:00 P.M. - 6:30 P.M.	M-F

### WEEK-ENDS

Brunch	11:00 A.M. - 1:30 P.M.
Dinner	4:00 P.M. - 6:30 P.M.

### Guest May Dine In Cafeterias at Following Prices:

Breakfast	\$2.65
Lunch	\$3.50
Brunch	\$4.00
Dinner	\$5.00
Premium Entrees	\$6.00

To find out what's on the menu each day in Holderby Hall and TTE cafeterias call MENU (6368).

**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.

## WELCOME! MARSHALL STUDENTS AND FACULTY

FOR YOUR DECORATING  
NEEDS, THE BAZAAR OFFERS  
THE LARGEST SELECTION  
OF SHEETS, TOWELS,  
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		Jan. 13-31	University Offices	University Offices	LADY HERD	LADY HERD

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<p>5          Residence Halls          Open 9 A.M.          Mass          Sundays 7 P.M.          Newman Center</p>	<p>6          Regular Registration          8 A.M. - 4:00 P.M.</p>	<p>7          Regular Registration          8 A.M. - 4:30 P.M.</p>	<p>8          Regular Registration          8 A.M. - 5:30 P.M.          LADY HERD vs.          ROBERT MORRIS          Home Game</p>	<p>9          Regular Registration          8 A.M. - 5:30 P.M.</p>	<p>10          Last Day of Regular          Registration for Spring          Term          8 A.M. - 4 P.M.</p>	<p>11          LADY HERD vs.          UT-CHATTANOOGA          Home Game          MU vs. UTC          Away Game</p>
<p>12          MU vs.          U. of VIRGINIA          Away Game</p>	<p>13          Late Registration          Schedule Adjustment          8 A.M. - 5:30 P.M.          First Day of Classes          Cafeterias Re-Open          MU vs. W. CAROLINA          Away Game</p>	<p>14          Late Registration and          Schedule Adjustment          8 A.M. - 4:30 P.M.</p>	<p>15          Late Registration and          Schedule Adjustment          8 A.M. - 4:30 P.M.</p>	<p>16          Late Registration and          Schedule Adjustment          8 A.M. - 4:30 P.M.          MU vs. PENN          Home Game</p>	<p>17          Late Registration and          Schedule Adjustment          Closes for Spring Term          8 A.M. - 4 P.M.</p>	<p>18          LADY HERD vs.          FURMAN          Away Game          MU vs. VMI          Home Game</p>
<p>19          SHONEY'S          America's Dinner Table.          STUDENTS, FACULTY          &amp; STAFF          10% DISCOUNT EVERYDAY          26 WITH VALID I.D.</p>	<p>20          Movies, Marco's          9:15 P.M.          MU vs.          E. TENNESSEE ST.          Home Game          LADY HERD vs.          ETSU          Away Game</p>	<p>21          Special theme          Dinner at TT &amp; HH          Cafeterias</p>	<p>22          SUBWAY          FOR THE HEALTHY APPETITE!          2055 5th Ave. - 522-2345          911 8th St. - 522-3653          \$1.00 Off Any Foot Long Sub          or Regular Salad With This          Coupon. Exp. 1/31/92</p>	<p>23          Comedy Show          Marco's 9:15 P.M.          LADY HERD vs.          WEST VIRGINIA          Away Game          MU vs. WVU          Away Game</p>	<p>24          Application for May          Graduation Due in          Dean's Office</p>	<p>25          LADY HERD vs.          APPALACHIAN ST.          Away Game          MU vs.          APPALACHIAN          Home Game</p>
<p>26          GEORGIA SOUTHERN          TOURN.          Away</p>	<p>27          GEORGIA SOUTHERN          TOURN.          Away</p>	<p>28          GEORGIA SOUTHERN          TOURN.          Away</p>	<p>29          GEORGIA SOUTHERN          TOURN.          Away</p>	<p>30          GEORGIA SOUTHERN          TOURN.          Away</p>	<p>31          GEORGIA SOUTHERN          TOURN.          Away</p>	<p>31          GEORGIA SOUTHERN          TOURN.          Away</p>

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 MEXIFEST BUFFET  
 M-F 11 A.M.-2 P.M. \$4.99  
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 "Where the Celebration  
 Never Ends"

The Office of Disabled Student Services is located in the Student Development Center on the first floor of Pritchard Hall. For information or assistance call (696)-3111. (Additional services are available in Community College in Room 138, or call (696)-3016).

### EXAM PROCEDURES FOR HANDICAPPED STUDENTS

The Vocational Rehabilitation Act of 1973 Section 504 states that a handicapped student has a right to be tested in a manner that indicates what the student knows rather than indicating the EFFECTS OF HIS/HER handicap. PROFESSORS MAY REQUIRE THAT STUDENTS PROVIDE documentation that a handicap exists and that an exception in testing procedures has been prescribed by a qualified professional. ACCOMMODATIONS in testing may include time extension, isolation in a separate room to avoid distractions, a reader, or a person or tape recorder to record the student's responses.

CONSULTATION IN DEVELOPING TESTING ACCOMMODATIONS MAY BE OBTAINED FROM DISABLED STUDENTS SERVICES, PRICHARD HALL, TELEPHONE: 2271.

### INTERNATIONAL STUDENTS AND SCHOLARS PROGRAM

International Student and Scholar Program is designed to help international students adjust to a new and sometimes perplexing environment. The staff provides special assistance to students regarding cultural familiarization, language, housing, employment, academic and personal matters, responsibilities as nonimmigrant students, and immigration requirements and procedures. It concentrates on helping international students 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. Cooperation between the Center for International Studies, MCIE, and the Coordinator of International Students and Scholars Program is ongoing. For additional information call (696)-2379.

### STUDENT ATHLETE PROGRAM

The Buck Harless Student Athlete Program is an academic support service especially designed to assist student athletes to ensure they have as much academic success as their abilities permit and to offset any educational disadvantages incurred as a result of participation in an intercollegiate athletic program. The program staff is involved with the recruiting efforts, coordinate and provide tutoring, counseling, and personal development programs; provide information to assist in student athletes' eligibility and maintain data on the



student athlete. The office is located in Room 3007 Henderson Center, telephone 696-6626.

### STUDENT HEALTH EDUCATION PROGRAMS

Student Health Education Programs (SHEP) offer counseling and 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, Self Care Series, weight loss classes, smoking cessation classes, education and other health issues, a Contraceptive Health Education Clinic (CHEC), and **Wellness Ways**, a preventive health magazine. CR 280 provides training to volunteers whose objective is to educate students about AIDS. An improvement/incentive program is offered each Spring semester to provide assistance to students wishing to improve grades, lose weight, or reduce stress. Offices of the SHEP Coordinator and staff are located in Pritchard Hall. For information and service, call (696)-4800.

### STUDENT SUPPORT SERVICES

The Student Support 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)-3164.

### MINORITY STUDENTS PROGRAM

The staff offers programs that address specific educational, cultural, and social needs of African/African-American students. The program's goal is to provide an environment that permits student growth and to aid the university community in its efforts to enrich cross-cultural and racial understanding. Programs related to the understanding of the African/African-American political perspective, life style, social life, and educational and professional advancements are characteristic of this office. For additional information, call (696)-6705.

### SUBSTANCE ABUSE EDUCATION PROGRAM

The SAEP provides seminars and other programs to promote the responsible use of alcohol and to educate the campus community about illegal drugs. Individual counseling and referral are an integral part of this service. For more information call (696)-3111.

# FEBRUARY 1992

SUNDAY

MONDAY

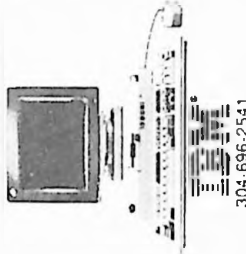



TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

<p><b>BLACK HISTORY MONTH</b></p> <p>Feb. 22-March 20</p> <p>Art Exhibition</p> <p>Hampton University Faculty &amp; Students</p> <p>Birke Art Gallery</p>	<p>Each Monday</p> <p>Movies, Marco's</p> <p>9:15 P.M.</p>	 <p>304-696-2541</p>	<p>Each Wednesday</p> <p>Student Gathering</p> <p>9 P.M. Newman Center</p> <p>Each Wednesday</p> <p>Entertainment</p> <p>Marco's 9:15 P.M.</p>	<p>Each Thursday</p> <p>Comedy Show</p> <p>Marco's 9:15 P.M.</p>		<p>Feb. 1-21</p> <p>Art Exhibition</p> <p>Mark Gordon</p> <p>Birke Art Gallery</p> <p>MU Jazz Festival</p> <p>MU vs. FURMAN</p> <p>Away Game</p> <p><b>1</b></p>
<p>Artist Series</p> <p>"Chocolat"</p> <p>3 P.M. KA</p> <p>Mass</p> <p>Sundays 7 P.M.</p> <p>Newman Center</p> <p>LADY HERD vs. FURMAN</p> <p>Home Game</p> <p><b>2</b></p>	<p>MU vs. CITADEL</p> <p>Away Game</p> <p><b>3</b></p>	<p><b>4</b></p>	 <p><b>MEXIFEST BUFFET</b></p> <p>M-F 11 A.M.-2 P.M. \$4.99</p> <p>Sun. 11-2 &amp; Mon. 5-8 \$6.99</p> <p>925 Third Ave.</p> <p>Huntington, WV 25701</p> <p>"Where the Celebration Never Ends"</p>	<p>Each Thursday</p> <p>Comedy Show</p> <p>Marco's 9:15 P.M.</p> <p><b>6</b></p>	<p>Last Day to Drop 1st</p> <p>8 Weeks Courses with</p> <p>W</p> <p><b>7</b></p>	<p>LADY HERD vs. WESTERN CAROLINA</p> <p>Away Game</p> <p>MU vs. W. CAROLINA</p> <p>Home Game</p> <p><b>8</b></p>
<p>Artist Series</p> <p>Royal Liverpool</p> <p>Philharmonic</p> <p>8 P.M. KA</p> <p>LADY HERD vs. UT-CHATTANOOGA</p> <p>Away Game</p> <p>MU vs. UTC</p> <p>Home Game</p> <p><b>10</b></p>	<p>Artist Series</p> <p>Royal Liverpool</p> <p>Philharmonic</p> <p>8 P.M. KA</p> <p>LADY HERD vs. UT-CHATTANOOGA</p> <p>Away Game</p> <p>MU vs. UTC</p> <p>Home Game</p> <p><b>10</b></p>	 <p><b>FOR THE HEALTHY APPETITE!</b></p> <p>2055 5th Ave. - 522-2345</p> <p>911 8th St. - 522-3653</p> <p>\$1.00 Off Any Foot Long Sub or Regular Salad With This Coupon. Exp. 2/31/92</p> <p><b>11</b></p>	<p>Each Wednesday</p> <p>Student Gathering</p> <p>9 P.M. Newman Center</p> <p>Each Wednesday</p> <p>Entertainment</p> <p>Marco's 9:15 P.M.</p> <p><b>5</b></p>	<p>MU Theatre</p> <p>8 P.M. OMA</p> <p>Celebrate Valentines</p> <p>Day with a Special Dinner at TT or HH</p> <p>Montolaire</p> <p>String Quartet</p> <p>8 P.M. SRH</p> <p><b>12</b></p>	<p>MU theatre</p> <p>8 P.M. OMA</p> <p>Feb. 14-16</p> <p>WVESE Retreat</p> <p>Pastoral Center</p> <p>Charleston, WV</p> <p>Feb. 14 &amp; 15</p> <p>John Marshall</p> <p>High School</p> <p>Speech Tournament</p> <p><b>14</b></p>	<p>MU Theatre</p> <p>8 P.M. OMA</p> <p>LADY HERD vs. E. TENN. ST.</p> <p>Home Game</p> <p>MU vs. VMI</p> <p>Away Game</p> <p><b>15</b></p>
<p><b>For anyone who ever dreamed they could make a difference</b></p> <p><b>One Valley Bank can help</b></p> <p><b>Call 1-800-521-7097</b></p> <p><b>ONE VALLEY BANK</b><sup>®</sup></p> <p>The One Bank For All of West Virginia.</p> <p>Member FDIC</p> <p>Equal Housing Lender</p>	<p>MU vs. CITADEL</p> <p>Away Game</p> <p><b>3</b></p>	<p>MU vs. U. SO. FLORIDA</p> <p>Away Game</p> <p><b>18</b></p>	<p>LADY HERD vs. WRIGHT STATE</p> <p>Home Game</p> <p><b>19</b></p>	<p>Faculty Recital</p> <p>R. Smith, Violin</p> <p>8 P.M. SRH</p> <p><b>20</b></p>	<p><b>SHONEY'S</b><sup>®</sup></p> <p>America's Dinner Table<sup>®</sup></p> <p>STUDENTS, FACULTY &amp; STAFF</p> <p>10% DISCOUNT EVERYDAY</p> <p>21 WITH VALID I.D.</p> <p><b>21</b></p>	<p>LADY HERD vs. APPALACHIAN ST.</p> <p>Home Game</p> <p><b>22</b></p>
<p>Feb. 23-Mar. 22</p> <p>Muslim Holiday</p> <p>Ramadhann</p> <p><b>23</b></p>	<p>MU vs. APPALACHIAN</p> <p>Away Game</p> <p><b>24</b></p>	<p>MU Symphony Orchestra</p> <p>8 P.M. SRH</p> <p><b>25</b></p>	<p>Artist Series</p> <p>"Barnum"</p> <p>8 P.M., KA</p> <p><b>26</b></p>	<p><b>Hardee's DELIVERS</b></p> <p>525-5555</p> <p><b>27</b></p>	<p>MU wind Symphony</p> <p>8 P.M. SRH</p> <p><b>28</b></p>	<p>MU vs. CITADEL</p> <p>Home Game</p> <p><b>29</b></p>



## TUTORING/STUDY SKILLS DEVELOPMENT

The Coordinator of Tutoring Services maintains a list of recommended tutors who have been endorsed by their respective departments. Tutoring is available to all students,

full or part-time, and is funded by the Educational Support Program student fee.

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, note-taking,

getting the most from textbooks, and memory techniques.

If you think you could benefit from either tutoring or study skills help, call (696)-2271.

## WV DIVISION OF REHABILITATION SERVICES

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 South Lobby. For more information or assistance call (696)-2394.

## 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.

## WOMEN'S PROGRAMS AND RETURNING STUDENTS PROGRAMS

Women's Programs provides an information, resource, and support center for women on Marshall's campus. Ongoing activities include counseling, information and referral services, weekly seminars on topics of interest to women, a newsletter, and a resource library. Women's Programs also sponsors speeches, conferences, and arts events, and acts as an advocate for students, both individually and collectively. "Returning Students" is our term for non-traditional students over the age of 25 who enter college after a break in their education. Women's Programs maintains close ties with the Returning Students Programs which conducts summer and winter orientations for adults interested in returning to school. Please feel free to stop by the office, 143 Prichard Hall, for more information, or call (696)-3112 or (696)-3338.



# MARCH 1992

SUNDAY

MONDAY









TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

<p>1 Artists Series "Donna Flor &amp; Her Two Husbands" 3 P.M. KA LADY HERD vs. W. CAROLINA Home Game MU vs. FURMAN Home Game</p> 	<p>2 Look for Spring Fling Theme TBA Artists Series "Alice in Wonderland" 8 P.M., KA Movies, Marco's 9:15 P.M.</p>	<p>3 <b>STUDENT ELECTIONS</b></p>	<p>4 Each Wednesday Student Gathering 9 P.M. Newman Center Mid-Semester -- 1st 8 Weeks Courses End Student Government Election Hindu Holiday Holi</p>	<p>5 2nd 8 Weeks Courses Begin Artists Series Ellis Marsalis Jazz Concert 8 P.M. KA</p>	<p>6 Last Day to Drop Courses with W Grade Residence Halls Close 6 P.M. SOUTHERN CONF. Away Game Artists Series Ellis Marsalis Essence 10:30 A.M. KA</p> 	<p>7 Spring Vacation &amp; Easter Recess Begins Classes Dismissed SOUTHERN CONF. Away Game LADY HERD vs. YOUNGSTOWN ST Away Game</p> 
<p>8 SOUTHERN CONF. Away Game Mass Sundays 7 P.M. Newman Center</p> 	<p>9 Spring Vacation Classes Dismissed Mar. 9-May 1 "WP" or "WF" Withdrawal Period</p>	<p>10 Spring Vacation Classes Dismissed <b>SPRING BREAK</b></p>	<p>11 Spring Vacation Classes Dismissed <b>VACATION</b></p>	<p>12 Spring Vacation Classes Dismissed LADY HERD SOUTHERN CONF.</p> 	<p>13 Spring Vacation Classes Dismissed LADY HERD SOUTHERN CONF.</p> 	<p>14 Spring Vacation &amp; Easter Recess Begins Classes Dismissed SOUTHERN CONF. Away Game LADY HERD vs. YOUNGSTOWN ST Away Game</p> 
<p>15 Residence Halls Open 12 Noon</p>	<p>16 Classes Resume 8:00 A.M. Cafeterias Re-Open Artists Series Windham Hill's Nightnoise 8 P.M., SRH</p>	<p>17 <b>SHONEY'S</b> America's Dinner Table STUDENTS, FACULTY &amp; STAFF 10% DISCOUNT EVERYDAY WITH VALID I.D.</p>	<p>18 Entertainment Marco's 9:15 P.M.</p>	<p>19 Comedy Show Marco's 9:15 P.M.</p>	<p>20 <b>Circus</b> MEXICAN RESTAURANT MEXIFEST BUFFET M-F 11 A.M.-2 P.M. \$4.99 Sun. 11-2 &amp; Mon. 5-8 \$6.99 925 Third Ave. Huntington, WV 25701 "Where the Celebration Never Ends"</p>	<p>21 March 21-April 10 Art Exhibition Ann Matlock Birke Art Gallery</p>
<p>22  304-696-2541</p>	<p>23 Muslim Holiday Eid Fataer Movies, Marco's 9:15 P.M.</p>	<p>24 "Spring Into a Healthy Lifestyle."</p>	<p>25 Entertainment Marco's 9:15 P.M.</p>	<p>26 Comedy Show Marco's 9:15 P.M.</p>	<p>27 MU Opera Theatre 9 P.M. SRH</p>	<p>28 MU Opera Theatre 8 P.M. SRH</p>
<p>29 <b>SUBWAY</b> FOR THE HEALTHY APPETITE! 2055 5th Ave. - 522-2345 911 8th St. - 522-3653 \$1.00 Off Any Foot Long Sub or Regular Sliced With This Coupon. Exp. 3/31/92</p>	<p>30 Mar. 30-Apr. 3 Advance Registration for Summer Session for Currently Enrolled Students Movies, Marco's 9:15 P.M.</p>	<p>31 <b>Hardee's DELIVERS</b> 525-5555</p>	<p>It's not too late for Financial Aid Call One Valley Bank 1-800-521-7097 <b>ONE VALLEY BANK</b> The One Bank For All of West Virginia Member FDIC Equal Housing Lender</p>			



## GREEK LIFE

The Greek System at Marshall University is composed of 17 chapters, ten fraternities and seven sororities. These groups work through the Interfraternity Council, Pan-Hellenic Council and the Black Greek Council. The chapters seek to enhance the ideals of brotherhood and sisterhood, promote scholastic excellence and leadership skills, while also helping the University and community through various service programs.

Membership recruitment (RUSH) takes place throughout the year, with formal rush periods held in the Fall and Spring. Anyone interested in becoming a part of the Greek System is encouraged to participate in Rush week to learn more about the many benefits that Greek Life has to offer. For more information please feel free to contact the Office of Greek Affairs, Memorial Student Center, Suite 2W38; telephone 696-2284.

## PANHELLENIC COUNCIL

### PURPOSE:

To promote inter-sorority activities and to offer services and programs for individual sororities which help to strengthen the Greek system. The Pan-Hellenic Council also organizes sorority Rush.

### EVENTS AND PROGRAMS:

Rush, Faculty/Staff Receptions, Pledge Parties, Greek Week, campus and community service projects.

### REQUIREMENTS FOR MEMBERSHIP:

National Pan-Hellenic Conference and the National Pan-Hellenic Council sororities recognized by Marshall University.

### ADVISOR:

Amanda L. Harless, Coordinator of Greek Affairs  
Memorial Student Center, Suite 2W38  
Telephone: 696-2284

## INTERFRATERNITY COUNCIL

### PURPOSE:

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

### EVENTS AND PROGRAMS:

Greek Dances, Rush, Greek Week, campus and community service projects.

### REQUIREMENTS FOR MEMBERSHIP:

National Interfraternity Conference and the National Pan-Hellenic Council fraternities recognized by Marshall University.

### ADVISOR:

Amanda L. Harless, Coordinator of Greek Affairs  
Memorial Student Center, Suite 2W38  
Telephone: 696-2284

## FRATERNITIES

### INTERFRATERNITY COUNCIL

c/o Office of Greek Affairs  
Marshall University  
Huntington, WV 25755-3209  
696-2284

### APPA PHI ALPHA

c/o Office of Greek Affairs  
Marshall University  
Huntington, WV 25755-3209  
696-2284

### ALPHA SIGMA PHI

2021 5th Avenue  
Huntington, WV 25701  
523-5939

### ALPHA TAU OMEGA

1429 5th Avenue  
Huntington, WV 25701  
528-9893

### KAPPA ALPHA PSI

c/o Office of Greek Affairs  
Marshall University  
Huntington, WV 25755-3209  
696-2284

### LAMBDA CHI ALPHA

1440 5th Avenue  
Huntington, WV 25701  
696-9830



### SIGMA SIGMA SIGMA

1639 6th Avenue  
Huntington, WV 25701  
696-9310

### SIGMA GAMMA RHO

c/o Office of Greek Affairs  
Marshall University  
Huntington, WV 25755-3209  
696-2284

### ALPHA KAPPA ALPHA

c/o Office of Greek Affairs  
Marshall University  
Huntington, WV 25755-3209  
696-2284

### ALPHA XI DELTA

1645 5th Avenue  
Huntington, WV 25701  
696-9605

### PHI DELTA THETA

c/o Office of Greek Affairs  
Marshall University  
Huntington, WV 25755-3209  
696-2284

### PI KAPPA ALPHA

1625 5th Avenue  
Huntington, WV 25701  
528-9811

### PI KAPPA PHI

c/o Office of Greek Affairs  
Marshall University  
Huntington, WV 25755-3209  
696-2284

### SIGMA PHI EPSILON

1401 5th Avenue  
Huntington, WV 25701  
528-9031

### TAU KAPPA EPSILON

1434 5th Avenue  
Huntington, WV 25701  
522-6211







## STUDENTS:

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 Fall 1990.

## DEPARTMENT AND PROFESSIONAL

- AD Club
- African Student Organizations
- Alpha Chi Sigma
- Alpha Kappa Psi
- American College of Healthcare Executives
- American Medical Student Association
- Anthropology/Archeology Club
- Association for Computer Machinery
- Athletic Trainers
- Chief Justice Yearbook
- Chinese Student Association
- Classical Association
- Dance Company
- Delta Omicron
- Deca
- Engineering Society
- Family Practice Club
- Financial Management Association
- Gamma Theta Upsilon
- International Club
- Lambda Alpha Epsilon American Criminal Justice Assoc.
- Mass Choir
- Model United Nations
- National Management Association
- National Student Hearing Speech Language
- Oasis Club
- Parks and Recreation Organization for Students (PROS)
- Public Relation Society of America
- ROTC Cadet, Battalion
- ROTC Ranger Company
- Scabbard and Blade
- Social Studies Club
- Society for English
- Society of Professional Journalists
- Students Active for a Vital Earth (SAVE)
- Student Nurses Association
- Student Social Workers Association

## HONORARIES

- Alpha Kappa Delta
- Alpha Phi Sigma
- Alpha Psi Omega
- Chi Beta Phi
- Eta Sigma Phi
- Nursing Honor Society at Marshall
- Omicron Delta Epsilon
- Omicron Delta Kappa (ODK)

- Phi Alpha Theta
- Phi Eta Sigma
- Phi Theta Kappa
- Pi Delta Phi
- PI MU Epsilon
- Pi Omega Pi
- Psi Chi
- Sigma Delta Pi
- Sigma Tau Delta
- Upsilon Pi Epsilon

## INTEREST

- BACCHUS
- Collegiate 4-H Club
- Collegiate Rugby Club
- Cultural and Racial Diversity (CARD)
- Emergency Medical Services
- ETA Epsilon
- Geological Society
- Marshall Action For Peaceful Solution (MAPS)
- Marshall Science Fiction Society (MISFITS)
- Model League of Arab States Club
- Pi Sigma Alpha
- Propeller Club
- Tae Kwon Do Club


## RELIGIOUS

- Baptist Student Union
- Baptist Campus Ministry
- Campus Crusade for Christ
- Canterbury Fellowship
- Christian Medical and Dental Society
- Church of Latter Day Saints Association
- Hillel
- Lutheran Student Movement
- Newman Association
- Presbyterian (People) Reaching Out With Love (PROWL)
- Students for Christ

## SOCIAL

- Alpha Angels
- Black United Students (BUS)
- Disabled Student Association
- Forensic Union
- Graduate School Council
- Keramo's Potters Guild
- MU Lambda Society
- Medical Student Auxiliary
- Men's Volleyball
- Student Organization for Alumni Relations (SOAR)

# MAY 1992

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>The greatest care that can be given is the care given to yourself.</p>	<p><b>SHONEYS</b> America's Dinner Table. STUDENTS, FACULTY &amp; STAFF 10% DISCOUNT EVERYDAY WITH VALID I.D.</p>	Exam Day May 4-8 Graduate Art Exhibit. Birke Art Gallery MAY 4-29 ADVANCE REGISTRATION & SCHEDULE ADJUSTMENT FOR FALL SEMESTER 4 CLOSED	Study Day Exams for Classes on Wed. 3 P.M. and After Pancake Breakfast Study Break HH 10 P.M.-11 P.M.	Exam Day	Last Class Day for all classes and Last Day to Withdraw from a Spring Class	155th Commencement Exercises 11 A.M.
3	4	5	6	7	8	9
<p>Mass 7 P.M. Newmen Center</p>	<p>Deadline for Submitting Final Grades 4 P.M.</p>	Exam Day	<p><b>Circle's</b> MEXICAN RESTAURANT MEXIFEST BUFFET M-F 11 A.M.-2 P.M. \$4.99 Sun. 11-2 &amp; Mon. 5-8 \$6.99 925 Third Ave. Huntington, WV 25701 "Where the Celebration Never Ends"</p>	Exam Day	Exam Day Last Exam Day for Spring Semester Residence Halls Close 6 P.M. (except for Graduating Students!)	<p><b>Hardee's DELIVERS</b> 525-5555</p>
10	11	12	13	14	15	16
<p> 304-896-2541</p>	<p><b>SUBWAY</b> FOR THE HEALTHY APPETITE! 2055 5th Ave. -- 522-2345 911 8th St. -- 522-3653 \$1.00 Off Any Foot Long Sub or Regular Served With This Coupon. Exp. 5/31/92</p>	Exam Day	<p><b>Circle's</b> MEXICAN RESTAURANT MEXIFEST BUFFET M-F 11 A.M.-2 P.M. \$4.99 Sun. 11-2 &amp; Mon. 5-8 \$6.99 925 Third Ave. Huntington, WV 25701 "Where the Celebration Never Ends"</p>	Exam Day	Exam Day Last Exam Day for Spring Semester Residence Halls Close 6 P.M. (except for Graduating Students!)	<p><b>Hardee's DELIVERS</b> 525-5555</p>
17	18	19	20	21	22	23
<p>MEMORIAL DAY HOLIDAY University Closed</p>	<p>MEMORIAL DAY HOLIDAY University Closed</p>	Exam Day	<p><b>Circle's</b> MEXICAN RESTAURANT MEXIFEST BUFFET M-F 11 A.M.-2 P.M. \$4.99 Sun. 11-2 &amp; Mon. 5-8 \$6.99 925 Third Ave. Huntington, WV 25701 "Where the Celebration Never Ends"</p>	Exam Day	Exam Day Last Exam Day for Spring Semester Residence Halls Close 6 P.M. (except for Graduating Students!)	<p><b>Hardee's DELIVERS</b> 525-5555</p>
24	25	26	27	28	29	30
<p>MEMORIAL DAY HOLIDAY University Closed</p>	<p>MEMORIAL DAY HOLIDAY University Closed</p>	Exam Day	<p><b>Circle's</b> MEXICAN RESTAURANT MEXIFEST BUFFET M-F 11 A.M.-2 P.M. \$4.99 Sun. 11-2 &amp; Mon. 5-8 \$6.99 925 Third Ave. Huntington, WV 25701 "Where the Celebration Never Ends"</p>	Exam Day	Exam Day Last Exam Day for Spring Semester Residence Halls Close 6 P.M. (except for Graduating Students!)	<p><b>Hardee's DELIVERS</b> 525-5555</p>
31	32	33	34	35	36	37
<p>MEMORIAL DAY HOLIDAY University Closed</p>	<p>MEMORIAL DAY HOLIDAY University Closed</p>	Exam Day	<p><b>Circle's</b> MEXICAN RESTAURANT MEXIFEST BUFFET M-F 11 A.M.-2 P.M. \$4.99 Sun. 11-2 &amp; Mon. 5-8 \$6.99 925 Third Ave. Huntington, WV 25701 "Where the Celebration Never Ends"</p>	Exam Day	Exam Day Last Exam Day for Spring Semester Residence Halls Close 6 P.M. (except for Graduating Students!)	<p><b>Hardee's DELIVERS</b> 525-5555</p>

# STUDENT ORGANIZATION GUIDELINES

## 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.

## 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."

## REGISTRATION/AFFILIATION 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 Registration Form or Affiliation Form
  - C. Consultation in regard to constitutional guidelines
  - D. Outline of privileges granted to student organizations and orientation to services, resources, policies and procedures
- E. Outline of student organization responsibilities
- II. Constitution and Registration form must be submitted to the Office of Student Activities and Organizations (SA&O) for review. Organizations will have provisional status until the SA&O makes its final recommendation in regard to the petitioning organization.

III. Final validation as a registered student organization is complete when it has been determined by the SA&O 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 Registration 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 or activities.
  - E. A faculty or staff member has to agree to serve as the advisor to the organization. (Exceptions to this must be submitted and approved in writing with the V.P./Dean of Students, or his/her designee.)
  - F. There is a minimum of seven (7) currently enrolled, fee-paying students in the organization.
- IV. Each certified student organization will receive a **Certification of Registration**, renewable annually.
- V. **REGISTRATION** . . . All registered student organizations must renew their Certificate of Registration annually. Renewal must be completed by the last Friday in September of each 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 registered as any new organization.

**\*\*ALL FORMS SPECIFIC TO THE REGISTRATION AND RE-REGISTRATION PROCESS CAN BE OBTAINED IN THE OFFICE OF STUDENT ACTIVITIES AND ORGANIZATION IN 2W38 MEMORIAL STUDENT CENTER.**

## THE REGISTRATION PROCESS FOR

### STUDENT ORGANIZATIONS MARSHALL UNIVERSITY

- I. Specific Conditions of Registration.
  - A. Maintain membership list with a minimum of seven (7) currently enrolled students.
  - B. Maintain one (1) officer in the position of President (who are activity fee paying students) 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 V.P./Dean of Students, or his/her designee.

D. Submit all changes of the constitution to the Office of Student Activities and Organizations (SA&O).

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 25755-3208

F. Submit all officer updates after elections appointment 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. Adhere to local, state and Federal laws.  
 II. Membership

A. It is open to persons in Marshall University Community student, faculty, staff, administrators and spouses. Non-student membership is not to exceed forty-five percent (45%) of the total membership in registered organizations.

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; suggest: use measurable terms such as "in good standing - not on probation, etc. . .").

### III. Leadership



A. An undergraduate student seeking to hold an office either by election or appointment must have a minimum accumulative GPA of 2.0 or 3.0 for graduate students.

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 V.P./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. Changes must be reported to the Office of SA&O within the one month period.

D. Organizations not meeting the above requirements (Section III) will forfeit their certification with the University.

# JUNE 1992

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	ADVANCE REGISTRATION & SCHEDULE ADJUSTMENT FOR FALL RESUMES FOR ALL STUDENTS EXCEPT FIRST TIME FALL UNDERGRADUATE 1	2	<b>Hardee's DELIVERS</b> 525-5555 3	4	Registration Closes for the 1st Summer Term 4 P.M. 5	<b>SUBWAY</b> FOR THE HEALTHY APPETITE! 2055 5th Ave. - 522-2345 911 8th St. - 522-3653 \$1.00 Off Any Foot Long Sub or Regular Saled With This Coupon. Exp. 6/31/92 6
7	Residence Halls Open 9 A.M. 8	9	10	11	12	13
14	15	16	<b>SHONEYS</b> America's Dinner Table. STUDENTS, FACULTY & STAFF 10% DISCOUNT EVERYDAY 17 WITH VALID I.D. 17	18	19	20
21	22	23	24	25	26	27
28	29	30				
 304-696-2541 14	Muslim Holiday Eid Adha 22	23	24	25	Last Day to Drop Courses with "W" Grade 26	
<b>Chico's</b> MEXICAN RESTAURANT MEXIFEST BUFFET M-F 11 A.M. - 2 P.M. \$4.99 Sun. 11-2 & Mon. 5-8 \$6.99 925 Third Ave. Huntington, WV 25701 "Where the Celebration Never Ends" 28	JUNE 29-JULY 9 "WP" or "WF" WITHDRAWAL PERIOD BY DEAN'S PERMISSION 29	30				<b>ONEVALLEY BANK</b> The One Bank For All of West Virginia. Equal Housing Lender Member FDIC We can help satisfy one requirement every college has -Money- 27



E. Faculty and staff are eligible to hold up to forty-nine percent (49%) of the executive offices, except the office of President, in a registered student organization. Faculty and staff are NOT eligible to hold office in affiliated student organizations.

## 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 Affiliation 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 Affiliation form must be submitted to the Office of Student Activities and Organizations for review. Organizations will have provisional status until the SA&O makes its final recommendation in regard to the petitioning organization.

III. Final validation as an Affiliated student organization is complete when it has been determined by the SA&O 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 Affiliation 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 to agree 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 Certification of Affiliation.

V. AFFILIATION ... Every Affiliated student organizations must renew its Certificate of Affiliation annually. Renewal must be completed by the last Friday in September of each 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 registered as any new organization.

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

## THE AFFILIATION PROCESS FOR STUDENT ORGANIZATIONS MARSHALL UNIVERSITY

I. Specific Conditions of Affiliation:

- A. Maintain membership list with a minimum of seven (7) currently enrolled fee-paying 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 V.P./Dean of Students, or his/her designee.
- D. Submit all changes of the constitution to the Office of Student Activities and Organizations (SA&O).
- 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 25755-3208

- F. Submit all officer updates after elections/appointment within two (2) weeks of changes to the Office of Student Activities and Organizations. All officers are to be activity fee paying students.
- G. Adhere to University policies; including, but not limited to non-discrimination and hazing prohibitions.
- H. Adhere to local, state and Federal laws.
- I. Must be approved by the Student Conduct and Welfare Committee and the Faculty Senate.

II. Membership

A. It is open to persons in Marshall University Community student, faculty, staff, administrators and spouses. Non-student membership is to be addressed in the constitution and approved by the SA&O Office.

B. It may not, in any form, discriminate on the basis of sex, race, color, national origin, handicap, or sexual preference (unless especially 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 accumulated GPA of 2.0, or 3.0 for graduate students.
- B. An officer failing 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 V.P./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 affiliated student organizations.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p><b>We can help satisfy one requirement every college has</b></p> <p><b>-Money-</b></p> <p><b>ONE VALLEY BANK®</b> The One Bank For All of West Virginia Member FDIC Equal Housing Lender</p>					<p>INDEPENDENCE DAY University Closed</p> 	<p><b>JULY 4TH</b></p>
5	6	7	8	9	10	11
<p><b>Hardee's DELIVERS 525-5555</b></p>	<p>Deadline for Submitting Final Grades 4 P.M.</p> <p>Regular Registration Second Summer Term 8 A.M.-4:00 P.M.</p>	<p>Classes Begin 8 A.M.</p> <p>Late Registration and Schedule Adjustment 8 A.M.-4:00 P.M.</p>	 <p><b>MEXIFEST BUFFET</b> M-F 11 A.M.-2 P.M. \$4.99 Sun. 11-2 &amp; Mon. 5-8 \$6.99 925 Third Ave. Huntington, WV 25701 "Where the Celebration Never Ends"</p>		<p>First Summer Term Ends</p>	
12	13	14	15	16	17	18
19	20	21	22	23	24	25
<p><b>SHONEY'S</b> America's Dinner Table. STUDENTS, FACULTY &amp; STAFF 10% DISCOUNT EVERYDAY 26 WITH VALID I.D.</p>			<p><b>SUBWAY®</b> FOR THE HEALTHY APPETITE! 2055 5th Ave. -- 522-2345 911 8th St. -- 522-3653 \$1.00 Off Any Foot Long Sub or Regular Served With This Coupon. Exp. 7/31/92</p>		<p>Application for August Graduation Due in Dean's Office</p>	
26	27	28	29	30	31	
					<p>Last Day to Drop Courses with "W" Grade</p>	 <p>304-696-2541</p>

# STUDENT FINANCIAL ASSISTANCE



dependent-living with parents status. Each year budget components are updated to reflect actual or average costs of particular classifications of students 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 a student's financial need is called a package.
5. **Scholarships**—gift aid, generally based on academic performance or talent in a specific area. Sometimes need is a factor.
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.

## 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 26 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 Lawrence and Gallia Counties, Ohio, as well as Boyd, Carter, Greenup, and Lawrence Counties, Kentucky.

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 Pell Grant Index (PGI). Students are determined to have a financial need based on the PGI 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 1991-92 Pell Grants range up to \$2,400.

## 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 Office of Student Financial Assistance.

Remember, the primary responsibility for meeting the student's educational expenses rest with the family. The Financial Aid Programs at Marshall University are 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.

## 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 a sound budget. Budgets are intended to be realistically moderate but adequate. Student budget categories vary to recognize such expenses as in-state and out-of-state tuition, on-campus and off-campus living situations, independent or

C. The Supplemental Education 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 have significant financial needs and the greatest direct expenses to the University.



D. College Work-Study (CWS) 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 the federal 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 or at the Placement Center.

F. The Perkins Student Loan Program is a long term low interest loan for students who meet the general eligibility requirements and who have a significant need for a loan to help meet educational expenses. Students may borrow up to \$4,500 during their first two years of undergraduate study, a cumulative maximum total of \$9,000 during the completion of the Bachelor's Degree, and up to a maximum 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. Loan 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 Stafford Student Loan Program (SSL) enables eligible students to borrow directly from their local lend-

# AUGUST 1992

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<p><b>For the most important school supply - financing - call 1-800-521-7097</b></p> <p><b>ONE VALLEY BANK®</b> The One Bank For All of West Virginia. Member FDIC Equal Housing Lender</p>		 <p><b>MEXIFEST BUFFET</b> M-F 11 A.M. - 2 P.M. \$4.99 Sun. 11-2 &amp; Mon. 5-8 \$6.99 925 Third Ave Huntington, WV 25701 "Where the Celebration Never Ends"</p>			 <p><b>IBM</b> 304-696-2541</p>
2	3	4	5	6	7	8
	<p>AUGUST 3-13 "WP" or "WF" WITHDRAWAL PERIOD BY DEAN'S PERMISSION</p>		<p><b>SHONEYS</b> America's Dinner Table. STUDENTS, FACULTY &amp; STAFF 10% DISCOUNT EVERYDAY 12 WITH VALID I.D.</p>		<p>Second Summer Term Ends Residence Halls Closed 6 P.M.</p>	
9	10	11	12	13	14	15
<p><b>SUBWAY®</b> FOR THE HEALTHY APPETITE! 2055 5th Ave. - 522-2345 911 8th St. - 522-3653</p>	<p>Deadline for Submitting Final Grades 4 P.M.</p>			<p><b>Hardee's DELIVERS</b> 525-5555</p>		
16	17	18	19	20	21	22
<p>\$1.00 Off Any Foot Long Sub or Regular Served With This Coupon. Exp. 8/31/92</p>	24					
23						
30	31	25	26	27	28	29



ing institutions. This long-term loan is guaranteed by your state or a private non-profit agency. SSL'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 the 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 with a total maximum of \$20,000. Repayment of principal can be deferred if the borrower or the person for whom the loan is made 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 generally accepted emergency occurrence. Loans are subject to a minor service charge disclosed at origination and are repayable within 45 days. Loans are generally made only during regular registration and during the first week of the semester.

### Application for Financial Assistance for 1991-92

In order to be considered for financial aid, you must have been regularly accepted by the University's Admission Office with all pertinent data (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 26 Composite ACT Score. All students must submit an Institutional Financial Aid Application for each year by February 1st to guarantee consideration.

**Need-Based Aid**—All students must complete the College Scholarship Service's Financial Aid Form (FAF) and an Institutional Application for Financial Aid. These forms are available from your high school guidance counselor or from Marshall's Financial Aid Office. The FAF is used to determine your family's ability to contribute to meeting your cost of education. It is mailed to the College Scholarship Service

for processing with Marshall's Code, 5396, listed on it. The FAF should be used to apply for the Pell Grant, State Grant, and all other need-based programs. WV residents should check the WV Higher Education Grant Program box. We must presume that applicants for campus-based aid will take advantage of such available programs. The Institutional Application for Financial Aid should be returned to Marshall. You should submit the FAF and Institutional Application 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.

**Stafford 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. Institutional application forms must be secured from and returned to Marshall. Remember, the SSL 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 generally accepted and processed during regular registration and during the first week of classes.

**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.

Changes are expected for the 1992-93 Academic year and subsequent years. Please consult with the Office of Financial Assistance for guidance.

### General Eligibility Requirements

Before receiving any Title IV assistance (Pell Grant, Supplemental Educational Opportunity Grant, College Work-Study, Perkins Student Loan, Stafford 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 Trust Territory of the

Pacific Islands, or a citizen of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.

3. be carrying or planning to carry at least a half-time workload (6 credit hours) during each semester; less than half-time students will receive consideration based on their needs.

4. be maintaining satisfactory academic progress toward a degree according to standards set forth for financial aid recipients at the University and noted later in this section.
5. not be in default on any Title IV loan—PSL or SLS/PLUS/PLUS or owe a repayment on any Title IV Grant—Pell, SEOG, or SSIG, 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 that all Title IV funds received will be used solely for educationally related expenses, a statement of selective service registration status, as well as a drug anti-abuse statement for Pell Grant.

### 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 projected earning capability (\$700 for incoming freshmen; \$900 for all others). Independent students are expected to make a reasonable contribution based upon previous year income.

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

1. An expense budget is determined.
2. All expected family and other 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 \$4,000 proportioned to meet the student's needs (considering such factors as grade level and need for funds to pay direct educational costs.) First and second year Pell Grant recipients 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.

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 Stafford Student Loans. Any funds which subsequently become available will be used to answer student needs as requested.

All awarded applicants will receive an award letter noting the expense budget, the expected family contribution, the need and the aid awarded. Ineligible applicants will receive notification of ineligibility. Upon receipt of the award letter, all elements should be checked for accuracy. If aid has been offered, it must be accepted or declined. Should you question any of the information, contact the aid office to answer your concerns.

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 date. Stafford 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 deferment. 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 to 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.

## 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.

## 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 of 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 9, 10, or 11 semester hours; half-time if enrollment for 6, 7, or 8 semester hours. Eligibility as an undergraduate will cease with the completion of the first baccalaureate degree.

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. Repetitions will be dealt with according to the Uni-

versity'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.

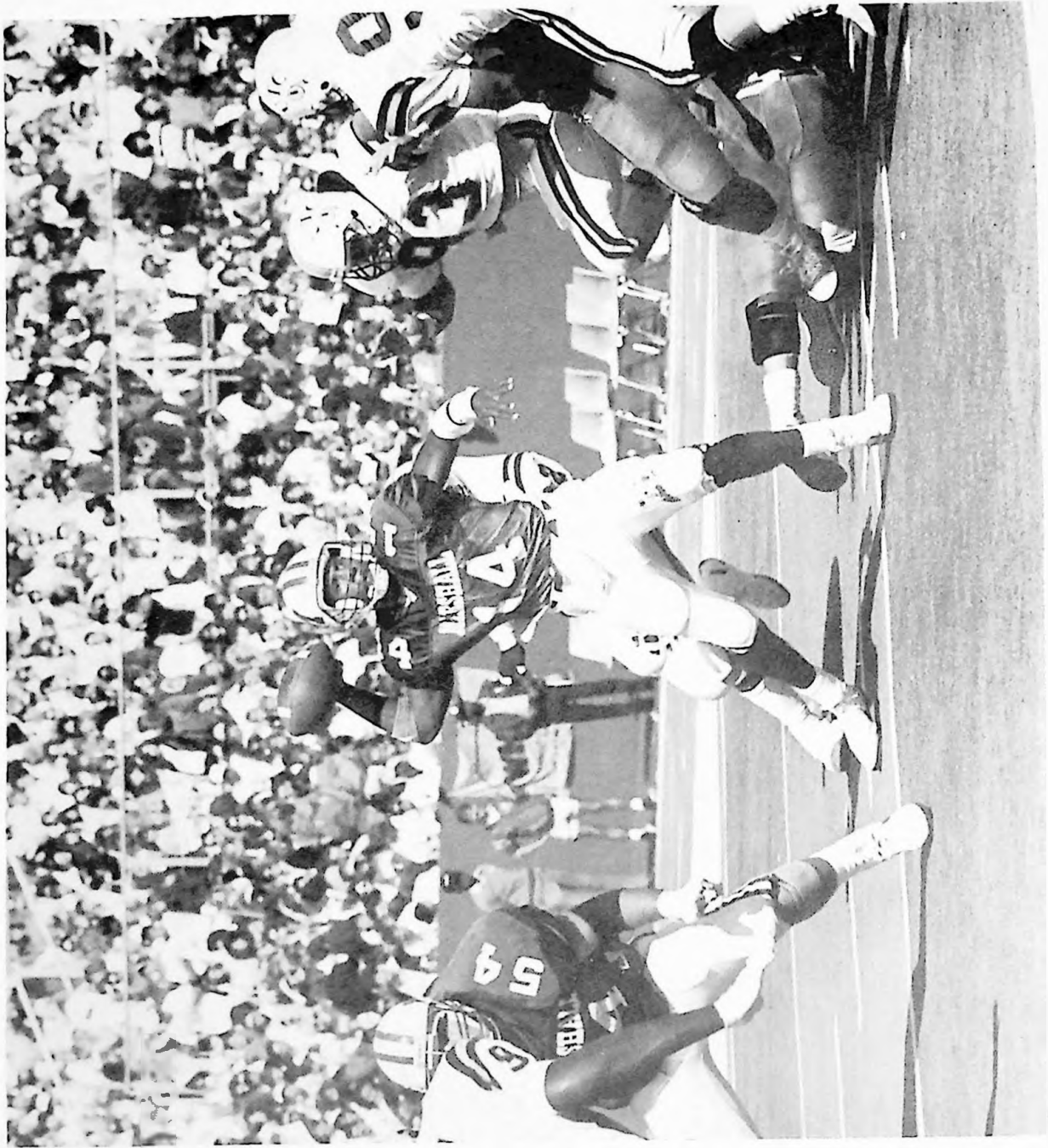
Students who transfer to Marshall will automatically be considered eligible for assistance during their first semester of enrollment. However, those whose transfer credits or grade point average do not meet the University's standard for satisfactory academic progress will be considered only conditionally 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) for undergraduates or nine (9) for graduates 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.) Eligibility for graduate students seeking a masters degree will cease with the completions of the first masters degree. Students seeking a second degree at the doctoral or professional degree level will be given consideration on a case by case situation.

### Loan Repayment

Since financial aid awarded from any loan fund (Perkins Student Loan, Stafford 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 Perkins Student Loan Program and graduating on December 20, 1991, 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
1-25	2-1	\$ 20x.00467 = .09	20.09	-0-
		\$3.57	\$203.57	

### Refunds

The University's general refund policies are detailed elsewhere in this publication. Please read them carefully. Refunds to financial aid recipients will typically be returned to the account(s) from which the student was awarded up to the amount of the award. Only after the total award is received will funds be refunded to the student. Recipients may consult the Financial Aid Office if there are any questions.

### Repayments

If a financial aid recipient officially withdraws from the University prior to the end of an award period there will be a review to determine if there should be a repayment of funds disbursed directly to the student. Awards are to be used only to meet educationally related costs. Students will be billed for any repayment due.

### Student Budgets

Student budgets utilized at Marshall in awarding financial aid for the 1991-92 nine month academic year are as follows:

In-State-Undergraduate	Living at Home \$1600	Living in Dorm or Off-Campus \$1600
Tuition & Fees	600	600
Books & Supplies	1500	-0-
Maintenance at home	-0-	3630
Room & Board	468	500
Transportation	202	1000
Personal Expense	<u>4370</u>	<u>7330</u>

Metro Undergraduate Students — add \$1112 additional tuition  
Out-of-State Undergraduate Students — add \$2442 additional tuition

In-State Graduate Students — add \$114 additional tuition  
Metro Graduate Students — add \$7358 additional tuition  
Out-of-State Graduate Students — add \$2814 additional tuition  
Medical School Students — \$9240 plus tuition, fees, and medical school supplies (10 mos.)



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1991-1992

# THE MARSHALL UNIVERSITY JUDICIAL SYSTEM

standards. Official University action will be taken when a student's behavior violates community standards, and interferes either with the University's educational purpose, or with its duty to protect individual and institutional health, welfare and property.

Students charged with violating University regulations or standards are guaranteed fundamental fairness in the handling of those charged, the conducting of hearings, and imposing of sanctions, and the right of appeal. Complaints must be filed in writing with the Coordinator within twenty-one days of the alleged violation. This requirement may be waived by the Judicial Board Executive Committee in appropriate circumstances.

Students who commit an offense off campus may have the incident reviewed by appropriate sub-component units of the University, particularly when the act and subsequent civil action may have a bearing upon the integrity of the University in recommending the student for certification or a similar professional status.

Maintenance of discipline and preservation of community standards is properly the concern of all students, faculty, staff and administration. The University judicial system pro-

vides for deliberation and resolution of alleged student misconduct through the Judicial Board composed of students and faculty members. The Judicial Board is the highest body for student conduct violations. The Judicial Board shall have appellate jurisdiction over final decisions or actions from all registered or affiliated student organizations, student government and any residence hall governing bodies.

Any member of the University community may refer a student or student organization suspected of violating the Code to the Office of Judicial Affairs. The person making such referrals is expected to provide all information relevant to handling and deciding the case.

## DEFINITIONS

**Activity:** All or any operations conducted, sponsored, promoted, operated, or otherwise engaged in by Marshall University, including by way of illustration and not as limitation of the foregoing, classroom and course activities, recreational and cultural programs, committee or other business activity, registration, advising, teaching, research, or service.

**Complainant:** This term is synonymous with member of the University community as defined below.

## INTRODUCTION

Marshall University is a community which exists to promote educational and academic goals. The University is responsible for maintaining an environment which allows individuals maximum opportunity to pursue those goals. To facilitate this, the University has developed a Code of Student Rights and Responsibilities.

Students are individual members of the University. By virtue of this membership, a student acquires rights and assumes responsibilities to the University community. The Code of Conduct strives to balance the maintenance and promotion of individual rights with the need to protect and preserve an environment consonant with the community's goals. As such, the Code is essentially this community's expectations and standards established for each of its members.

Students are also members of larger communities such as: city, state and nation. A student's conduct may be subject to concurrent review by the University community and another jurisdiction. Therefore, students charged with violating the University Code may also be held responsible for violating existing local, state and federal law. Similarly, Marshall University upholds and will not violate students' rights guaranteed under the United States Constitution and federal and state statutes.

Upon enrollment at the University, each student becomes responsible for acting in accordance with the provisions of this Code, and all other applicable University and community



Day: The term "day" shall refer to calendar days unless otherwise specified.

Intent, Intentional, and Intentionally: These terms shall apply to conduct engaged in or committed by purposeful design or with a reckless disregard of the consequences of the act.

Judicial Board: The Judicial Board is composed of ten students and ten faculty members. An individual hearing panel is composed of two students and one faculty member.

Known or Knowingly: This term shall refer to either actual knowledge or culpable ignorance of the truth.

Member of the University Community: Any officer, administrator, faculty member, staff member, employee, or student of Marshall University, as well as any person authorized to participate in an institutional activity at the time applicable.

Prejudice: Pre-judging on insufficient grounds; a hostile or negative attitude toward a whole group of people or toward one person simply because they/he/she is/are member(s) of that group.

President: The chief executive officer of Marshall University, whether responsible directly to the Board of Trustees or through some other officer to the Board of Trustees, and shall include all those acting for or on behalf of such chief executive officer, at or by his direction, or at or by the direction of the Board of Trustees.

Racism: The systematic oppression by one race through power/control of another race that operates by customs, traditions, and patterns on behalf of the powerful group causing an adverse condition for the less powerful group.

Reasonable Care: This term shall mean that degree of care which would be exercised by the ordinarily prudent person under like or similar circumstances.

Student: Any person who has been admitted to an institution to pursue a course of study, research or service, who is currently engaged in an institutional-sponsored activity, or who has some right or privilege to be on campus or in the facilities of the institution, or who yet has some right or privilege to receive any benefit, service or recognition or certification from the institution, under the rules, regulations, or policies of the Board of Trustees or the institution.

University Premises: Buildings or grounds owned, leased, operated, controlled, supervised by the University or serving as the locus in quo of any activity of the institution.

Vice President: This term shall refer to the Vice President/Dean of Student Affairs or his/her designee.

## STUDENT CODE OF CONDUCT

Students and student organizations are expected at all times to conduct themselves in accordance with University regulations. A student or organization suspected of misconduct may be referred by any member of the University

community to the Office of Judicial Affairs. This office and the campus judicial system are described in detail in a different section of this Code. All students, undergraduate and graduate, as defined in the Board of Trustees Standards of Conduct, are subject to the provisions of this Code.

The following behaviors may result in a referral to the Office of Judicial Affairs or to another University office responsible for upholding standards of conduct.

### I. TYPE ONE BEHAVIOR

The following behavior is considered of the utmost gravity by the University, and may result in a maximum sanction of expulsion from the University or any lesser sanction authorized by this Code.

#### A. Academic Misconduct:

This includes all forms of student academic misconduct wherever committed, including but not limited to plagiarism and cheating on examinations as defined in the University catalog. A student charged under this section in most cases will be referred under West Virginia Board of Trustees Policy Bulletin No. 60 to the appropriate academic unit for necessary disciplinary action.

#### B. Infliction or Threat of Bodily Harm:

This includes inflicting or threatening to inflict bodily harm or coercing or restraining any person while on or about University premises. This also includes brandishing of weapons.

#### C. Dishonesty:

(1) Furnishing false information to the University by forgery, alteration or misuse of University documents or records with intent to deceive;

(2) Furnishing to a University office or official a written or oral statement known to be false.

#### D. Disruption/Obstruction of University Functions or Activities:

(1) Obstructing or interfering with the orderly conduct of University affairs including teaching, research, administrative and disciplinary procedures, University sponsored elections, or any University activity on University premises;

(2) Obstructing the free flow of vehicular or pedestrian traffic on University premises.

#### E. Unauthorized Use of University Keys:

The unauthorized duplication, attempted duplication, use, loan or possession of any key to any building, room, property or facility owned or controlled by the University.

#### F. False Report of Emergency:

(1) Intentionally initiating or causing to be initiated any false report, warning or threat of impending fire, explosion or any other emergency.

(2) Intentionally causing the evacuation of a University building for reasons known to be false.

#### G. Forceful Entry:

Forcefully breaking into and entering, or attempting to break into, any building, room, locker, or facility on University premises.

#### H. Hazing:

Violation of Board of Trustees or University policies concerning hazing (see Section 4.05 Board of Trustees Policy Bulletin 57, and Marshall University Student Handbook).

#### I. Harassment:

Committing, conspiring to commit, or causing to be committed any act which causes or is likely to cause serious physical or mental harm or which tends to injure or actually injures, intimidates, stigmatizes, frightens, demeans, degrades or disgraces any person or group. This includes but is not limited to racial, sexual or peer harassment or intimidation.

(1) Racial Harassment: This includes acts exhibiting prejudice and/or racism.

(2) Sexual/Peer Harassment: This includes violation of University policies concerning sexual or peer harassment (see University catalog and Student Handbook on Sexual Harassment and Acts of Intolerance).

(3) Intimidation: Committing, conspiring to commit or causing to be committed any act which causes or is likely to cause physical or mental harm or which tends to injure or actually injures, stigmatizes, frightens, demeans, degrades or disgraces any person. Retaliation against a student for filing a complaint or testifying before a hearing panel is considered intimidation and is strictly prohibited.

#### J. Interference with Emergency Services and Procedures and Equipment:

(1) Obstructing or hindering the maintenance, provision, or function of such emergency services as fire department, police department, security, first aid, rescue or other coming onto or about University premises;

(2) Obstructing or hindering emergency evacuation or similar procedures announced for any building or facility on University property;

(3) Tampering with, misusing, abusing, or altering any safety equipment or devices, including but not limited to, fire extinguishers, elevators, etc., on or about University premises.

#### K. Possession of Dangerous Weapons, Devices, or Substances:

Possession or storage of any firearms, pellet gun, illegal knife, sling shot, ammunition, dangerous chemical, fireworks or explosive device or other dangerous weapon, device or substance of any kind on or about University premises.

L. Manufacture, Distribution or Sale of Drugs, Narcotics or Marijuana:  
This will include manufacture, distribution, cultivation or sale of any illegal drug or narcotic while on or about University premises.

M. Interference with or Misuse of the Property Rights or Services of the University or of Individual Students. This includes the following:

(1) Theft, defacement, damage, destruction, unauthorized possession of University property or property belonging to any individual or group;

(2) Unauthorized use of, misuse of, or interference with any University service including but not limited to telephones, duplication equipment, typewriters, etc.

N. Violation of federal, state, local, city, county, municipal ordinances or Board of Trustees policies on or about University premises.

O. Throwing Objects from University Buildings.

P. Misuse of the West Virginia Computer Network or the University Computer System:

(1) Disruption or interference with the normal use of the computers, computer related equipment, data, or programs of individuals, the Network, or the University;

(2) Use of this equipment, data, or programs in performance of any act listed as prohibited in this document;

(3) Attempts to break security in any manner;

(4) Use of a computer account for other than the purpose for which assigned.

Q. Misbehavior at Sports Events, Concerts, or Social/Cultural Events. This includes, but is not limited to, the following:

(1) Throwing of any article into a crowd or onto a playing field, court, or a stage;

(2) Bringing bottles or coolers into the new stadium, Fairfield Stadium, the Henderson Center, the University track, or any University sponsored event without authorization. Alcoholic beverages of all kinds are prohibited at University sponsored events unless permitted by appropriate University officials. Thermoses are allowed but the University reserves the right to check the contents;

(3) Displaying in the new stadium, Fairfield Stadium, the Henderson Center or any University sponsored event, any unauthorized or obscene, offensive or obstructive banner or sign.

R. Unlawful Discrimination:

Discrimination on the basis of race, sex, color, religion, national origin, political affiliation, handicap, or age.

S. Repeated Violations. Violation of Probation, Mediation

Agreement:

This applies to students who have demonstrated a history of convictions of University regulations of any type or who commit any violation of the terms of any University sanction or mediation agreement.

T. Aiding, Abetting or Complicity:

This includes conspiring with or knowingly helping or encouraging another person to engage in Type One behavior violations. Students present during the commission of an act(s) by another which constitutes a Type One behavior violation and who fail to report such act(s) to the proper authorities shall be guilty of complicity.

### II. TYPE TWO BEHAVIOR

The following behavior may result in a maximum sanction of suspension from the University or any lesser sanction authorized by this Code.

A. Trespassing or Misuse of University Facilities:

Unauthorized presence in or use of any University building or facility.

B. Unauthorized Possession of Property:

Possessing, receiving, or storing property on or about University premises known to have been wrongfully taken from the University or from any person or group.

C. Negligent Bodily Harm:

This includes, but is not limited to, the following:  
(1) Failure to exercise reasonable care, thereby causing bodily harm to any person on or about University premises;

(2) Failure to exercise reasonable care, thereby creating a substantial risk of bodily harm on or about University premises.

D. Negligent Destruction or Impairment of Property:

Failure to exercise reasonable care thereby causing, or creating a substantial risk of damage, defacement, destruction, theft or loss of property belonging to the University or to any person or group on or about University premises.

E. Failure to Comply with the Lawful Direction of a University Official:

Failure to comply with directions of University or other law enforcement officers, or University officials in the proper performance of their duties.

F. Misuse of University Telephones:

(1) Charging or causing to be charged any long distance or other toll telephone call to a University telephone without proper authorization;

(2) Damage or destruction to or tampering with University telephones.

G. Unauthorized Possession or Use of Drugs or Narcotics:

This includes possession or use of any illegal drug or

drug for which the required prescription has not been validly obtained.

H. Lewd, Indecent, or Obscene Conduct or Expression on University Owned or Controlled Property or at University Sponsored or Supervised Functions.

I. Aiding, Abetting or Complicity:

This includes conspiring with or knowingly helping or encouraging another person to engage in Type Two behavior violations. Students present during the commission of any act(s) by another which constitutes a Type Two behavior violation and who fail to report such act(s) to the proper authorities shall be guilty of complicity.

### III. TYPE THREE BEHAVIOR

The following behavior may result in a maximum sanction of probation or any lesser sanction authorized by this Code.

A. Sales/Solicitation:

This includes violation of the sales, solicitation and public communications policies.

B. Gambling/Scalping:

This includes gambling by organizations or individuals including chain letters, lotteries and games of chance at any time in any form, or the resale of tickets to a University event or function for a price higher than the price originally listed on the ticket.

C. Unauthorized Possession or Use of Alcoholic Beverages or Beer:

This includes violation of the Residence Hall Beer/Alcohol Policy.

D. Disorderly Conduct:

This includes, but is not limited to, disruption of the peace on or about University premises by fighting, disorderly conduct, or violation of University policies concerning demonstrations and use of sound amplifying equipment.

E. Violations of Residence Life and Housing Office Policies and/or Procedures as stated in University publications provided that these documents have been approved by the Student Conduct and Welfare Committee. These include, but are not limited to, the following:

(1) Quiet hours;

(2) Visitation;

(3) Unauthorized Moves;

(4) Improper Maintenance;

(5) Defacement;

(6) Pets.

F. Bad Checks:

This includes the repeated passing of worthless checks or failure to promptly redeem a worthless check submitted to any unit within the University.

G. Failure to Report a Change of Address with the Registrar of the University.

## THE FOLLOWING SANCTIONS MAY BE IMPOSED FOR VIOLATION OF THIS CODE.

H. Failure to Comply with a Subpoena and/or a Request for Written Information of a Duly Constituted Judicial Body.  
I. Unauthorized Use of University-leased Long Distance Tie-lines.

J. Misuse of any University Identification Material: Loaning, transferring, altering, borrowing or otherwise misusing official University identification materials.  
K. Conduct Which Causes Emotional Distress:

This includes conduct which results in physical manifestations, significant restraints on normal behavior or conduct, and/or which compels the victim to seek assistance in dealing with the distress.

L. Unauthorized Animals on Campus:  
Violation of the University Policy Concerning Animals on Campus.

M. Aiding, Abetting or Complicity:

This includes conspiring with or knowingly helping or encouraging another person to engage in Type Three behavior violations. Students present during the commission of an act(s) by another which constitutes a Type Three behavior violation and who fail to report such act(s) to the proper authorities shall be guilty of complicity.

## IV. SANCTIONS

The purpose of a sanction, in addition to protecting others, is primarily to educate an individual by increasing his or her awareness of the importance of responsibility to the University community for one's actions. This will ordinarily be the guiding force behind imposition of sanctions by the University judicial system. In some instances, however, the community's need to properly function outweighs the University's ability to so educate an individual. In such a case, for the benefit of both the student and the community, suspension from the University may result.

Normally, students facing suspension or expulsion from the institution will be entitled to a hearing prior to the imposition of the sanction. However, a student may be temporarily suspended pending final action on the charges when the student's continued presence on campus would constitute a potential for serious harm to himself/herself or to the safety of other members of the institutional community. Such temporary suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations. Also, a student who is expelled from one institution in the Board of Trustees' system may not be considered for admission to another institution in the system until one year has elapsed after the student has been expelled. In addition, all other stipulations as stated in the Board of Trustees Policy Bulletin No. 57 shall apply.

2. Deferred Suspension:

This is suspension which becomes effective at a specified future date. It is normally used near the end of a semester to avoid the financial penalty of immediate suspension. During this period of deferred suspension probationary status as described in Probationary Suspension above, will exist.

C. Probation:

This action involves a specified period of time, not to exceed one year, determined by the Judicial Board or the Judicial Affairs Office during which a student in violation of one or more University regulations is given an opportunity to prove that he or she can become a responsible and positive member of the University community.

A student violating any University regulation or the terms or probation while on probation may be subject to disciplinary action as specified under I-S of this Code. When a student is placed on probation the Office of Judicial Affairs will notify appropriate University officials of that action. Probation may include one or more of the following:

1. The student may not represent the University in any extracurricular activities such as intercollegiate athletics, debate teams, University theater, band, etc.; however, the student may participate in informal activities of a recreational nature sponsored by the University.

2. Self Improvement:

A program of self development will be planned in conjunction with a faculty or staff person assigned to assist in a counseling/guidance capacity. Numerous resource persons and agencies may be used to assist the student in identifying and clarifying experiences, goals, educational and career choices, and other personal objectives.

3. Surrender of Student Activity Card:

A student required under this section to surrender the Student Activity Card may not participate in or attend events for which the Activity Card either is required or provides a discount or privilege. Exceptions may be granted by the Judicial Affairs Office in those instances where attendance at such events is required by academic courses or programs.

4. Dismissal from University Housing:

In the event of serious or repeated violations of University regulations occurring in a residence hall, a student may be dismissed from University housing for a specified length of time. Such dismissal may result in percentage refund of housing or dining service fees in accordance with the regular University housing refund policy. The student may reapply for housing following the period of dismissal, in accordance with



normal procedures established by the Office of Student Housing and with the written permission of the Coordinator of Judicial Affairs.

5. Restitution:

A student may be required to make payment to the University or to the complainant for any expenses incurred as a result of physical injury or property lost, damaged, destroyed or stolen as a result of a violation of a University regulation. Once ordered, restitution becomes an integral part of the student's sanction. Failure to make restitution constitutes a violation of sanction and may lead to more serious disciplinary action which may include suspension, expulsion or access to transcripts and placement files.

6. Other conditions and restrictions as deemed appropriate by the Judicial Board or Judicial Affairs Office may be imposed.

D. Formal Warning:

A formal warning is written notification from a University official of the Judicial Board to a student containing a warning that repeated infractions of regulations may result in more severe disciplinary action. A record of the result will be filed in the Judicial Affairs Office.

E. Organization Sanctions:

Sanctions which may be imposed in cases of student organization offenses are:

1. Denial of use of University facilities;
2. Denial of recognition of the group as an organization;
3. Forfeiture of right to representation in other University organizations (Interfraternity Council, Student Government, Intramurals, etc.);
4. Forfeiture of right to representation in the Student Handbook or other publications;
5. Denial of privileges of some or all social activities on University premises for a definite period;
6. The University reserves the right to establish contact with and recommend to the organization's regional or national office the forfeiture of right to function as a group — including forfeiture of charter. This penalty must be approved by the Student Conduct and Welfare Committee and the President of the University;
7. Restitution. An organization may be required to make payment to the University, or to the complainant, for any property lost, damaged, destroyed or stolen as a result of a violation of a University regulation. Once ordered, restitution becomes an integral part of an organization's sanction. Failure to make restitution constitutes a subsequent violation of sanction, and may lead to more serious disciplinary action pursuant to the regulation entitled Repeated Violations, Violation of Probation or Mediation Agreement described under Type One Behavior.

Changes and amendments in this Code of Conduct shall take effect immediately following approval by the Student Conduct and Welfare Committee, the Faculty Senate, and the President of the University.

## V. APPEALS

The party being charged and any complainant other than the staff of the Student Affairs Division may appeal the decision. The appropriate channels of appeal are:

1. Appeals from decisions of Resident Directors should be directed to the Coordinator of Judicial Affairs.
2. Appeals from decisions of the Coordinator of Judicial Affairs should be directed to the Judicial Board.
3. Appeals of recommendations of the Judicial Board should be directed to the President or Vice-President/Dean of Student Affairs as indicated below:

a. In those cases where the recommended sanction is a formal warning, probation or probationary suspension, appeals shall be directed to the Vice-President/Dean of Student Affairs or designee whose decision will be final.

b. In those cases where the recommended sanction is deferred suspension, suspension or expulsion, appeals shall be directed to the President whose decision, which must be rendered within 10 days, will be final, except in cases where the President has imposed a sanction of expulsion, an appeal may be filed with the Board of Trustees.

The request for appeal of a recommendation of the Judicial Board must be submitted in writing on an Intent to Appeal Form to the Coordinator of Judicial Affairs within 48 hours (not including days the University is closed) from the conclusion of the hearing. The President or Vice-President/Dean of Student Affairs at his/her discretion may extend the deadline for filing an appeal upon the motion from either party.

The Board's findings regarding the charge(s) must be affirmed or remanded to the original hearing panel. The Board's recommendation regarding sanctions may be affirmed, modified, or remanded to the original hearing panel for further action as deemed appropriate.

A written brief stating ground for appealing concerning the case should be presented by the appellant within five (5) business days from the date the appeal is filed. The scope of review shall be limited to the following:

1. procedural errors
2. evidence not available at the time of the hearing
3. insufficient evidence to support the findings of the Judicial Board
4. misinterpretation of University policies and regulations by the Judicial Board
5. a sanction or sanctions disproportionate to the offense

6. lack of jurisdiction

All appeals shall be considered upon the record of the original proceedings of the Board. The President or Vice-President at his/her discretion, may defer the imposition of sanction pending final disposition of the appeal. In the case of expulsion the President must defer the imposition of sanction when a student files an appropriate appeal with the Board of Trustees. A student desiring to appeal the sanction of expulsion must, within three working days, indicate to the President in writing an intent to appeal the decision to the Board of Trustees. A written petition of appeal must be filed with the Chancellor of the Board of Trustees within 15 days of the institutional President's decision. If the Board of Trustees determines that the petition will not be heard, the decision of the President of the institution is affirmed and sanctions imposed therein shall be effective upon the President's receipt of the statement of denial.

## VI. MEDIATION

Mediation is a method of resolving disputes and conflicts. It is an alternative to the formal judicial process. It is a voluntary process requiring the participation of a mediator who operates from an impartial base and whose primary role is to promote agreement.

The purpose of mediation is not to judge guilt or innocence, but to help parties get to the root of their problems and to devise their own solutions. Compromise is at the heart of a successfully mediated dispute and the end result of a mediation session is that there are neither winners nor losers, but rather, it is hoped, generally satisfied individuals. If a satisfactory agreement cannot be reached through mediation, the complainant may refer the complaint to the Coordinator of Judicial Affairs for judicial action.

## VII. EMERGENCY AUTHORITY

Emergency authority may be exercised by the President or his designee in special circumstances. He has the authority to impose the sanction, *inter alia*, of suspension to a student or group of students who act or refuse to act, the result of which conduct is to interfere with the rights of others and which conduct in non-peaceful or is disruptive or which conduct constitutes a danger to health, safety, or property of others or himself, provided that a hearing is held within 72 hours of the decision to suspend subject to a 48-hour extension at the option of the student.

## VIII. BOARD OF TRUSTEES POLICIES

Students should familiarize themselves with the Board of Trustees Policies, Rules and Regulations Regarding Student Rights, Responsibilities, and Conduct in West Virginia Universities and Colleges (P.B. 57) which is available in the Office of the Coordinator of Judicial Affairs.



## POLICY ON:

- Acts of Intolerance
- Administrative Action
- Aids (HTLVIII Infection and/or Aids)
- Alcohol/Beer Marketing
- Animals on Campus
- Appeals
- Campus Disturbances
- Computer Abuse
- Emergency Action
- Fund Raising, Sales, and Solicitation
- Grievance Procedure
- Hazing
- Non-Discrimination Policy Statement
- Pending Charges
- Public Communications
- Regulations for Use of University Facilities
- Regulations for Use of University Facilities by Campus Organizations
- Sexual Harassment
- Signs
- Smoking
- Southern Conference Code of Spectator Conduct
- Substance Use and Abuse
- Weather Statement

## ACTS OF INTOLERANCE

Marshall University provides more than an intellectual experience. It also provides the opportunity to further the social growth of students by maintaining an environment conducive to learning how to get along with peers and how to handle differences such as race, ethnicity, and gender. Respect for other individuals and the ability to treat others in a civil manner is a basic tenet on which our society was built. Accordingly, the University has an obligation to address behaviors within our environment that are unacceptable. Incidents based, for example, on racial or sexual pre-

judice are inconsistent with our educational mission and will not be tolerated.

It is a goal of Marshall University to provide an environment which is free from acts of harassment based on intolerance directed against individuals or groups. Harassment is a violation of University policy and will be subject to disciplinary sanctions, including dismissal from the University when appropriate.

## 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 or 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.

## 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 re-

spensible 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.

## 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.

## APPEALS

Academic Appeals—refer to the 1991-92 Marshall University Undergraduate/Graduate Catalog.

Disciplinary Appeals—refer to the Code of Conduct this publication.

Grievances—refer to Grievances Procedure this publication.

## 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 asked to disband and desist in their actions. If the opportunity to disband and desist the 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 University Judicial Board will handle the disciplinary process. The decision of the Marshall University Judicial Board and/or subcommittees is then reviewed 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.

## COMPUTER ABUSE POLICIES

The University Computer Center (UCC) has established a Computer Abuse Policy applying to all hardware, data, software and communications networks associated with MUnet computer systems.

MUnet users are also subject to applicable network (BITNET, Internet, etc.) usage guidelines, as well as state and federal laws regarding computer abuse. The "West Virginia Computer Crime and Abuse Act," which defines computer abuse and prosecution possibilities, went into effect July, 1989. The Electronic Communications Privacy Act, passed by Congress in 1986, cites illegal electronic communications access and interception. Cases of computer abuse must be reported to the appropriate UCC personnel and/or to local, state and federal authorities.

## COMMON FORMS OF COMPUTER ABUSE

The UCC is responsible for informing users of the rules, regulations and procedures which apply when using network computing resources. Users are responsible for understanding these rules so that they can abide by them. These policies cover MUnet as well as WUNET services.

## PRIVACY

Investigating or reading another user's file is considered a violation of privacy. Reading unprotected files is intrusive, reading protected files, by whatever mechanism, is considered the same as "breaking and entering." Violations include:

- Attempting to access another user's files without permission.
- Furnishing false or misleading information or identification in order to access another user's account.

- Attempts to access MUnet's computers, computer facilities, networks, systems, programs or data without authorization.
- Unauthorized manipulation of MUnet's computer systems, programs or data.

## THEFT

Attempted or detected alteration of software, data or other files as well as disruption or destruction of equipment or resources is considered theft. Violations include:

- Using subterfuge to avoid being charged for computer resources.

- Deliberate, unauthorized use of another user's account to avoid being billed for computer use.

- Abusing specific resources such as BITNET.

- Removing computer equipment (hardware, software, data, etc.) without authorization.

- Copying or attempting to copy data or software without authorization.

## VANDALISM

Violations include:

- Sending mail or a program which will replicate itself (such as a computer virus) or do damage to another user's account.

- Tampering with or obstructing the operation of MUnet's computer systems.

- Inspecting, modifying or distributing data or software (or attempting to do so) without authorization.

- Damaging computer hardware or software.

## HARASSMENT

Sending unwanted messages or files to other users may be considered harassment. Violations include:

- Interfering with legitimate work of another user.

- Sending abusive or obscene messages via computers.

- Using computer resources to engage in abuse of computing center personnel or other users.

## COPYRIGHT ISSUES

MUnet prohibits the copying, transmitting, or disclosing of proprietary data, software or documentation (or attempting to commit these acts) without proper authorization. (See Software and Intellectual Rights section).

## MISCELLANEOUS

Other acts considered unethical and abusive include:

- Unauthorized and time-consuming recreational game playing.

- Using computer accounts for work not authorized for that account.

- Sending chain letters or unauthorized mass mailings.
- Using the computer for personal profit or other illegal purposes.
- Personal advertisements.

### SOFTWARE AND INTELLECTUAL RIGHTS

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publications and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret or copyright violations may be grounds for sanctions against members of the academic community.

This Statement of Software and Intellectual Rights applies in full to the use of the UCC and its resources.

### COMPUTER USAGE GUIDELINES

1. You must have a valid, authorized account and you may only use those computer resources for which you are specifically authorized. You are responsible for safeguarding your own account. You should not allow another user to use your account unless authorized by the system administrator for a specific purpose.
2. You may not change, copy, delete, read or otherwise access files or software without the permission of the owner or the system administrator. You may not bypass accounting or security mechanisms to circumvent data protection schemes. You may not attempt to modify MUnet software except when it is intended to be customized by users.
3. You may not prevent others from accessing the system, not unreasonably slow down the system by deliberately running wasteful jobs, playing games, or engaging in non-productive or idle computer "chatting."
4. You should assume that any software you did not create is copyrighted. You may neither distribute copyrighted or proprietary material without the written consent of the copyright holder, nor violate copyright or patent laws concerning computer software, documentation or other tangible assets.
5. You must not use the MUnet computer systems to violate any rules in the Marshall University Employee Handbook, or local, state or federal laws.
6. You should promptly report misuse of computing resources, or potential loopholes in computer systems security, to the appropriate authorities (the UCC Director or UCC personnel), and cooperate with the systems administrators in their investigation of abuse.

In connection with inquiries into possible abuses, the UCC reserves the right, with approval of the UCC Director, to examine files, programs, passwords, accounting information, printouts, or other computing material without notice. Privacy of any electronic or printed material examined that is not relevant to the investigation is guaranteed. Disclosure of such material will be subject to penalty.

### PENALTIES FOR COMPUTER ABUSE

Abuse or misuse of MUnet computing facilities and services may not only be a violation of network policy and user responsibility, but it may also violate the criminal code. Therefore, the UCC will take appropriate action in response to user abuse or misuse of computing facilities and services. Action may include, but is not necessarily limited to:
 

- Suspension or revocation of computing privileges. Access to all computing facilities and systems can, may or will be denied.

- Reimbursement to the UCC or the appropriate institution for resources consumed.
- Other legal action including action to recover damages.
- Referral to law enforcement authorities.
- Referral of offending faculty, staff and/or students to institutional authorities for disciplinary action.

### 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.

### FUND RAISING, SALES, AND 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 Trustees.

The sale of items or the solicitation of funds on University property by recognized student organizations and/or their members or agents is prohibited unless written permission in the form of a Fund-Raising Permit is obtained from the Student Activities Office, MSC 2W38. 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. Non-

University individuals or groups planning sales or solicitation must make arrangements in advance through Conference and Facilities, MSC Room 1W31.

Recognized student organizations (or those in the certification process, at the discretion of the Student Activities Office) 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. When soliciting funds, the organization must have a copy of the Fund-Raising permit present at all times. The organization conducting the solicitation must be identified at every location by means of a sign or announcement.

In determining reasonableness of time, place and manner of the solicitation activity planned, the Student Activities staff and University officials charged with the 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).

### RESIDENCE HALLS

Residence hall students may not be used for business purposes of any nature.

Recognized student organizations (or those in the certification process, at the discretion of the Resident Director in consultation with the Student Activities Office) may sell items within the residence halls under the following guidelines:

1. The organization must obtain a Fund-Raising Permit from the Residence Life Office, located on the first floor of Twin Towers East, or the building Resident Director with preference given to Hall Government programs.
2. Solicitations must be restricted to commons area. No door-to-door solicitation is permitted. Solicitation in the dining halls is restricted to entrance areas only.
3. A representative of the organization must reserve commons area space with the Resident Director of that building.



## MARSHALL UNIVERSITY 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 Trustees Policy Bulletins 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.

- 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 of certification from the institution, under the rules, regulations, or policies of the Board of Trustees or the institution.

### SECTION IV. PROCESSING

- A. Level I
  1. File a Student Grievance Form with the Ombudsman.
  2. The Ombudsman 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.

### 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 padding 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 quests, 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; late work sessions which interfere with scholastic 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.

### NON-DISCRIMINATION POLICY STATEMENT

It is the policy of Marshall University to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications, merit without regard to race, sex, religion, age, handicap, or national origin.

This nondiscrimination policy also applies to all educational programs and activities as they pertain to admission, employment and other related activities covered under Title IX which prohibits sex discrimination in higher education.

Marshall University also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, sex, religion, age, handicap, or national origin. Information on the implementation of the policy and/or the Title IX Amendment should be addressed to:

Affirmative Action Officer  
Marshall University  
Huntington, West Virginia 25755

### PENDING CHARGES

During the period Judicial 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**

### **Demonstrations & Mass Gatherings**

The following special provisions apply to all rallies 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 Staff.
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.
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 Staff.
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, CEU and University offices. 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 Resident Director 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.

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.

#### **Newspapers, 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.

5. Any off-campus group that wishes to distribute handbills or flyers on campus must register 48 hours in advance with the Student Life Office in the Memorial Student Center Room 2W31 (forms available in office). Campus Security will be notified of approval. The group must also pick up an "approval card" from the Student Life 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 there 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 Staff of Student Life encourages a wide variety of issues and topics, they

reserve the right to intercede if 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 be provided equal time for opposing points of view.

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 THE 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 the Henderson Center 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.

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 Trustees 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 Recreational Sports & Fitness Activities Office in HC 1017. Lifeguards are paid by the organization.

Persons running 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 and Facilities Manager (696-3125):

### GULLICKSON HALL

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

### HENDERSON CENTER

Arena  
Natatorium  
Handball Courts  
Instructional Gymnasium

## OUTDOOR FACILITIES

Memorial Track and Field  
Gullickson Intramural Field  
Tennis Courts

Memorial Student Center Plaza

Fairfield Stadium - Daylight Hours Only  
(Night use requires \$300 Utility fee for lights)

## AUDITORIUM

Old Main Auditorium  
Smith Recital Hall  
Smith Hall 154  
Memorial Student Center  
Corby Hall 105

## CLASSROOMS

Available for meeting space

To reserve one of the above facilities, a completed Facility Reservation Form signed by the organization's advisor and President must be submitted to the Conference and Facilities Manager at least two weeks prior to the desired date of use.

The Conference and Facilities Manager will schedule the use of the facility and obtain other approvals as necessary, i.e., Security, Intramurals, etc.

Because of limited space and the current construction program, campus organizations are limited to two uses of the same facility in one month. For the same reasons, late requests will be subject to the availability of the space and personnel.

Use of facilities is governed by "REGULATIONS FOR USE OF UNIVERSITY FACILITIES."

## MARSHALL UNIVERSITY'S POLICY STATEMENT OF SEXUAL HARASSMENT FOR FACULTY, STAFF AND STUDENTS

### I. GENERAL POLICY

Sexual harassment perpetrated by any faculty, staff and/or student against any member of the aforementioned groups is prohibited at Marshall University. It is a violation of Title VII of the 1964 Civil Rights Act, as amended, 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 interfering with an individual's academic or work performance, or creating an intimidating, hostile or offensive working or educational environment.

### III. UNACCEPTABLE BEHAVIORS

Sexual harassment undermines the integrity of the workplace, research, learning and teaching environments. It is unsolicited, non-reciprocal behavior which includes:

- graffiti • verbal abuse • rape • leering or ogling
  - physical assault
  - sexist remarks regarding the victim's clothing or body and general sexist jokes, comments, or pictures
  - patting, pinching or brushing up against the victim's body
  - suggestions/demands for sexual favors in return for grades, hiring, promotion or tenure
- Each alleged incident/complaint of sexual harassment will be reviewed and evaluated on a case-by-case basis by the Department of Affirmative Action & Human Resources.

### IV. GRIEVANCE PROCEDURE

Anyone who believes that she or he has been subjected to sexual harassment should contact the Department of Affirmative Action & Human Resources 696-6455.

The administration encourages students, faculty members, administrators, etc., to pursue the matter through the procedures described below. At his or 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.

All issues/information evaluated during and after informal or formal review of sexual harassment incidents/complaints will be held **STRICTLY CONFIDENTIAL. BREACH OF CONFIDENTIALITY BY THE AFFIRMATIVE ACTION OFFICER, THE GRIEVANCE PANEL OR MARSHALL UNIVERSITY ADMINISTRATORS IS A SERIOUS OFFENSE AND SUBJECT TO APPROPRIATE SANCTIONS AT THE DISCRETION OF THE PRESIDENT.**

### SEXUAL HARASSMENT GRIEVANCE PANEL

The Sexual Harassment Grievance Panel is comprised of eighteen (18) individuals who have expressed interest in serving on sexual harassment grievance committees. Prior to serving on a Grievance Committee, each individual must receive training in sexual harassment investigations.

Of the eighteen members, six shall be faculty members (selected by the President of the Senate), 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. A committee of three (3) individuals chosen by the Affirmative Action Officer from each of the subgroups (faculty, student and staff) will review or investigate the incident or complaint.

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 the Senate, 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 Panel are available from the Department of Affirmative Action & Human Resources.

All members of the grievance panel will treat as **CONFIDENTIAL** to the extent permitted by law, the information that is disclosed to them in their capacity as panel members although records of the panel may be made available for **CONFIDENTIAL REVIEW** by the responsible committee or administrator in any resulting disciplinary or complaint procedure arising out of the same incident.

### INFORMAL PROCEDURE

Complaints may be pursued informally through consultation with the Affirmative Action Officer, or a member of the Sexual Harassment Grievance Panel. When informally pursued, no written complaints are required although the alleged harasser will receive written notification of a review in progress.

Although the grievant may choose a person to act as her or his representative, all members of the Sexual Harassment Grievance Panel are available for informal resolution. The representative will, at the request of the grievant, meet with the alleged harasser 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/or advisor.

If a member of the Sexual Harassment Grievance Panel acts as a representative under this section, that member will be excluded from selection on the investigatory committee under the formal procedure.

At the conclusion of the informal procedure the representative(s) shall report the results of the findings to the Affirmative Action Officer who shall decide if the grievance has been resolved or merits further investigation.

### FORMAL PROCEDURE

The formal procedure is invoked by the filing of a written complaint with the Department of Affirmative Action & Human Resources or when evidence from the informal pro-

cedure warrants a formal investigation. The complaint shall be filed upon forms available from the office. A copy of the complaint will be delivered by Certified Mail from the Department of Affirmative Action & Human Resources.

An investigatory committee consisting of a member from each of the three constituencies will be selected by the Affirmative Action Officer at random from the Sexual Harassment Grievance Panel. Prior to the investigation, either grievant or accused may request that a committee 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 investigated within twenty (20) working days after a formal complaint is delivered to the alleged harasser. In the event of extenuating circumstances (determined by the Affirmative Action Officer), this period may be extended as reasonable under the circumstances. Each party has the right to seek counsel and/or representation.

Within five (5) working days following the conclusion of the investigation, the investigatory committee shall submit a written recommendation based on the evidence and recommend an appropriate sanction, if any, to the Affirmative Action Officer, the President and one of the following:

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

The written decision of the investigatory committee shall include the nature of the complaint, a summary of the relevant evidence, a recommendation based on the evidence, and a recommendation of an appropriate sanction, if any.

Thereafter, either party unsatisfied with the decision may appeal to the 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. However, any and all victims have the right to file a charge of discrimination based on sexual harassment with the appropriate local, state or federal agency. For additional information contact the Department of Affirmative Action & Human Resources.

### V. SANCTIONS

Any administrator, faculty or staff person who sexually harasses another will be subject to the following appropriate disciplinary action at the discretion of the President: (a) verbal or written warning/reprimand documented in their files, (b) negative evaluation, (c) suspension, and/or (d) termination.



## VI. 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).

## VII. DISSEMINATION

Deans, directors, and department heads will disseminate this policy and anti-sexual harassment posters and brochures to faculty, staff, and students at Marshall University on a regular basis. Workshops and seminars will be held periodically highlighting issues of sexual harassment.

## VIII. RETALIATION OR REPRISAL

Faculty members, students, staff members and administrators who request a review/investigation in accordance with the outlined policy and procedures may expect a fair review/investigation without fear of further harassment or retaliation. Any retaliatory action of any kind taken against 1) the grievant as a result of his/her seeking redress under these procedures, 2) students or employees cooperating in the review/investigation, or 3) Grievance Panel members is prohibited and shall be regarded as a separate and distinct grievable matter.

## 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 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 by organizations or individuals outside the University must be stamped for approval to post on campus by the staff in the Office of Student Activities (2W29, MSC) or the staff in the Student Affairs Office of the School of Medicine. Any questions concerning this

provision should be directed to the Associate Dean of Student Affairs (2W31, MSC 696-2282).

6. Individuals or organizations displaying signs are responsible for their removal the day after the event.
7. Signs will be removed which violate these or other University regulations.
8. The student activity banners which are displayed on the balcony of the Memorial Student Center, the fraternity doors generally displayed during rush and campaign signs displayed during elections are specifically exempted from the 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 by the Physical Facilities Committee. Approval to use these signs as described does not negate the possible withdrawal of approval at a later date.
9. These policies pertain to the total University, and shall take precedence over any regulations formulated by constituents of the University.

## SMOKING POLICY

Smoking shall be forbidden in: hallways, classrooms, laboratories, libraries, elevators, auditoriums, multiperson work areas; if any person working in the area objects to smoking, restrooms, waiting rooms, clinics, conference rooms, lounges, residence halls, cafeterias, and the John Marshall Medical Center-Henderson Center Level E shall be excluded from this policy.

Smoking policy for individual offices may be established by the assigned occupant, however, smoking must be done with the door closed.

Stricter Smoking Policies may be established by department or administrative units of the University for any space assigned to that unit.

The Smoking Policy for the Memorial Student Center shall be established by the Memorial Student Center Governing Board.

NOTE: Smoking is banned in classrooms, laboratories, libraries, elevators, and auditoriums by law.

## 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 and 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.

## Artificial Noisemakers

Artificial noisemakers, air horns, "electronic amplifiers", are not permissible in arenas or stadiums except for those 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, buffalos, 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 1.

## SUBSTANCE USE AND ABUSE POLICY

### I. INTRODUCTION

The purpose of this policy is to serve as a guide for the campus community in the use and abuse of controlled substances. Alcohol abuse or the use of illegal drugs is incompatible with the educational mission of Marshall University. The role of the university in pursuit, creation, and dissemination of knowledge requires that all members of the university community function at their optimal level. The illegal use or abuse of drugs and/or alcohol has a clear and adverse effect on the educational environment. Accordingly, Marshall University is committed to promoting the responsible use of alcohol and preventing the use of illegal drugs.

Consistent with its mission, Marshall University will utilize educational strategies as the primary approach to substance abuse. However, all members of the university

community should know that any violations of local, state, or federal laws will be subject to prosecution to the fullest extent of the law and of university policy.

Those persons who are currently involved in the abuse of alcohol or the use of illegal drugs and who seek assistance in overcoming these addictions through a viable and recognized treatment program will be supported in these efforts.

## II. DEFINITIONS

**Alcoholic beverages** includes those beverages defined under the State of West Virginia Code, Section 60-7-12a as nonintoxicating beer, and under 60-8-20a as wine and other alcoholic liquors. In plain language this means beer, wine, wine coolers, and all other liquors.

**Illegal drugs** include those substances defined under Schedule I of the West Virginia Uniform Controlled Substances Act (60A-2-204). These include any opiates, opiate derivatives, and hallucinogenics such as marijuana and LSD. Also included are substances listed under Schedule II of the act which includes substances with a high potential for abuse but which may have a recognized medical use.

## III. ALCOHOL

West Virginia state law prohibits the purchase of alcoholic beverages by persons under the age of 21, and also prohibits any person not related by blood or marriage from providing alcoholic beverages to persons under age 21. In order to stand consistent with this statute the university is compelled to carefully monitor and control the use of legal alcoholic beverages on campus or by organizations under the support of Marshall University. All organizations affiliated with the university must take positive action to insure that minors are not served alcohol.

Many campus based constituencies include persons who are legally able to purchase and consume alcoholic beverages. These include faculty, staff, students, alumni, visitors to campus, community groups, conference or workshop participants, or others here for purposes related to university functions. For these groups the responsible use of alcohol must be the guiding principle.

State law also prevents the sale and consumption of alcoholic beverages on campus, except in specifically designated (1) locations. For this reason and others many campus affiliated organizations choose to hold social functions at off-campus locations. Again, for these organizations positive actions must be taken to promote the responsible use of alcohol. These actions are required:

- Positive actions to insure that no persons under age 21 are served alcoholic beverages.
- No social event shall include any form of "drinking game".
- Alcohol should not be used as an inducement to partici-

pate in a campus event. Promotional materials for any event shall not make references to the amount of alcoholic beverages (such as number of kegs) available.

- Direct access to alcoholic beverages should be limited to those persons designated as servers.
- Alternative non-alcoholic beverages must be available.
- Food as well as drink must be served.
- Early cut-off of drinks must be observed, preferably one hour prior to the end of the event.
- No alcohol should be served to those persons obviously intoxicated.

(1) Alcoholic beverages (beer and wine coolers) may be legally sold and consumed with the approval of the President in designated and licensed areas of the Marshall University campus. Beer only may be consumed in the residence hall by Laidley residents of age and their registered guests age 21 or older and only in sleeping quarters. Private residences on campus property, such as apartments within the residence halls and at the Married Student Housing unit, are not subject to these limitations. Physically challenged residents who are 21 and who live on Holderby 1st Floor or Buskirk 1st Floor.

## IV. ILLEGAL DRUGS

Consistent with its educational mission, the university will utilize educational strategies as the primary activity aimed at preventing drug abuse and the use of illegal drugs. A strong program focusing on drug abuse will be conducted with the intent of informing all members of the university community of the resources available to help resolve abuse problems. Those members of the university community who voluntarily seek assistance for abuse concerns or drug addiction through a recognized treatment program, either through the services of Marshall University or through community resources, will be assured that applicable standards of confidentiality will be maintained. Students who voluntarily seek such treatment may be eligible for a medical withdrawal from the university without academic penalty.

Members of the Marshall University community are responsible for knowing and complying with provisions of West Virginia law that define as crimes the possession, sale, delivery, or manufacture of those drugs known as "controlled substances." Any member of the University community who violates that law is subject both to prosecution and punishment by civil authorities and by the University.

Sanctions will be imposed by the University consistent with procedural safeguards applicable to disciplinary actions against the involved parties. Penalties imposed may range from written warnings with probationary status to expulsions from enrollment and/or termination of employment.

## V. GOVERNING POLICIES FOR SPECIFIC COMMUNITIES

### Students

The Marshall University Student Code of Conduct, as administered by the University Judicial System, governs the procedures to be followed in case of violation of this policy by enrolled students.

### Faculty

Violations of university policy and/or state laws committed by members of the University faculty shall be adjudicated within the guidelines of WV BOR Policy Bulletin 36.

### Staff and Administrative Personnel

Violations of university policy and/or state laws committed by members of the university staff or administration shall be subject to sanctions as outlined above. Procedures for adjudicating such violations shall be consistent with WV BOT Policy Bulletin 52, and the Classified Employees Handbook, Section 10.

### Alumni, Other Groups

Alumni of the university, when gathered at a university sponsored, sanctioned, organized, or affiliated event should be subject to the same standards of behavior as students and staff of the institution. The university will make every effort to insure compliance with these guidelines. Affiliated groups, including visitors to campus, participants in seminars on campus, camp or conference participants, or other persons benefitting from university affairs or services will also be expected to conform to these standards.

July, 1989

## 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 occasion, 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.

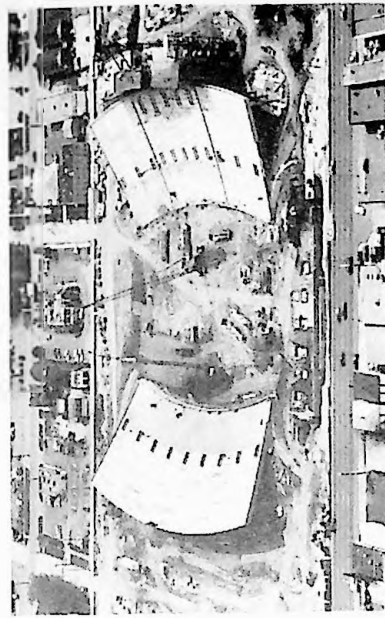
4. Supervisors must take steps to ensure offices and/or work stations are open to employees at all times when those employees are expected to be at work, including inclement weather situations and other disruptive situations.

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.

## BUILDING KEY

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

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



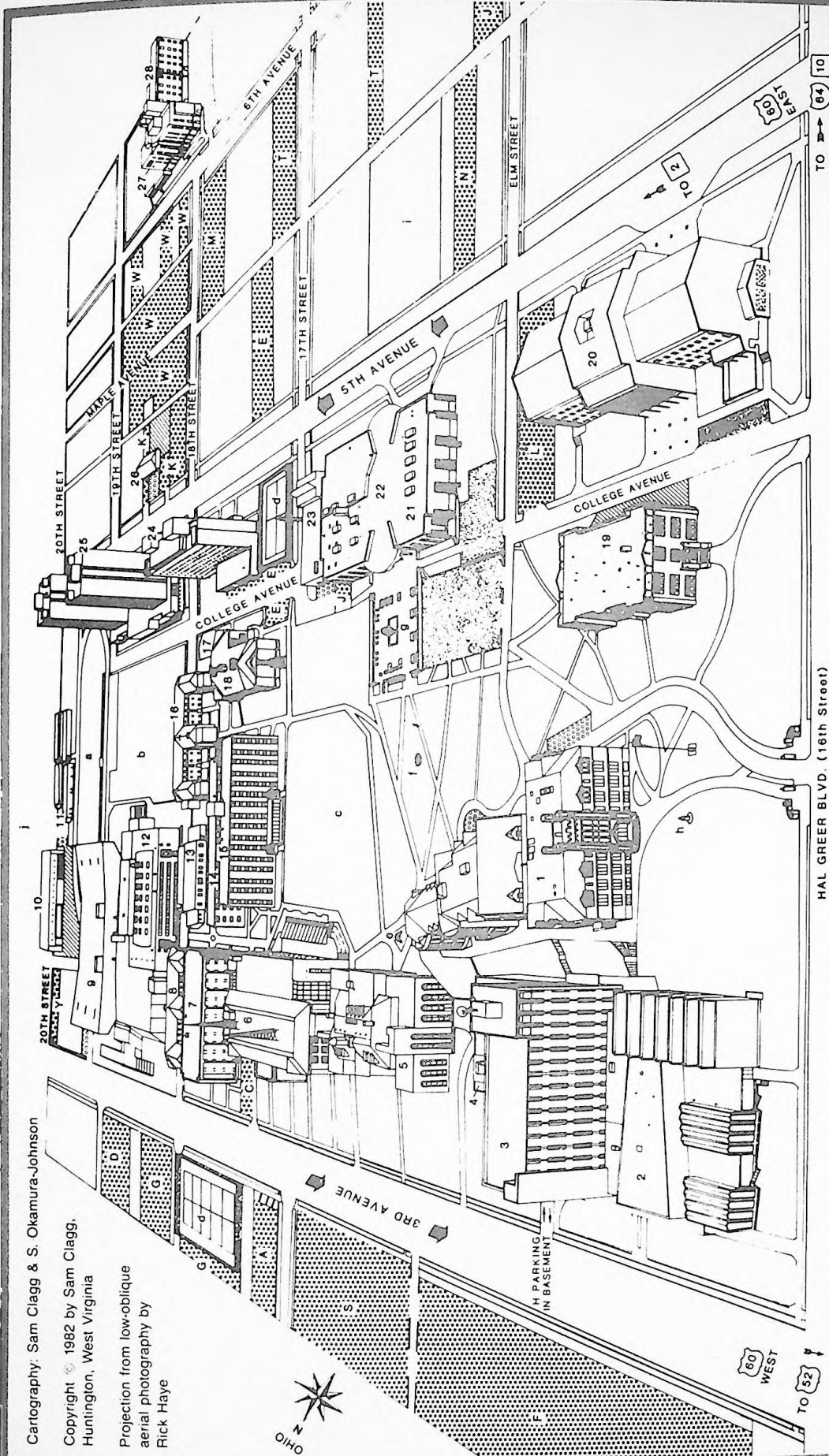
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- 1. Old Main
- 2. Smith Music Hall
- 3. Smith Hall
- 4. Communications Bldg.
- 5. Library
- 6. Science Bldg.
- 7. Harris Hall
- 8. Laidley Hall
- 9. Henderson Center
- 10. Sorrell Maintenance Bldg.
- 11. Sorrell Annex
- 12. Gulltckson Hall
- 13. Community College
- 14. Prichard Hall
- 15. Buskirk Hall
- 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. Holderby Hall
- 25. Twin Towers
- 26. Public Safety Bldg.
- 27. Doctor's Memorial Bldg.
- 28. Doctor's Memorial Bldg.

- a. Track Field
- b. Athletic Field
- c. Central Field
- d. Tennis Courts
- e. Thornburg Carillon Memorial
- f. O.D.K. Circle
- g. Memorial Fountain
- h. Marshall Bust
- i. Fine and Performing Arts Center (under construction, 1989)
- j. Stadium Construction Area

A B C D E F G H  
 I J K L M N S T W Y  
 Paid Permit Parking  
 Metered Parking  
 Visitor, Private, or Short Term Parking  
 State Vehicle Parking

# MARSHALL UNIVERSITY