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Marshall University Student Handbook

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## **The Student Handbook of Marshall University, 1992-1993**

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# Marshall University 1992-93 Student Handbook



C. Denise Norris, Editor  
Nancy Schultz, Assistant Editor





OFFICE OF THE VICE PRESIDENT/DEAN  
Student Affairs  
400 Hal Greer Boulevard  
Huntington, West Virginia 25755-3000  
304/696-6422

August, 1992

Dear Students:

Your 1992-93 Student Handbook describes campus services, programs, and activities as well as University policies and regulations which are to guide your out of classroom life. The "Student Code of Conduct" contained herein outlines the behavioral expectations Marshall University has for all students. Also included is a description of the steps involved in due process, if, for any reason, you should be charged with infractions of "The Student Code of Conduct."

All statements in this publication are announcements of present policy only; they are not regarded as offers to contract. Programs and policies are subject to change depending on staffing and budgeting, and are subject to revision subsequent to date of publication.

Never hesitate to call the Ombudsperson (696-2366) or the Vice President/Dean of Students (696-6422), if you have questions or concerns. Do have a good year. Our personal best wishes to each and every one of you.

Sincerely,

Karen McComas, Chairman  
Student Conduct and  
Welfare Committee

Nell C. Bailey  
Vice President/Dean  
of Student Affairs

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## SURVIVAL TIPS FROM A TO Z

### ACADEMIC COUNSELING

See your academic advisor in your college. Undecided majors can consult the Academic Advising Center, Old Main 2B, (696)-3169, the Counseling Center, Pritchard Hall South Lobby, (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 both the Undergraduate and Graduate Marshall University Catalogs. Disciplinary appeals and grievance information is contained in this edition of the Handbook under UNIVERSITY POLICIES.

The University Ombudsman, Memorial Student Center 2W29A, can assist you with information regarding the filing of appeals. For information, call (696)-2366.

### CAREER PLANNING

Contact the Counseling Center, Pritchard Hall, First Floor South Lobby, (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 the University community. One way to become involved is by joining a student organization. If you are a commuter and enjoy planning entertainment events, you can join the Special Events committee of Student Activities, which presents entertainers during

the day at times most convenient for commuters. Most campus activities are open to all students, so watch for intramural information, Marco's entertainment specials, and evening programs.

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, all located in the Memorial Student Center. Students may want to purchase a commuter meal plan which provides your choice of 60 meals per semester for \$255, 30 meals per semester for \$128, or 20 meals per semester for \$85. For more information contact Marriott Food Service at (696)-2534 and/or see the FACILITIES section in this Handbook.

If you are a student returning to college after a break in your education, contact the Returning Students' Program at (696)-3112 for information that is pertinent to you.

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

GET INVOLVED!

### DISABLED STUDENT SERVICES

Contact Vocational Rehabilitation, Pritchard Hall 107, (696)-2394, Disabled Student Services, Pritchard Hall, (696)-2271, or the Community College, Room 101, (696)-3014. See the STUDENT AFFAIRS: DISABLED STUDENT SERVICES section in this edition of the Handbook 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 to Marshall students 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 ten (10) Emergency/Service Telephones, three of which are "Code Blue" phones. These two way communication units are located strategically throughout the campus, and with the 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. Students, faculty, and guests are encouraged to learn the locations of each unit, and to use them for all emergency and/or service request communications.

### Emergency Telephone Locations

1. Old Main: North side next to Smith Hall
2. Memorial Student Center: North side of the building on the Plaza next to the OWL machine
3. Henderson Center: Next to the southeast entrance near the Basketball Offices, facing the entrance gate to the track field
4. Henderson Center: Next to the main south level "C" entrance facing the Intramural Field
5. Pritchard Hall: East side of the building on the air conditioning wall
6. Gold Facilities Building: South side facing Hold-erby Hall
7. Area "H" Parking Lot: Next to the new North (3rd Avenue) elevators in Smith Hall
8. Science Building: South (campus) side of the building
9. Old Main/Northcott: Southwest side of Old Main beside walkway between buildings
10. Tennis Courts: Northeast corner of 17th Street and 5th Avenue

NOTE: See campus map in this edition for exact locations.

### ESCORT SERVICE

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

## FINANCIAL AID

There is a separate section in this edition of the Handbook under ENROLLMENT MANAGEMENT which explains Student Financial Assistance services in detail. 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 (located on the first floor of the Memorial Student Center) stocks dozens of items such as mugs, clothing, MU logo items, and books. 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 CEU!  
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.

### JOBS Network

Looking for a job? One quick call to the JOBS hotline provided by Placement Services can give you inside information. Just call (696)-5627 (JOBS). If you would like more detailed information about any job on the hotline or other services available, contact Placement Services, 5th Avenue and 17th Street, at (696)-2370.

### Meal/Menu

Would you like to know what is on the menu for lunch at the Student Center? Dial (696)-6325 (MEAL) to receive the daily menu. If you dine at Twin Towers and/or Holderby Hall Cafeterias, you can receive menu information by dialing (696)-6368 (MENU).

## 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 AM to 4:30 PM Monday - Friday

### Athletic Ticket Office

8:00 AM to 4:30 PM 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 AM to 4:30 PM M

Academic Year

8:00 AM to 6:30 PM M-F

8:00 AM to 5:30 PM T-W-TH

8:00 AM to 4:30 PM F

Open for special events only SAT-SUN

First two weeks of the new semester

8:00 AM to 6:30 M-TH

Phone: Textbooks 696-2461

Supplies 696-2460

Office 696-3622

### Cafeterias

#### Residence Halls:

##### Holderby Hall

Breakfast 7:00 AM to 10:00 AM M-F

Lunch 10:30 AM to 2:30 PM M-F

Dinner 3:30 PM to 7:00 PM M-F

CLOSED SATURDAY AND SUNDAY

##### Twin Towers

Breakfast 6:30 AM to 10:25 AM M-F

Lunch 11:00 AM to 3:25 PM M-F

Dinner 4:00 PM to 6:30 PM M-F

## \*\*\*WEEKENDS\*\*\*

Brunch 11:00 AM to 1:30 PM SAT-SUN  
Dinner 4:00 PM to 6:30 PM SAT-SUN

### Memorial Student Center Cafeteria

7:30 AM to 6:30 PM M-F

### Pizza Hut (Student Center)

10:30 AM to 11:00 PM M-F

### Sweet Sensations (Student Center)

7:30 AM to 5:00 PM M-F

### Buffalo Grill (Student Center)

7:00 PM to 11:00 PM M-F

## Libraries

### James E. Morrow Library

Academic Year:

7:45 AM to 10:30 PM M-TH

7:45 AM to 4:30 PM F

10:00 AM to 5:00 PM SAT

1:00 PM to 10:00 PM SUN

Summer Terms:

7:45 AM to 10:00 PM M-TH

7:45 AM to 4:30 PM F

9:00 AM to 5:00 PM SAT

5:00 AM to 10:00 PM SUN

Phone: (696)-2320

### Educational Resources Information Center (ERIC)

8:00 AM to 4:30 PM M-F

Closed during lunch hour (Noon - 1:00)

Phone: (696)-3180

Old Main Room 307

### Health Sciences Library

Academic Year:

7:45 AM to 11:00 PM M-TH

7:45 AM to 5:00 PM F

5:00 PM to 10:00 PM SAT-SUN

**Summer Terms:**

Hours to be posted later.  
Phone: (696)-6426  
Community College Basement

**Learning Center**

Academic Year:

8:30 AM to 6:30 PM M  
8:30 AM to 8:00 PM T-W  
8:30 AM to 6:30 PM TH  
8:30 AM to 2:00 PM F  
Phone: (696)-3016  
Community College, Room 138

**Learning Resource Center**

Academic Year:

7:45 AM to 4:30 PM MWF  
7:45 AM to 9:00 PM T-TH  
10:00 AM to 4:00 PM SAT

Summer Terms:

7:45 AM to 4:30 PM M-F  
Phone: (696)-3119  
Jenkins Hall, Room 103

**Music Library**

Academic Year:

8:00 AM to 9:00 PM M-TH  
8:00 AM to 4:30 PM F

Special schedules are posted for holiday and intersession periods.

Phone: (696)-6647

Smith Music Hall, Room 123

**Memorial Student Center**

Academic Year:

Student Center  
Monday - Friday 7:00 AM - 11:00 PM  
Saturday 4:00 PM - 12:00 Mid.  
Sunday 5:00 PM - 9:00 PM

Recreation Area:

Monday - Friday 8:00 AM - 11:00 PM  
Saturday 4:00 PM - 12:00 Mid.  
Sunday 5:00 PM - 9:00 PM

Information Desk:

Monday - Friday 7:00 AM - 11:00 PM  
Saturday 4:00 PM - 12:00 Mid.  
Sunday 5:00 PM - 9:00 PM

**Student Center Summer Hours**

Student Center: 8:00 AM - 5:00 PM M-F  
Closed Saturday and Sunday  
Recreation: 8:00 AM - 4:30 PM M-F  
Information Desk: 8:00 AM - 5:00 PM M-F  
Bookstore: 8:00 AM - 4:30 PM M-F  
Cafeteria: 8:00 AM - 1:30 PM M-F  
Sweet Sensations: 9:30 AM - 1:30 PM M-F  
Buffalo Grill: Closed

**INTERNATIONAL STUDENTS**

Contact the Coordinator of International Students and Scholars Programs, Room 119 Prichard Hall, (696)-2379 for information concerning classes, programs, events, and counseling. See the STUDENT AFFAIRS: INTERNATIONAL STUDENTS AND SCHOLARS section in this edition of the Handbook for additional information.

**LEGAL ADVICE**

The Student Legal Aid Center employs two part-time attorneys and an Ombudsperson to offer advice on any type of legal problem such as landlord/tenant disputes, consumer rights, domestic relations, traffic tickets, and other areas of concern to students. Office hours vary each semester, and although an appointment is not necessary, it is best to call ahead at (696)-2366. The Student Legal Aid Center is located in the Memorial Student Center, Room 2W29A.

**LOST AND FOUND**

Check the information desk at the Memorial Student Center, (696)-2365 or 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, MSC 2W29B, or call (696)-6435.

for a list of available apartments in the area.

You can also pick up a copy of "The Renter's Handbook" from the Student Legal Aid Center, MSC 2W29A. Any questions regarding landlords/apartments may be directed to one of the attorneys 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**

1. 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.
2. 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 in so far as possible
3. 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 details shall be issued upon payment of scheduled fee and must be obtained in the Traffic and Parking Section of the Public Safety Office.
5. Dated decals shall be secured to the vehicle only as directed at the time it is issued.
- 6.

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

**Schedule of Parking Fees:**

Outside	Area H	Stadium		
Semester	\$20.00	\$30.00	\$15.00	
Summer Term				
(per term)	\$ 5.00	\$ 7.50	\$ 5.00	\$ 5.00
Academic Year	\$40.00	\$60.00		

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

Rates: 0-6 hours \$10.00  
7 and above \$15.00

NOTE: All fees subject to change.

In addition to stated fees, a one-time fee of \$10.00 will be applied for all new permits 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.

Additional information concerning traffic and parking at Marshall may be obtained at the Public Safety Building across from Twin Towers, or by calling (696)-6406.

**PART-TIME EMPLOYMENT**

Looking for a part-time job? Check with Placement Services, 1681 5th Avenue, (696)-2370. If you want information regarding work study or student/graduate assistant positions, contact the office of Student Financial Assistance, Old Main Room 124, (696)-3162.

**PAYMENT OF BILLS AND FEES**

Payment of all financial obligations to the University must be made through the Bursar's Office located in Old Main Room 101, (696)-6620.

**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 contact one of the counselors located in Prichard Hall, First Floor South Lobby, (696)-3111. All information discussed is confidential.

**POST OFFICE**

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 including an indoor arcade, video games, bowling, billiards, snooker, and foosball. A valid Marshall I.D. or guest card is required to use this facility unless it is rented by a group for private use. No I.D. or guest card is required for arcade video games (coin operated).

**REFUNDS**

For information, contact the Bursar's Office located in Old Main Room 101, (696)-6620.

**RELIGIOUS HOLIDAYS**

For information, call the Campus Christian Center, (696)-2444, the Newman Center, 1609 5th Avenue, 522-2980, the International Students and Scholars Program, Prichard Hall 119, (696)-2379, or check the local phone directory for information.

**RESTAURANTS**

A brochure "Oh No, It's Closed Guide" is available in the Student Government Office, MSC 2W/29B, which lists local restaurants (locations and hours), or check the local phone directory for information.

**RETURNING STUDENTS**

For information regarding classes, programs, events, and orientation specially designed for the non-traditional/returning student, contact the Coordinator of Women's and Returning Students' Program, Prichard Hall Room 143, (696)-3112. See the STUDENT AFFAIRS section on WOMEN'S AND RETURNING STUDENTS' PROGRAMS in this edition of the Handbook for additional information.

**TRADITIONAL EVENTS**

- Homecoming ..... November 1 - 7, 1992
- Parents' Weekend ..... October 9-10-11, 1992
- Black Awareness Week ..... To be announced
- Springfest ..... To be announced
- Greek Week ..... April 1993

**TRANSCRIPTS**

For information, see the Registrar, Old Main Room 104, (696)-6410.

**TRANSPORTATION - TTA**

Need information on bus schedules? You may pick up schedules at the Tri-State Service Center located at 929 4th Avenue or call the dispatcher at 529-6091. Schedules are also available in the Student Government Office located in the Memorial Student Center, Room 2W/29B.

**WITHDRAWAL FROM COURSES**

Contact the Dean of your college or school.

**WITHDRAWAL FROM THE UNIVERSITY**

Contact the Registrar's Office, Old Main Room 104, (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 **STUDENT AFFAIRS** section on the Women's and Returning Students' Programs in this edition for additional information.

### **XEROX MACHINES**

Copy machines on campus are located in the James Morrow Library, (696)-2320, and on the first floor of the Memorial Student Center, (696)-2365. There are several copying facilities close to campus, such as Kinko's across from Old Main and Stadium Bookstore across from Twin Towers East. Prices vary by location.

## **FACILITIES/SERVICES**

### **ADMISSIONS OFFICE**

Each student enrolled at Marshall University has already had some contact with the Office of Admissions. The Admissions Office staff maintains a file of catalogs from other colleges and universities, evaluates course equivalency for students desiring to take courses at another college, evaluates veterans' physical education and military credit, and provides information about correspondence courses. The Admissions Office also administers the College Level Examination Program (CLEP) Test Dates are scheduled, by appointment only, on Monday through Friday between 9:00 AM and 2:00 PM. Questions about these services should be addressed to the Admissions Office by calling (696)-3160, or by stopping in to visit in Old Main, Room 125.

### **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, modern bookstore specializes in servicing the students, faculty, and staff of the University with a 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 students of the MU School of Nursing, St. Mary's School of Nursing, and the Marshall School of Medicine.

In addition, a variety of special services are offered, including special orders for books and merchandise which are not stocked, used book repurchases at the end of each semester or term, photofinishing, Marshall class rings, gift wrapping, and custom imprinted shirts for groups.

New textbooks are sold at 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.

For hours, look under the **SURVIVAL TIPS FROM A TO Z** section titled **HOURS TO REMEMBER**.

## **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. For telephone numbers, please call the main number for the Campus Christian Center, (696)-2444.

## CAMPUS DINING/CAFETERIA

**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 enjoy this addition to your weekly dining experience.

**Sweet Sensations**, located off the lobby area in the Memorial Student Center, is sensationally sweet. The answer to your sweet cravings, featured items include 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 coffees and teas, your favorite iced drink, or our famous Smoothie...a healthful, frozen beverage.

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

## CASH EQUIVALENCY

Students living in the residence halls may use their 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, but not to

surpass, the rate for the current meal period. Cash must be paid to make up the difference in the price, if any. Cash equivalency rates will be posted at each individual location.

## 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 meals? The Commuter Meal Plan gives you 20 meals for \$85.00, 30 meals for \$128.00, or 60 meals for \$255.00. 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. If you have any questions please contact a Marriott Food Service Manager at (696)-2533. For a complete list of dining hours, please see the SURVIVAL TIPS FROM A TO Z: HOURS TO REMEMBER section.

## 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.

On-line access by author, title, subject, and keyword searching is available to the 407,059 volume collection through VTLS. The libraries receive 2,654 periodical subscriptions. The extensive documents collection of 810,799 publications is organized by the Superintendent of Documents classification. Microforms, cassettes, videos, recordings, and other audiovisuals bring the total unit holdings to over one million items.

In the James E. Morrow Library, 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 class room. Phone: (696)-2321.

The Health Sciences Library is located in the basement of the Community College Building. The extensive specialized collection includes books, periodicals, and indices useful to science majors and medical and nursing students. Phone: (696)-6426

The Music Library is located in Room 123 of Smith Music Hall. It contains recordings, tapes, scores, music education materials, and some reference books. The library is open to all students, faculty, and staff of Marshall University. Phone: (696)-6647

In addition, a Chemistry Collection is located in the Chemistry Department in Northcott Hall. Hours of service for each library are listed in the SURVIVAL TIPS FROM A TO Z: HOURS TO REMEMBER section in this edition of the Handbook.

## MEMORIAL STUDENT CENTER

Built as a memorial to the victims of the 1970 airplane crash, the Memorial Student Center serves as the focal point for recreation, meetings, dining, and many campus activities. Housed within the modern three-story facility are a cafeteria, Marco's (coffee house), the campus bookstore, a sweet shop, bowling lanes, game-rooms, study areas, a commuter lounge with a large television screen, meeting rooms, an information center, and the Don Morris Room. In addition, students will find the offices for Student Government, the Attorney for Students, the Ombudsman, Student Activities, the Marshall Artists Series, the African-American Students' Program, Conference and Facilities, and the Director of Auxiliary Services.

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

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, offers dry cleaning services at the Student Information

Desk located in the main lobby on the first floor.  
**Florist Shop** - The Memorial Student Center, in conjunction with Huntington Floral, offers floral arrangements and single flowers at the Student Information Desk in the lobby.

### 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/convert instructions, student fellowship, retreats, marriage preparation, Bible studies, prayer meetings, one-on-one counseling, and social gatherings.

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

### PUBLIC SAFETY DEPARTMENT

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.

MU 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 by not taking personal 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 the day or night, call (696)-HELP (4357).**

**Note:** The general safety of members of the Marshall University Community has been improved significantly with the installation of ten (10) Emergency/Service Telephones. Please read the 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 (696)-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 the clinic director at (696)-2770, or stop by the Psychology Department main office, Harris Hall Room 326.

### 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 MU Department of Public Safety, (696)-HELP, which will in turn contact the counselor on call. All counseling services are available at no cost to students who have paid the student activity fee. Arrangements will be made for part-time students.

### 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 Room 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.

### 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 the student's 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 provided are: care for chronic illnesses, routine physical examinations on an appointment only basis, care for children under the age of 18 of students who have paid the full Student Health fee, and prescriptions at a \$3.00 co-payment at the John Marshall Medical Services. In-

corporated pharmacy, located in the Doctor's Memorial Building on Sixth Avenue. Community ambulance service is available at the expense of the student and/or the student's insurance carrier.

\*Policies and fees are subject to change.

### STUDENT WORKERS AND INTERNATIONAL STUDENTS

All student workers and international 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.

## ACTIVITIES

### ACTIVITY CARD

If you are enrolled for seven (7) or more credit hours on campus, you pay both an institutional activity fee of \$134.00\* and a student center fee of \$3.00\* per credit hour. The activity card you receive entitles you to:

- \*Admission to most Campus Entertainment Unlimited events
- \*Admission to all MU athletic events
- \*Admission to Marshall Artists Series programs
- \*Admission to convocations, forums, and University Theater productions
- \*Health Service care
- \*A copy of the Marshall University yearbook, **The Chief Justice**
- \*A copy of the Marshall University newspaper, **The Parthenon**

A special fee of \$52.45\* 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.

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

\*All fees are subject to change.

### 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 the 3rd Avenue side of Smith Hall. Hours are: weekdays 10:00 - 4:00, Monday evenings 7:00 - 9:00, and Saturday afternoons 1:00 - 4:00.

### CAMPUS ENTERTAINMENT

#### UNLIMITED

Campus Entertainment Unlimited is the central student organization on campus responsible for programming by and for students. Membership is open to all students at Marshall University, and all committees are organized and chaired by students. While many of the rewards gained from involvement with CEU are intrinsic, many life-long skills such as communication, time-management, budgeting, and leadership development can be enhanced.

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 several weeknights. Check with CEU for exact times and shows.

#### Comedy Club

Committee selects and hosts live comedians from around the country. The comedians perform in Marco's at various times throughout the semester. Contact CEU for exact dates and times.

### **Contemporary Issues**

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

### **Homecoming**

Responsible for selection, planning, and presentation of all Homecoming events which include, but are not limited to: parade, queen selection, dance, bonfire, daily entertainment, and contests. This committee works closely with the Alumni Office staff, the Music Department, local merchants, radio, and television stations.

### **Marco's**

Responsible for selection, planning, and presentation of live evening entertainment. These activities take place in Marco's, which is located in the lower level of the Memorial Student Center. Contact the CEU office for exact dates and times of upcoming events.

### **Special Events**

Selects and programs daytime events for commuter and non-traditional students. Responsible for planning trips and recreational tournaments, as well as many entertaining daytime events. Check with CEU for listings of upcoming 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.

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

### **CHORAL ENSEMBLES**

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

### **Chamber Choir:**

The Marshall University Chamber Choir consists of singers who perform the great chamber choral litera-

ture of the past five centuries. An annual tour is a feature of this advanced choral ensemble. Conducted by Dr. Castleberry.

Audition required with the director. Rehearsals: MWF 3:30 - 4:50 P.M.

### **Choral Union:**

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's Messiah, Bach St. Matthew Passion, and Beethoven's Symphony #9. Conducted by Dr. Castleberry.

No audition is required. Rehearsals: Monday evenings 7:00 - 9:00 P.M. in Smith Music Hall, Room 150.

### **Opera Workshop:**

Opera Workshop is open to advanced singers interested in opera repertoire and to other students interested in the technical aspects of singing opera and operettas. Directed by Professor Eikum.

Permission of instructor required. Rehearsal time and location to be announced.

### **University Chorus:**

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.

No audition is required. Rehearsals: MWF 12:00 noon to 12:50 P.M. in Smith Music Hall, Room 150.

For more information on any one of these groups, contact Dr. Castleberry, Director of Choral Activities, Room 157 Smith Music Hall, or call (696)-3127.

### **DEBATE AND INDIVIDUAL EVENTS TEAMS**

Any student enrolled full-time and interested in intercollegiate competition in debate or individual events may contact the Director of Forensics at (696)-4367 for additional information.

### **MARSHALL ARTISTS SERIES**

The Marshall Artists Series is many things to many people. It is educational, cultural, entertaining, and just plain fun. 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 for most events are free to all full-time Marshall University students with I.D. and Activity Card and are available to students three (3) weeks prior to each performance. In addition to one free ticket, each student is entitled to buy another at half-price for many of the events. The office is located on the second floor of the Memorial Student Center, 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 purchase two half-price tickets per event. Marshall University I.D. is required.

Note: Applications are available each fall for students who wish to serve on the Artists Series Advisory Board.

### **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, Smith Music

Hall, Room 154A, or call the office at (696)-3117.

## 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 Recreational Sports Program at Marshall is a College of Education program which is operated through the Department of Health, Physical Education, and Recreation. The Recreational Sports 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

#### Fall

Managers Meeting  
Tug-of-War (M,W)  
Softball (M,W)  
Racquetball Singles (M,W)  
Tennis Singles (M,W)  
Beach Volleyball (M,W)  
Volleyball (M,W)  
Badminton Singles (M,W)  
Field Goal Kicking (M)  
Cross Country (M,W)  
Basketball (M,W)  
Backgammon (M,W)  
Darts (M,W)  
Pickleball (M,W)  
Softball Throw (M,W)

#### Spring

Managers Meeting  
Basketball Freethrow (M,W)  
Racquetball Singles (M,W)  
Swimming (M,W)  
Indoor Soccer (M,W)

Wrestling (M,W)  
Horseshoes (M,W)  
Racquetball Doubles (M,W)  
Track and Field (M,W)  
16" Softball (M,W)  
Hula Hoop Golf (M,W)  
Home Run Derby (M,W)  
Pickleball Doubles (M,W)

### Co-Recreational

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

#### Fall

Team Tennis\*  
2 on 2 Basketball\*  
Turkey Run  
Darts\*  
Pickleball Doubles\*  
Team Pickleball\*

#### Spring

Racquetball Doubles  
Volleyball\*  
4 on 4 Volleyball\*  
Softball\*  
Beach Volleyball\*  
Indoor Soccer\*  
16" Softball\*

Racquetball clinics first Wednesday of each month.

### Facility Hours

For specific facility hours, please contact the Recreational Sports Department at (696)-6477.

I.D. cards of faculty and staff or guest passes are required for admission to some facility 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 rooms are

closed during student holidays. Facilities are closed during home football day games.

## UNIVERSITY BANDS AND AUXILIARY UNITS

Membership in the Marching Band, Symphonic Band, and Jazz Ensemble 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. For more information, contact Dr. Brock, Smith Music Hall 143, at (696)-2317.

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. For more information, contact Dr. Brock, Smith Music Hall 143, phone (696)-2317.

The **Symphonic Band** rehearses on Monday nights from 6:30 to 9:30 P.M. Permission of the director, Dr. Miller, is required. The office is Smith Music Hall 301, phone (696)-2377.

The **Jazz Ensemble** rehearses from 10:00 to 10:50 on Mondays, Wednesdays, and Fridays and again from 12:00 to 1:30 P.M. MWF. Permission of the director, Dr. Bingham, Smith Music Hall 302, phone (696)-3147, is necessary for participation.

For more information about any of these activities, contact the Music Department Office at (696)-3117.

## UNIVERSITY THEATER

University Theater, an all-university activity, is under the direction of the Department of Theater/Dance. Five to seven full-length plays are given each year. In addition, several studio performances are staged annually. All major productions, beginning in the Fall of 1992, will be presented in the brand new Fine and Performing Arts Center, located on Fifth Avenue directly across from the Memorial Student Center.

Tickets are free with student activity card, with the exception of the annual Theater/Dance and Music Department's presentation of a large musical, for which there is a charge for tickets.

For more information about University Theater productions or the annual musical, call (696)-ARTS.

## COMMUNICATIONS

### 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 88.8MHz on the FM band seven days a week and is affiliated with the ABC-FM network.

An award-winning member of the Associated Press Wire Service, the National Associate of College Broadcasters, and the Interscholastic Broadcast System, WMUL-FM broadcasts a wide variety of programming for students and other listeners in Huntington including jazz, blues, new age, progressive rock, heavy metal, contemporary Christian, black gospel, and urban contemporary. WMUL-FM provides two major newscasts and local newsbriefs throughout the day in addition to broadcasting many Marshall sports events including football, men and women's basketball, baseball, and soccer.

For more information, contact the offices of WMUL-FM, located on the second floor of the Communications Building, or call (696)-6640. WMUL-FM operates under the direction of the William Page Pitt School of Journalism and Mass Communications.

#### Business Hours:

Academic Year:

6:00 A.M. to 2:00 A.M. M-TH

6:00 A.M. to 3:00 A.M. F-SAT

7:00 A.M. Sunday to 2:00 A.M. Monday

Phone: (696)-6640

Communications Building, Second Floor

#### WPBY-Television Station

WPBY-TV, Channel 33, provides non-commercial public television programming to the Hunting-

ton/Charleston area and 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 produces the MU Report, in cooperation with the Journalism Department. Channel 33's schedule also includes programs concerning area issues and coverage of the West Virginia Legislature. Limited work-study opportunities and part-time employment are available. Public school programming and college credit courses are part of the 120 hour-per-week broadcast schedule of Channel 33.

#### Business Hours:

8:30 A.M. to 5 P.M. M-F

#### Broadcast Hours:

6-45 A.M. to 11 P.M. M-F

8:00 A.M. to about midnight SAT

8:00 A.M. to 11 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 made during the spring semester.

### 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 award-

ed to the most notable works in each edition. For information on submissions or staff positions for the publication, call (696)-6645, or inquire at the English Department on the third floor of Corby Hall.

## Minority Expressions

The **Minority Expressions** newsletter is published once each semester during the academic year by the African-American Students' Program. Articles discuss the minority perspective on relevant issues such as education, cultural and academic achievement. African-American organizations, poetry, programs, 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 African-American 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 in addition to presenting a schedule 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.

## 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 Department 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 during the fall semester and copies are available through the Office of the Dean of Student Affairs, Old Main 109. Additional distribution spots are advertised in the Parthenon and by flyers posted in campus buildings.

## ON CAMPUS RESIDENCE

### RESIDENCE SERVICES

The Office of Residence Services maintains six residence halls which house approximately 2,100 students, along with a family housing complex.

Residential living is an integral part of the educational process at Marshall University. The Office of Residence Services strives to promote a living environment which promotes individual and interpersonal development through the coordinated efforts of a professionally trained staff. The belief of the Residence Services Office is that the experiences in the residence halls contribute as much or more to the student's growth as his/her classroom experiences. The staff's primary responsibility is to provide the resources and support to create a positive residential community.

Resident Advisors are assigned to each floor in each hall. Resident Directors are graduate students responsible for each hall and trained in the supervision of staff and in the development of a community. Two full-time Area Coordinators live on campus and are responsible for the day to day operations of the residence halls along with the supervision and training of the staff

in areas such as student development, programming, physical facilities, etc.

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) in their primary residence within a fifty mile commuting distance. Married students and students two years beyond high school are exempt. Failure to comply with this policy will result in cancellation of the student's registration and/or responsibility for a room and board payment.

The Office of Residence Services is located in Old Main Room 115, phone (696)-6765. The area office for Twin Towers and University Heights is in Twin Towers East Lobby. The area office for Holderby, Laidley, Hodges, and Buskirk is in Laidley Hall.

### 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 the executive offices of President, Vice President, Secretary, and Treasurer, as well as representatives from each floor.

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.

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 officer elections in the spring semester for the next academic year will provide opportunities for more leadership experiences.

The financial support for RHA is derived from a membership fee collected from hall residents. Mem-

bership affords residents the opportunity to participate in activities at reduced rates or free.

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

### CONTRACTS

A student who wishes to live in a University residence hall must sign a contract with the Residence Services Office. The stipulations of that contract are: 1) that the student resides in his assigned residence hall for the entire academic year; 2) that the student abides by the governing rules and standing traditions of the residence hall; 3) that the student purchases a meal plan; 4) that the student will receive no refund of any portion of room and a pro-rated refund of board fees because of withdrawal from the University after the first Friday of the first week of classes for each semester; and 5) that it is a legal and binding contract for the entire academic year.

### FOOD SERVICES

All students living in the residence halls are required to purchase a meal plan for meals in the University dining units. Commuter meal plans and full board plans are available for off-campus students. The meal plan is not valid during vacation periods. In addition, a points plan or prepaid debit 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 on a cash basis.

All meal cards will be activated upon payment of room and board fees. This meal card must be presented prior to entering food lines at each meal.

No deduction is made in room charges for absences. No deductions are made because of late payment or



as a result of discontinuation of meal services for non-payment of residence hall fees.

### **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**

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 Residence Services 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 10 and January 4.

### **UNIVERSITY HOUSING FOR STUDENTS WITH A FAMILY**

Housing for married students and/or students with children is provided in 78 furnished family dwelling units owned and operated by the University. The units include a wide variety of accommodations with rents ranging from \$205 to \$345 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 Office of Residence Services. Married students and/or students with children 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.

### **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:

\*Marshall opened a new 28,000 seat state-of-the-art football stadium in September 1991. The facilities building which will house offices, locker rooms, a weight room, a training room, and an equipment room

opened in July 1992.

\*The Henderson Center, the multi-purpose facility, is used by physical education, intramurals, recreation, and inter-collegiate 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.

\*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.

\*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.

\*The Marshall University track was resurfaced in the spring of 1983 and is the finest track facility in the Tri-State Area. The track facility seats 3,000 and is equipped with "Accutrack," the most recent development in automatic timing. Located next to the Henderson Center and Twin Towers, the track has an electronic scoreboard and a public address system, and is equipped with a steeplechase pit and a "discus and hammer" safety edge.

\*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.

\*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 grade point average eligibility for athletes. Information about cheerleader tryouts is posted on campus and publicized in the PARTHENON.

## STUDENT AFFAIRS

The Department of Student Affairs provides a variety of developmental services, programs, and activities in support of the academic mission of the University. It is committed to excellence and an integration of curricular, co-curricular, and extracurricular activities.

Guiding concepts of the department 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 Department 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 leadership development.
3. To critically evaluate functions, objectives, and trends enabling the Department to strengthen services and seek innovative approaches to facilitate the educational process.
4. To help identify, reduce, and anticipate organizational 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 lifestyle, and selecting career opportunities.

The Dean of Students is involved in all University matters pertaining to student welfare with primary involvement in matters outside the classroom. The Dean of Students provides leadership in assessing the learning and social needs of students; recommends ideas to make Marshall a more productive and pleasing environment for students; supervises the Student Affairs Staff; and participates in decision making at the highest level of administration in the University.

One Associate Dean and an Assistant Dean assist in the management and supervision of the various units that comprise the Department of Student Affairs.

These program areas outlined below are available to all students. For more information, the office of the Dean of Students is located in Old Main 109, phone (696)-6422.

### AFRICAN-AMERICAN STUDENTS' PROGRAM

The staff offers programs that address specific educational, cultural, and social needs of 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-American political perspective, life style, social life, and educational and professional advancements are characteristic of this office. For additional information, stop by the office in 1W25 of the Memorial Student Center, or call (696)-6705.

### 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, stop by the South Lobby of Prichard Hall, or call (696)-3111.

### DISABLED STUDENTS SERVICES

The Office of Disabled Students Services helps disabled students with all aspects of campus living and learning programs and activities. The 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 students with upper-body mobility restriction
- \*TUTORING for most freshman and sophomore level courses

### \*STUDY SKILLS/READING IMPROVEMENT INSTRUCTION

- \*LECTURE NOTE-TAKING 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
- \*INDIVIDUALIZED NEW STUDENT orientation for disabled students upon request

- \*ADAPTED SPORTS ACTIVITIES such as swimming, individual exercise programs, and modified physical education classes

- \*LIAISON COUNSELOR for students under the sponsorship of the West Virginia Division of Vocational Rehabilitation

- \*ACCESSIBLE HOUSING, CLASSROOMS, AND LIBRARY FACILITIES for mobility-impaired students

Disabled students are also referred for special assistance to various University and community agencies. The Office of Disabled Students Services is located in

the Student Development Center on the first floor of Prichard Hall. For information or assistance call (696)-2271.

### **Exam Procedures For Disabled Students**

The Vocational Rehabilitation Act of 1973, Section 504 states that a disabled student has the right to be tested in a manner that indicates what the student knows rather than indicating the EFFECTS OF HIS/HER disability. PROFESSORS MAY REQUIRE THAT STUDENTS PROVIDE documentation that a disability 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 distraction, 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: (696)-2271.**

### **EDUCATIONAL SUPPORT SERVICES**

The Coordinator of Tutorial Services trains peer tutors, and maintains a list of recommended tutors who have been endorsed by the respective departments for each subject to be tutored. Tutoring is available to all students, full or part-time, and is funded by the Educational Support Program student activity fee.

Often students find the need to improve study skills in order to complete classes successfully. The 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, or stop by the office at 134 Prichard Hall.

### **GREEK AFFAIRS (Sororities & Fraternities)**

Fraternity and sorority life at Marshall University

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

Marshall's Greek system offers 16 fraternity and sorority chapters which work together through the Interfraternity Council, Panhellenic Council, and the Black Greek Council. The Coordinator of Greek Affairs is responsible for the coordination of Greek life. For more information, please contact the Office of Greek Affairs in the Memorial Student Center, Suite 2W38, phone (696)-2284.

### **INTERNATIONAL STUDENTS AND SCHOLARS PROGRAM**

The International Students and Scholars 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 non-immigrant students, and immigration requirements and procedures. The program 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, Marshall Council for International Education, and the Coordinator for International Students and Scholars Program is ongoing. For additional information call (696)-2379.

### **JUDICIAL AFFAIRS**

The Coordinator of Judicial Affairs is responsible for the campus-wide implementation of the Student Code of Conduct, policies and procedures of the University, 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 an impartial hearing body called the Judicial Board. Hearing panels consist of two students and one faculty member. The Board hears all evidence presented on both sides of a case and makes a determination of responsibility, and establishes recommended sanctions. The judicial procedure strives to assist students in the growth process through mediation, counseling, and education.

### **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 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 important 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 departments and 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, phone (696)-6770.

### **STUDENT ATHLETE PROGRAM**

The Buck Hartless Student Athlete program is an academic support service especially designed to assist student athletes to ensure these students have as much academic success as personal abilities permit, and to offset any educational disadvantages incurred as a

result of participation in an intercollegiate athletic program. The program staff assists in recruiting student athletes, coordinates and provides tutoring, counseling, and personal development programs, and maintains data on student athletes to ensure eligibility. The office is located in the Henderson Center Room 3007, phone (696)-6628.

### STUDENT GOVERNMENT

The Marshall University Student Government Association is continually growing as a viable part of University life. Through the channels of Student Government, students make decisions that directly affect them. Beyond a lesson in democracy, Student Government offers vital interaction with those individuals committed to the goal of a better University community. Student Government is an equal partner with the faculty, staff, and administration in the decision-making process 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 include the various academic colleges within the University.

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.

Student Government provides students with the opportunity to get involved with a variety of projects. Such projects include providing listings for off campus housing, facilitating a commuter network, sponsoring blood drives for the American Red Cross, and actively lobbying the State Government for higher education. In addition, the Student Body President appoints five students to the University Student Activity Fee Committee to recommend to the University President the use of student fees.

of the University. Seminars are usually offered each semester on the topics of landlord/tenant relations, consumer protection, establishing credit, and other topics of relevance. 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 at the Center.

For free and confidential advice stop by Room 2W29A 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 SUPPORT SERVICES

The Student Support Services is a federally funded program that provides a wide range of academic support services to disadvantaged students. The skills specialist provides activities allowing students to develop reading and learning skills and improve study skills. The tutorial component offers student tutors in most freshman and sophomore level courses. 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. Student Support Services is located in Prichard Hall Lobby. For information or assistance, stop by or call (696)-3164.

### SUBSTANCE ABUSE EDUCATION PROGRAM

The SAEP provides seminars, growth groups, 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. The office of the Coordinator of SAEP is located in Prichard Hall Room 149. For more information call (696)-3315.

### UPWARD BOUND

The Upward Bound Program is funded by the U.S.

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 2W29B, or call (696)-6435.

### STUDENT HEALTH EDUCATION PROGRAMS

Student Health Education Programs (SHEP) offers counseling and educational services which promote the wellness concept of a balanced lifestyle. SHEP provides workshops, films, a resource library, counseling and referral for family planning, the Self Care programs, weight loss classes, smoking cessation classes, education on a variety of health issues, the Contraceptive Health Education Clinics (CHEC), and WELLNESS WAYS, a preventive health newsletter. CR 280 is a for credit class taught by the Coordinator of the program to provide training to volunteers whose objective is to educate students about AIDS. An incentive program is offered each spring semester to provide assistance to students wishing to improve grades, lose weight, or reduce stress. The office of the SHEP Coordinator is located in Prichard Hall Room 140. For information or service call (696)-4800.

### STUDENT LEGAL AID CENTER (SLAC)

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

The campus Ombuds-person helps students understand 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 Ombuds-person is to help insure fair and equitable treatment of students within all areas

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. The offices for Upward Bound are located in the Prichard Hall Lobby. For more information, call (696)-6456.

### VOCATIONAL 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 disabled students include financial assistance, personal adjustment and academic/vocational counseling, and referral to other campus and community resources dealing with the disabled. This office is located in Prichard Hall South Lobby. For more information or assistance, call (696)-2394.

### WOMEN'S AND RETURNING STUDENTS' PROGRAMS

One professional and several para-professionals are responsible for both the Women's and Returning Students' Programs. Since this is the case, a great deal of the programming is closely related, and some functions are joint ventures.

Women's programs provide 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. The Women's Program also sponsors speeches, conferences, and arts events in addition to acting as an advocate for students, both individually and collectively.

"Returning Student" is Marshall University's term for students over the age of 25 who enter college after a break in their education. The Returning Students' Program was created in response to the needs unique to this student population. In addition to providing counseling and referral services, the Returning Stu-

dents' Program also 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.

### GREEK LIFE

The Greek System at Marshall University is composed of 16 chapters: 9 fraternities and 7 sororities. These groups work through the Interfraternity Council, Panhellenic 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 (commonly referred to as "RUSH" due to the hectic pace of the process) takes place throughout the year, with formal Rush periods held during one week of the fall semester and again in the spring. Anyone interested in becoming part of the Greek System is encouraged to participate in Rush Week to learn more about the many benefits Greek Life has to offer. For more information, please feel free to contact the Office of Greek Affairs, Memorial Student Center Suite 2W38, phone (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 Panhellenic 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 Panhellenic Conference and the National Panhellenic Council sororities recognized by Marshall University.

### SORORITIES

**PANHELLENIC COUNCIL**  
c/o Office of Greek Affairs  
Marshall University  
Huntington, WV 25755-3209  
(696)-2284

**ALPHA CHI OMEGA**  
1601 5th Avenue  
Huntington, WV 25703  
523-8939

**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  
525-8886

**DELTA ZETA**  
1695 6th Avenue  
Huntington, WV 25701  
696-9605

**PHI MU**  
c/o Office of Greek Affairs  
Marshall University  
Huntington, WV 25755-3209  
(696)-2284

**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

### 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, faculty and staff appreciation.

**REQUIREMENTS FOR MEMBERSHIP:** National Interfraternity Conference and the National Interfraternal Council fraternities recognized by Marshall University.

### FRATERNITIES

#### INTERFRATERNITY COUNCIL

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

#### ALPHA 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

#### TAU KAPPA EPSILON

1440 5th Avenue  
Huntington, WV 25701  
696-9830

#### PHI DELTA THETA

1641 5th Avenue  
Marshall University  
Huntington, WV 25701  
522-9116

#### PI KAPPA ALPHA

1625 5th Avenue  
Huntington, WV 25701  
528-9811

## 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 institution 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 applies 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

### STUDENT ORGANIZATIONS

For many students, 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 a time to develop or enhance your personal and social goals. 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 academic and vocational goals and/or interests. Over one hundred student organizations or clubs are 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 is 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. 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 (696)-6770.

- 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. The organization 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 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, the 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 ORGANIZATIONS IN 2W38, MEMORIAL STUDENT CENTER.**

## REGISTRATION PROCESS FOR STUDENT ORGANIZATIONS

### 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 and at least one (1) officer in the position of Treasurer/Secretary who are activity fee paying students.

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

D. Submit all changes of the constitution to the Office of Student Activities and Organizations (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 policy 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 the Marshall University community including students, 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 of 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 (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 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. Subsequent changes must be reported to the Office of SA & O within the one month period.

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

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.

## ENROLLMENT MANAGEMENT

Enrollment Management is the process by which a university identifies and actively recruits the type of student suitable to the institution and coordinates the programs which assist that student from admission through graduation. The Dean of Enrollment Management reports directly to the Vice President of Academic

Affairs and oversees the Office of Admissions, the Office of the Registrar, Student Financial Aid, New Student Orientation/Academic Advising, and Placement Services. By coordinating the efforts of these offices, the Enrollment Manager ensures that each student has the resources and support to pursue his or her educational goals, and ensures the University's success in graduating the optimal number of enrolling freshmen. Because retention is crucial, the Enrollment Management team regularly reviews admissions policies and requirements, analyzes attrition rates and characteristics, measures academic progress, and assists students in resolving difficulties, including those of a non-academic nature.

#### **ADMISSIONS OFFICE**

Each student enrolled at Marshall University has already had some contact with the Office of Admissions. The Admissions office staff maintains a file of catalogs from other colleges and universities, evaluates course equivalency for students desiring to take courses at another college, evaluates veterans' physical education and military credit, and provides information about correspondence courses. The Admissions Office also administers the College Level Examination Program (CLEP). Test dates are scheduled, by appointment only, on Monday through Friday between 9:00 AM and 2:00 PM. Questions about these services should be addressed to the Admissions Office by calling (696)-3160, or by stopping in to visit in Old Main, Room 125.

#### **NEW STUDENT ORIENTATION/ADVISING**

Marshall University offers an Orientation program for all new students. Programs are conducted during the summer, and special sessions are held immediately preceding the fall, spring, and summer terms to help new students and their parents learn more about the University. Areas covered include campus activities and services, financial assistance information, campus tours, academic advising, and registration. Students attending Orientation during the regular summer program are given priority registration over freshmen and transfer students who do not attend Orientation. The

fee for attending orientation is \$30.

Students who attend Orientation sessions will be advised in conjunction with developing class schedules. For future advising, faculty advisors will be assigned to those who have declared majors. Those who are undecided will be advised through the Academic Advising Center, located in Old Main 2B. The phone number is (696)-3169.

Every new student can benefit by taking advantage of the services offered by the Orientation and Academic Advising Offices. For more information, please write New Student Orientation/ Advising, 2W31 Memorial Student Center, Marshall University, 400 Hal Greer Blvd., Huntington, West Virginia 25755-3204, or phone (696)-2354.

#### **PLACEMENT SERVICES**

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

- \*Career library
- \*Computers available for resume creation
- \*Part-time and summer employment assistance
- \*Career and job fairs in business, health, education, summer employment, and government
- \*Externship program placing students in volunteer work experience related to major field of study
- \*Graduate school advising/information
- \*Workshops on resume writing, interviewing, job search strategies
- \*Credentialed file service (\$7.00 for students, \$10.00 for alumni)
- \*Job Hotline: (696)-5627 (JOBS)
- \*Job listing exchange program with various colleges from other geographical areas
- \*Campus interviews with visiting employers (for graduates with associate, bachelor, or master's degree)
- \*Background information and addresses for employers on local, state, or national level
- \*Civil Service employment information (state and federal)

\*Salary survey information for college level employment

\*Current Cost-of-Living Indexes for major cities  
All Seniors (of both two- or four-year programs) 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 postgraduation 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.

For further information on any of the above services, students may contact Placement Services, located on the corner of 17th Street and Fifth Avenue, phone (696)-2370.

#### **Placement Fees**

Those services which require a fee include registering a credential file, credential requests, and copies.

#### **REGISTRAR'S OFFICE**

The Registrar keeps all the official records of the University pertaining to class enrollment and credit hours completed and is responsible for making registration an orderly and efficient process. In an effort to expedite the registration process, Marshall University is currently engaged in designing and implementing telephone registration, which will enable students to register for classes without standing in line at a registration window or making a special trip to campus. This innovative approach underscores the University's commitment to serving students. The Registrar's office provides official transcripts of each student's course work and completed credit hours upon request.



## STUDENT FINANCIAL ASSISTANCE

The Office of Student Financial Assistance can be an integral element in assisting students to finance the cost of a college education. The following section provides a detailed explanation of available financial aid services. For additional information, or if you need financial aid counseling, contact the Office of Student Financial Assistance, 122 Old Main, (696)-3162.

## 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 rests with the family. The Financial Aid Programs at Marshall University are designed to help those students whose families do not 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 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 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) (freshman 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

ate 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 1992-93 Pell Grants range up to \$2,400.

- 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 (CW-S)** provides jobs to students who need such earnings to meet a portion of their educational expenses. Graduates as well as undergraduate students who demonstrate financial need and meet the general eligibility requirements may be employed through this program. Students are paid 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 the 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 lending 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 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.

1. **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 1992-93**

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 a 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, and all other need-based programs. All in-state applicants should check the West Virginia 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 soon 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 approximately 4 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 need-based, and 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 as funds are available.

**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 post-secondary institutions must provide a financial aid transcript from each institution attended.

**NOTE:** 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 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 work load (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 SSL/SLS/PLUS or owe a repayment on any Title IV Grant (Pell, SEOG, or SSI) 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 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 the previous year's 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;

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 the 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 deferral. Failure to meet due dates can result in registration cancellation or loss of residence hall assignment.

These procedures should remain constant for 1992-93, but will probably change for 1993-94. Aid recipients will be notified.

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

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. Regulations require that SEOG funding be awarded first to Pell Grant recipients with the smallest family contributions. The University also gives priority to students with the greatest direct costs to the school in making these awards. Thus, for this program, variation from the earliest application receiving priority is a necessity. 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 Student Financial Assistance 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 resources. 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.

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 in 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 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 Baccalaureate Degree Seeking 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 for students pursuing baccalaureate degrees 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 semesters; half-time of enrollment for 6, 7 or 8 semester hours. **Eligibility as an undergraduate will cease with the completion of the first baccalaureate degree.**

#### **Community and Technical College Students**

The satisfactory academic progress standards for financial aid eligibility for students in the Community and Technical College are as follows:

- Students who have registered for 0-30 credits must have completed 67% of the credits registered for and have a cumulative grade point average of 1.70.

- Students who have registered for 30+ credit hours must have completed 80% of the credits registered for and have a cumulative grade point average of 2.00.

Based on a program maximum of 68 hours, **eligibility will be limited through the 85th credit hour.** Further, the University limits eligibility for financial aid to the first six (6) regular semesters of full-time enrollment; the first nine (9) regular semesters of three-quarter time enrollment; or, the first twelve (12) regular semesters of half-time enrollment or less. Students whose enrollment status changes from one semester to another will have their maximum eligibility periods determined considering the individual situation. **Eligibility as a student in the Community and Technical College will cease with the completion of the first associate degree.**

Eligibility for students enrolled in the Community and Technical College Transition Program is limited to 2 regular semesters or 30 hours of remedial courses (whichever is completed earlier). Courses taken while enrolled in the Transition Program will be included in the determination of satisfactory academic progress eligibility for all subsequent two year or four year program enrollment.

#### **Transfer Students**

Students who transfer to Marshall University 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 the classes enrolled for) to remain eligible after the initial semester. Transfer

credits will be added to MU credits in determining if the student meets the satisfactory academic progress standards. In measuring total semesters of eligibility, transfer credits will be divided by twelve (12) at the undergraduate level and six (6) at the graduate level to determine the number of semesters enrolled.

### Graduate Students

Satisfactory academic progress will be questioned of students only when their grade point average drops below 2.00 or the completion ratio drop% below 67%. **This limits eligibility to enrollment through the 54th credit hour (counseling majors may appeal for exception because of the length of that program).** 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 the regular semesters include only the fall and spring semesters and that full-time is enrollment of nine (9) semester hours or more). **Eligibility for graduate students seeking a master's degree will cease with the completion of the first master's degree. Students seeking a second degree at the doctoral or professional degree level will be given consideration on a case by case situation.**

Adjusting your enrollment status (from full to part-time, for example) prior to the end of the enrollment adjustment period, can affect your current financial aid award. Withdrawing from classes after the drop/add period can have a negative effect on continued eligibility as it can serve to increase the time required to complete one's program. Repletions will be dealt with according to the University's policy governing grade point averages and will be included in classes registered for and completed. Audits will be dealt with similarly.

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

Unless eligibility is reinstated through a formal

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

Students who transfer to Marshall will automatically be considered eligible for assistance during their first semester of enrollment. However, those whose transfer credits or grade point average do not meet the University's standard for satisfactory academic progress will be considered only conditionally eligible.

### 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 its 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, 1992, 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 = 5.93	\$30.93	\$170.00
8-15	9-1	\$170x.00467 = 7.9	30.79	140.00
9-15	10-1	\$140x.00467 = 6.5	30.65	110.00
10-15	11-1	\$110x.00467 = 5.1	30.51	80.00
11-15	12-1	\$ 80x.00467 = 3.7	30.37	50.00
12-15	1-1	\$ 50x.00467 = 2.3	30.23	20.00
1-15	2-1	\$ 20x.00467 = .9	20.09	-0-

### Refunds

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 recovered 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 dispersed directly to the student. Awards are to be used only to meet education-related costs. Students will be billed for any repayment due.

### Student Budgets

Student budgets utilized at Marshall in awarding financial aid for the 1992-93 nine month academic year are as follows:

Example: In-State Undergraduate:

	Living at home	Living in Dorm or Off-Campus
Tuition and Fees	\$1792	\$1792
Books and Supplies	600	600
Maintenance at home	1500	-0-
Room and Board	-0-	3780
Transportation	468	500
Personal Expenses	202	1000
<b>Totals</b>	<b>\$4562</b>	<b>\$7672</b>

Metro Undergraduate Students - add \$1344 additional tuition

Out-of-State Undergraduate Students - add \$2886 additional tuition

In-State Graduate Students - add \$132 additional tuition

Metro Graduate Students - add \$1644 additional tuition

Out-of-State Graduate Students - add \$3306 additional tuition

Medical School Students - \$9240 plus tuition, fees, and medical school supplies (10 months)

# THE MARSHALL UNIVERSITY JUDICIAL SYSTEM

## 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 environmental 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 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 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, 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 provides 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.

**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, regulation, 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.

## 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. Forcible Entry:

Forcibly 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, or rescue on or 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 firearm, 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 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, duplicating 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 on 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 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 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 Services 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.**

**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:**

Lending, 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.

**THE FOLLOWING SANCTIONS MAY BE IMPOSED FOR VIOLATION OF THIS CODE:**

**A. Expulsion:**

Termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification. Conditions for re-admission may be established only through written appeal to the President no sooner than one complete calendar year from the date the expulsion was placed in effect. During the expulsion, the person is barred from coming onto or using University property and facilities. The action will appear on the student's official transcript until such time as an appeal is made to and granted by the President to terminate the expulsion.

**B. Suspension:**

This action involves separation of the student from the University as specified by the Judicial Board or the Office of Judicial Affairs for a definite stated period of time up to one academic year, and any condition or resumption of activities, if any, also may be imposed. Notification appears on the student's official transcript until the expiration of the sanction. A suspended student may apply for re-admission to the University through the Coordinator of Judicial Affairs at the end of the suspension period specified by the judicial action. The Coordinator of Judicial Affairs may deny re-admission in those instances where the suspended student fails to demonstrate a positive change in behavior which indicates that the suspended student is not yet prepared to become again a responsible member of the University community. A denial of re-admission by the Coordinator may be appealed to the Judicial Board. The academic record of the student will not be used in consideration of the application for re-admission after suspension for disciplinary reasons. During suspension, an individual may not participate in any University activity, nor come onto University property without express written consent from the Dean of Student Affairs or his/her designee. Further violations of University regulations while on suspension may result in additional sanctions by the University.

Two additional forms of suspension exist:

**1. Probationary Suspension:**

Suspension is withheld pending careful evaluation of a student's behavior during a probationary period not to exceed one year. If the student is involved in any further offense, or if otherwise warranted, this suspension of disciplinary action may be revoked by the Dean of Student Affairs or his/her designee and the full sanction of suspension enforced subject to appeal to the Judicial Board. While a student is on Probationary Suspension, any of the conditions outlined under Probation may be imposed.

**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 of 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 offices 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 Residence Services 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 action 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 decision of Resident Directors should be directed to the Coordinator of Judicial Affairs.
2. Appeals from decision 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 Dean of Students 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 Dean of Students or his/her 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 In-tent 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 Dean of Students 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 Dean of Students 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. Commitment 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 is non-peaceful or is disruptive or which conduct constitutes a danger to health, safety or property of others or him-

self, 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.

# UNIVERSITY POLICIES

## 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 prejudice 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 POLICY

For the current Marshall University Policy for Faculty, Classified Staff, and Students with Confirmed HTLVIII Infection and/or AIDS, please contact the Dean of Students, Old Main 109, phone (696)-6422.

## 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 contests".

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

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

Display of availability of promotional materials should be determined in consultation with appropriate institutional officials.

Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products represented.

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

If permitted, beverage alcohol/beer advertising on campus or in institutional media, including that which

promotes events as well as product advertising, should not portray drinking as a solution to personal or academic problems of students or necessary to social, sexual, or academic success.

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

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

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

Approved: Students Conduct and Welfare Committee, 1984, University President, 1984. Copies of this document available in the Student Legal Aid Center, Student Activities and Organizations, MSC 2W38, and the Dean of Students' Office, Old Main 109.

## 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 Dean of Students' Office, Old Main 109.

## APPEALS

**Academic Appeals**-refer to the 1992-93 Marshall University Undergraduate/Graduate Catalog.

**Disciplinary Appeals**-refer to the Code of Conduct listed in this publication.

**Grievances**-refer to Grievances Procedure listed in 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 incidents 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 referred to the President or his/her designee with a recommendation. 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 Dean of Students 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 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 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 principal 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 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, unreasonably slow down the system by deliberately running wasteful jobs, playing games, or engaging in nonproductive 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 him/herself provided that a hearing is held within 72 hours of the decision.

#### **FACILITY USE**

#### **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 expected. Accordingly,

officers of the group and/or advisor(s) may request inspection of the premises by 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 Trustees 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/she 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. Alcoholic beverages or illegal substances are strictly forbidden.

Campus organizations using the University pools must hire a lifeguard through the University: one (1) lifeguard for each fifteen (15) participants. Lifeguards may be hired by contacting the Recreational Sports & Fitness Activities Office in Gullickson Hall, Room 112. Lifeguards are paid by the organization at an hourly rate.

Persons running or crossing over the Marshall University Track shall wear regular track shoes with a spike less than one quarter 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. 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 United States or any person within the jurisdiction thereof, on the grounds of race, color, sexual orientation, 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

Natorium

Instructional Gymnasium

#### **OUTDOOR FACILITIES**

Memorial Track and Field

Gullickson Intramural Field

Tennis Courts

Memorial Student Center Plaza

#### **AUDITORIA**

Fine and Performing Arts Center

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."

### 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).

## 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 Responsibilities of Students. Procedures for student disciplinary and academic affairs are outlined in the Board of Trustees' Policy Bulletins 57 and 60. It is not the intent of this policy that any functioning unit adopt these procedures as part of their unit appeal process. Those functioning units which have students seeking appeals on a continuing basis must develop their own appeals process.

### 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 statement from a student expressing a circumstance which he/she feels resulted in unjust or injurious treatment from a functioning unit and/or staff/faculty employed within said 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 and/or behavior or actions of staff/faculty employed within a functioning unit of Marshall University.

B. **Functioning Unit** - The various administrative areas, departments, and/or offices and all non-classified staff/faculty employed within those areas, departments, and/or offices.

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. Faculty members, students, and alternates shall be appointed by the Chairman of the Student Conduct and Welfare Committee at the beginning of each academic year. Panel members and alternates serve one academic year. When a complaint has been filed against a member of the classified staff, the Ombudsman shall request the Chair of the Staff Council to appoint a staff member to serve on the Panel in place of one faculty member. When a complaint is

against a non-classified staff member, the Ombudsperson shall request the head of said unit to appoint one non-classified member in consultation with the individual(s) involved, to replace one faculty member.

**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. Student fills out a formal grievance and submits to the Ombudsperson in Room 2W29A of the Memorial Student Center (Forms are available in said office).
2. After the Ombudsperson discusses the complaint with the student, the grievance is presented to the individual named in the complaint in an attempt at resolution. If not resolved, a copy of the grievance will be forwarded to the head of the unit in which the individual named in the complaint is employed. If the head of the unit is party to the complaint, the grievance shall be forwarded to the supervisor of the head of the unit. If a resolution is not possible at this point, the student may proceed to Level II.

##### B. Level II

1. Student requests the Ombudsperson to present his/her grievance to a Grievance Panel for disposition. Neither the student nor the individual named in the grievance is present at Panel meeting.
2. After the Ombudsperson presents all the information submitted by the student and the individual named in the grievance, the Grievance Panel does one of the following:

- a. If the Panel finds in favor of the student, a recommendation for resolution of the grievance shall be forwarded to the head of the unit in which the individual named in the complaint is employed. If the head of the unit is party to the complaint, the recommendation shall be forwarded to the supervisor of the head of the unit.
- b. If the Panel finds that the student did not receive unjust or injurious treatment, the student shall be advised that the Panel supports the decision/action(s) of the individual(s) named in the grievance.
- c. If the Grievance Panel deems it necessary to obtain additional information, the Panel shall request the Ombudsperson to invite the student and the individual named in the complaint to meet separately or together (at the discretion of the panel) with the Panel. After said meeting, the Panel shall choose to act upon (a) or (b) listed above.

##### C. Level III

1. The Ombudsperson shall refer the findings of the panel on a Panel Response Form to the head of the unit in which the individual named in the complaint is employed. If the head of the unit is party to the complaint, the findings shall be forwarded to the supervisor of the head of the unit. The head of the unit shall indicate on the Panel Response Form acceptance or rejection of the recommendation of the Panel. The form shall be returned to the Ombudsperson within five (5) working days after its receipt.
2. The Ombudsperson submits the recommendation of the Panel and the decision of the head of the unit to the student.

a. If the student is dissatisfied with the decision of the Grievance Panel, he/she may file a written appeal to the President of the University with the Ombudsperson within five (5) working days after receipt of notification.

b. If the head of the unit rejects the recommendation of the Panel, the student may file a written appeal to the President of the University with the Ombudsperson within five (5) working days after receipt of notification.

c. Within 10 working days, the President or his/her designee should respond to the appeal. If no response is received by the Ombudsperson within that time, the

recommendation of the Grievance Panel will be deemed accepted.

#### HAZING

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

..Any action taken or situation created intentionally, whether on or off campus, to produce mental, emotional, or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations may include paddling in any form; creation of excessive fatigue, i.e., any activity which deprives a student of at least six continuous hours of sleep; physical and psychological shocks; inappropriate 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; any other activities which are not consistent with fraternal law, ritual, or policies or regulation; any act which would degrade or otherwise compromise the dignity of the individual, including forced use and abuse of alcohol and drugs. ."

#### Procedure for Filing a Complaint

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 and merit without regard to race, color, sex, religion, age, handicap, national origin, or sexual orientation.

This non-discrimination policy also applies to all programs and activities covered under Title IX, which prohibits sex discrimination in higher education. Marshall University strives to provide educational opportunities for minorities and women in the undergraduate student body which reflect the interests, individual merit, and availability of such individuals. The University ensures equality of opportunity and treatment in all areas related to student admissions, instructions, employment, placement accommodations, financial assistance programs, and other services.

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, sexual orientation, 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  
400 Hal Greer Boulevard  
Huntington, West Virginia 25755  
Phone (696)-2592

## PENDING CHARGES

During the period in which 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.

## 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 Area Coordinator 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 expres-

sion 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 Dean of Students 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 Manager's Office.

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

## C. 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 Dean of Students' Office in Old Main 109 (forms available in office). Campus Security will be notified of approval. The group must also pick up an "approval card" from the Dean of Students' 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.

### **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 Dean of Students' 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 Dean of Students or his/her designee.

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 Dean of Students or his/her designee.

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.

### **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 Area Coordinator 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 area offices with preference given to Hall Government programs. The Towers Complex and University Heights area office is located in Twin Towers East Lobby. The area office for Laidley, Buskirk, Holderby, and Hodges is located in Laidley Hall.

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.

### **SEXUAL HARASSMENT**

#### **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; 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), 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 procedure 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 and 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 Limitation**

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.

#### SMOKING POLICY

Smoking shall be forbidden in hallways, classrooms, laboratories, libraries, elevators, auditoriums, lounges, multiperson work areas if any person working in the area objects to smoking, restrooms, waiting rooms, clinics, conference rooms, residence hall cafeterias, and John Marshall Medical Center, Inc.

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 departmental or administrative units of the University for any space assigned to a unit.

The smoking policy for the Memorial Student Center shall be established by the Memorial Student Center Governing Board.

Henderson Center Level E shall be excluded from this policy.

**NOTE:** Smoking is banned in classrooms, laboratories, libraries, elevators, and auditoriums by state 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 the 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, and "electric 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 regard-

ing 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 practical, 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.

## **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 Student Affairs Staff and the Staff of Public Safety 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 the Dean of Students at least 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.

## **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 non-intoxicating 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 (\*) 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 participate 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 (1) hour prior to the end of the event.
- No alcohol should be served to those persons obviously intoxicated.

(\*) 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 University Heights are not subject to these limitations; nor are physically challenged residents who are 21 and who live on the first floors of Holderby or Buskirk.

#### 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 and 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 benefiting from University affairs or services will also be expected to conform to these standards.

##### WEAPONS POLICY

Concealed and unconcealed possession or storage of any firearm, pellet gun, illegal knife, sling shot, ammunition, dangerous chemical, fireworks or explosive device, or other dangerous weapon, device, or substance of any kind by any individual on or about the University premises is prohibited and is a violation of Marshall University's policy. A violation of this nature is considered a gross misconduct, and may constitute a violation of state or federal law. Any individual who is found to be in violation of this policy shall be subject to removal from the premises and possible arrest by the Marshall University Police Department. Marshall University employees, whether faculty or administrative staff, who violate this policy shall be subject to disciplinary action which could lead to immediate dismissal.

##### 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.

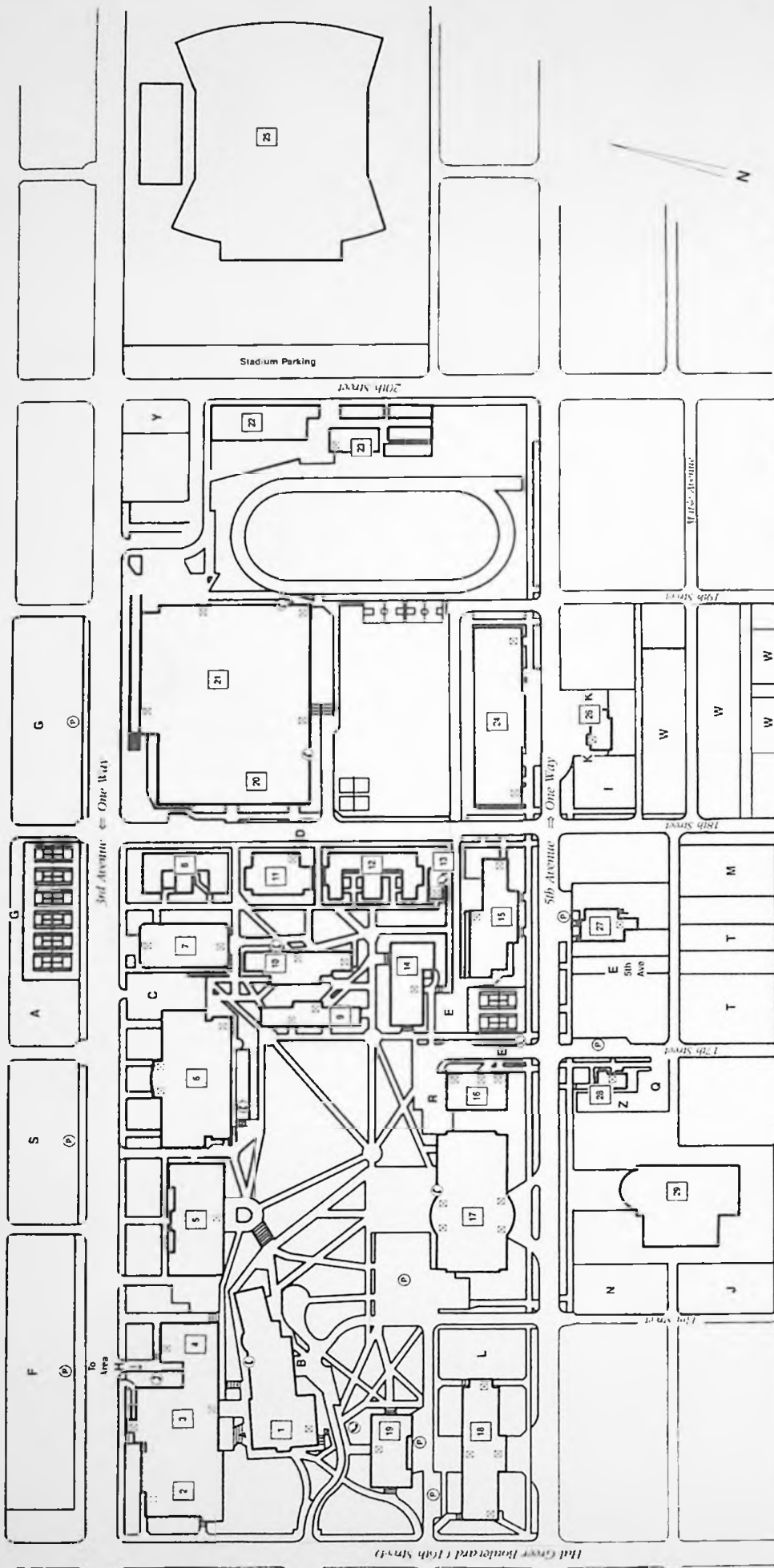
Individual employees, for whom it is appropriate, may, in their best judgment, determine the risk of travel to be too great and elect to remain at home. Those who do so should contact their respective supervisors and indicate they are: (1) taking annual leave that day, or (2) taking a day off without 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 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.

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.



**THE MARSHALL UNIVERSITY CAMPUS**

**Numerically**

- 1 Old Main
- 2 Smith West Hall
- 3 Smith Hall
- 4 Communications Building
- 5 James F. Morrow Library
- 6 Science Building
- 7 Harris Hall
- 8 Ludley Hall
- 9 Backlick Hall
- 10 Prethard Hall
- 11 Community and Technical College
- 12 Health Science Library
- 13 HETLP Center
- 14 Johnson Hall

**Alphabetically**

- 15 Backlick Hall
- 16 Campus Christian Center
- 17 Memorial Student Center
- 18 Goffix Hall
- 19 Northcott Hall
- 20 Galloway Hall
- 21 Cam Henderson Center
- 22 Small Maintenance Building
- 23 Small Annex
- 24 Twin Towers
- 25 Stadium and Athletics
- 26 Public Safety Building
- 27 Endless Alumni Center
- 28 Fine Arts Building
- 29 Fine Arts Services
- 30 Doctor's Memorial Building

**Alphabetically**

- Ludley Hall 8
- Library James F. Morrow 15
- Library Health Science 11
- Memorial Student Center 17
- Northcott Hall 19
- Old Main 1
- Placement Services 28
- Prethard Hall 10
- Public Safety Building 26
- Science Building 6
- Small Annex 23
- Small Hall 3
- Smith West Hall 2
- Stadium and Athletics 25
- Twin Towers 24

- ⊠ Vehicular Traffic and Permit Parking Areas
- ⊞ Access for Disabled
- ⊞ Metered Parking Areas
- ⊞ Emergency Telephones
- ⊞ Road Block
- ⊞ Areas Currently Under Construction



**Highway Mileage To Huntington**  
 Charleston, West Virginia - 53  
 Cincinnati, Ohio - 274  
 Cleveland, Ohio - 290  
 Columbus, Ohio - 158  
 Lexington, Kentucky - 146  
 Philadelphia, Pennsylvania - 519  
 Pittsburgh, Pennsylvania - 200  
 Richmond, Virginia - 360  
 Roanoke, Virginia - 455  
 Washington, D.C. - 415