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ACADEMIC CALENDAR FOR 1993-94

FIRST SEMESTER CALENDAR 1993-94

August 23, Monday, 8 a.m.-5:30 p.m.	Regular Registration
August 24, Tuesday, 8 a.m.-4:30 p.m.	Regular Registration
August 25, Wednesday, 8 a.m.-4:30 p.m.	Regular Registration
August 26, Thursday, 8 a.m.-4:30 p.m.	Regular Registration
August 27, Friday, 8 a.m.-3 p.m.	Last Day of Regular Registration for Fall Semester
August 28, Saturday, 9 a.m.	Residence Halls Open
August 30, Monday, 8 a.m.	First Day of Classes
August 30, Monday, 8 a.m.-5:30 p.m.	Late Registration and Schedule Adjustment
August 31, Tuesday, 8 a.m.-4:30 p.m.	Late Registration and Schedule Adjustment
September 1, Wednesday, 8 a.m.-4:30 p.m.	Late Registration and Schedule Adjustment
September 2, Thursday, 8 a.m.-4:30 p.m.	Late Registration and Schedule Adjustment
September 3, Friday, 8 a.m.-4 p.m.	Late Registration and Schedule Adjustment
September 6, Monday	Labor Day Holiday - University Closed
September 7, Tuesday 8 a.m.-4:30 p.m.	Late Registration and Schedule Adjustment Closes
September 17, Friday	Application for December Graduation Due in Academic Dean's Office
September 17, Friday, 4:30 p.m.	Last Day to Drop 1st 8 Weeks Courses with "W" Grade
October 19, Tuesday	Mid-Semester, 1st 8-Weeks Courses End
October 20, Wednesday	2nd 8 Weeks Courses Begin
October 22, Friday, 4:30 p.m.	Last Day to Drop Courses with "W" Grade
October 23, Saturday	Homecoming
October 25, Monday - December 10, Friday	"WP" or "WF" Withdrawal Period
November 1 - 19	Advance Registration for Spring Semester for Currently Enrolled Students
November 3, Wednesday	Student Government Elections
November 5, Friday, 4:30 p.m.	Last Day to Drop 2nd 8 Weeks Courses with "W" Grade
November 12, Friday, 4:30 p.m.	Last Day to Drop an Individual Class
November 22 - December 10	Advance Registration for Spring Semester Open to All Admitted/Re-Admitted Students
November 23, Tuesday, After Last Class	Thanksgiving Recess Begins
November 24, Wednesday, Noon	Residence Halls Close
November 25, Thursday	Thanksgiving Holiday - University Closed
November 26, Friday	University Holiday - University Closed
November 28, Sunday, Noon	Residence Halls Open
November 29, Monday	Classes Resume
December 6 - December 10	"Dead Week"
December 10, Friday, 4:30 p.m.	Last Class Day and Last Day to Completely Withdraw For Fall Semester
December 13, Monday	Exam Day
December 13 - January 2	Advance Registration/Schedule Adjustment for Spring Semester is Suspended
December 14, Tuesday	Exam Day
December 15, Wednesday	Study Day - Exams For Wednesday Classes 3 p.m. and After Will Be Held
December 16, Thursday	Exam Day
December 17, Friday	Exam Day - Fall Semester Closes - Official Graduation Date For Fall Semester
December 17, Friday, 6 p.m.	Residence Halls Close
December 20, Monday, 4 p.m.	Deadline for Submitting Final Set of Grades
December 23, Thursday, through January 2, Sunday	University Offices Closed
January 3, Monday	University Offices Open

SECOND SEMESTER 1993-94

January 3, Monday, 8 a.m.-5:30 p.m.	Regular Registration
January 4, Tuesday, 8 a.m.-4:30 p.m.	Regular Registration
January 5, Wednesday, 8 a.m.-4:30 p.m.	Regular Registration
January 6, Thursday, 8 a.m.-4:30 p.m.	Regular Registration
January 7, Friday, 8 a.m.-3 p.m.	Last Day of Regular Registration for Spring Semester
January 9, Sunday, 9 a.m.	Residence Halls Open
January 10, Monday	First Day of Classes
January 10, Monday, 8 a.m.-5:30 p.m.	Late Registration and Schedule Adjustment
January 11, Tuesday, 8 a.m.-4:30 p.m.	Late Registration and Schedule Adjustment
January 12, Wednesday, 8 a.m.-4:30 p.m.	Late Registration and Schedule Adjustment
January 13, Thursday, 8 a.m.-4:30 p.m.	Late Registration and Schedule Adjustment
January 14, Friday, 8 a.m.-4 p.m.	Late Registration and Schedule Adjustment
January 17, Monday	Martin Luther King Jr. Holiday - University Closed
January 18, Tuesday, 8 a.m.-4:30 p.m.	Late Registration and Schedule Adjustment Closes for Spring Semester
January 21, Friday	Application for May Graduation Due in Academic Dean's Office

ACADEMIC CALENDAR FOR 1993-94

February 4, Friday, 4:30 p.m.	Last Day to Drop 1st 8 Weeks Courses with "W" Grade
March 2, Wednesday	Mid-Semester, 1st 8 Weeks Courses End
March 2-3, Wednesday & Thursday	Student Government Elections
March 3, Thursday	2nd 8 Weeks Courses Begin
March 4, Friday, 4:30 p.m.	Last Day to Drop Regular Semester Courses with "W" Grade
March 7, Monday - April 29, Friday	"WP" or "WF" Withdrawal Period
March 25, Friday, 4:30 p.m.	Last Day to Drop 2nd 8 Weeks Courses With "W" Grade
March 25, Friday, 6 p.m.	Residence Halls Close
March 26, Saturday through April 4, Monday, 4 p.m.	Spring Break - Classes Dismissed
April 4, Monday, Noon	Residence Halls Open
April 4, Monday, 4 p.m.	Classes Resume
April 5, Tuesday - April 8, Friday	Advance Registration for Summer Session for Currently Enrolled Students Only
April 8, Friday, 4:30 p.m.	Last Day to Drop an Individual Class
April 11 - June 10	Continuous Registration for Summer Session Open to ALL Admitted Students
April 11 - April 29	Advance Registration for 1994 Fall Semester for Currently Enrolled Students
April 25, Monday - April 29, Friday	"Dead Week"
April 29, Friday, 4:30 p.m.	Last Class Day and Last Day to Completely Withdraw for Spring Semester
May 2 - May 30	Advance Registration/Schedule Adjustment for Fall Semester is Suspended
May 2, Monday	Exam Day
May 3, Tuesday	Exam Day
May 4, Wednesday	Study Day - Exams for Wednesday Classes 3 p.m. and After Will Be Held
May 5, Thursday	Exam Day
May 6, Friday	Exam Day
May 6, Friday, 6 p.m.	Residence Halls Close (except for graduating students)
May 7, Saturday, 11 a.m.	157th Commencement Exercises
May 9, Monday, 4 p.m.	Deadline for Submitting Final Set of Grades
May 30, Monday	Memorial Day Holiday - University Closed
May 31, Tuesday, 8 a.m.	Advance Registration and Schedule Adjustment Resumes for Fall Semester for All Students Except First Time Fall Undergraduates

SUMMER SESSIONS 1994

June 10, Friday, 8 a.m.-4 p.m.	Regular Registration
June 12, Sunday, 9 a.m.	Residence Halls Open
June 13, Monday	First day of Classes
June 13, Monday, 8 a.m.-4 p.m.	Late Registration and Schedule Adjustment closes for 1st Summer Term
June 17, Friday	Application for July Graduation Due in Academic Dean's Office
July 1, Friday	Last Day to Drop Courses With "W" Grade
July 4, Monday	Independence Day Holiday - University Closed
July 5, Tuesday - July 14, Thursday	"WP" or "WF" Withdrawal Period
July 8, Friday	Last Day to Drop An Individual Class
July 14, Thursday	Last Class Day - Last Day to Completely Withdraw for 1st Term
July 15, Friday	Final Examination Day - 1st Term Ends - Official Graduation Date for 1st Term
July 18, Monday, 4 p.m.	Deadline for Submitting Final Grades

Second Term

July 18, Monday, 8 a.m.-4 p.m.	Regular Registration
July 19, Tuesday	First Day of Classes
July 19, Tuesday, 8 a.m.-4 p.m.	Late Registration and Schedule Adjustment closes for 2nd Summer Term
July 22, Friday	Application for August Graduation Due in Academic Dean's Office
August 5, Friday	Last Day to Drop Courses with "W" Grade
August 8, Monday - August 18, Thursday	"WP" or "WF" Withdrawal Period
August 12, Friday	Last Day to Drop An Individual Class
August 18, Thursday	Last Day of Classes for 2nd Term - Last Day to Completely Withdraw for 2nd Term
August 19, Friday	Final Examination Day - 2nd Term Ends - Official Graduation Date for 2nd Term
August 19, Friday, 6 p.m.	Residence Halls Close
August 22, Monday, 4 p.m.	Deadline for Submitting Final Grades

HOURS TO REMEMBER

ADMINISTRATIVE OFFICES

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

ATHLETIC TICKET OFFICE

Henderson Center Main Floor

Phone: (696)-HERD

1-800-THE-HERD

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

Saturday hours vary with season

BIRKE ART GALLERY

First Floor Smith Hall

Phone: (696)-2296

10:00 AM - 4:00 PM M-F

7:00 PM - 9:00 PM M

1:00 PM - 4:00 PM SAT

BOOKSTORE

Memorial Student Center

Phone: (696)-3622 / (696)-2461 (Textbooks)

Academic Year:

8:00 AM - 6:30 PM M

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

8:00 AM - 4:30 PM F

Open Saturdays for special events

First two weeks of each semester:

8:00 AM - 6:30 PM M-TH

Summer:

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

BUFFALO GRILL

Memorial Student Center Cafeteria

Phone: (696)-2534

Academic Year:

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

Summer:

Closed

COUNSELING SERVICES

First Floor Prichard Hall

Phone: (696)-3111

(696)-HELP after hours

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

EDUCATIONAL RESOURCES INFORMATION CENTER

307 Old Main

Phone: (696)-3180

8:00 AM - 12:00 PM M-F

1:00 PM - 4:30 PM M-F

HEALTH SCIENCE LIBRARY

Community College Basement

Phone: (696)-6426

Academic Year:

8:00 AM - 11:00 PM M-TH

8:00 AM - 5:00 PM F

1:00 PM - 10:00 PM SAT-SUN

Summer:

Hours posted

HENDERSON CENTER RECREATIONAL FACILITIES

Henderson Center

Phone: (696)-6477

Academic Year:

Call for hours

CLOSED day of home football games

Student Holidays:

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

Pool and equipment rooms closed

HOLDERBY HALL CAFETERIA

First Floor Holderby Hall

Phone: (696)-4895

Weekdays:

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

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

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

Weekends:

Closed

LEARNING CENTER

138 Community College

Phone: (696)-3016

Academic Year:

8:30 AM - 6:30 PM M

8:30 AM - 8:00 PM T-W

8:30 AM - 6:30 PM TH

8:30 AM - 2:30 PM F

LEARNING RESOURCE CENTER

103 Jenkins Hall

Phone: (696)-3119

Academic Year:

7:45 AM - 4:30 PM M-W-F

7:45 AM - 9:00 PM T-TH

10:00 AM - 4:00 PM SAT

Summer:

7:45 AM - 4:30 PM M-F

MEMORIAL STUDENT CENTER

Phone: (696)-6472

Academic Year:

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

4:00 PM - 12:00 AM SAT

5:00 PM - 9:00 PM SUN

Summer:

8:00 AM - 5:00 PM M-F

Closed Saturday and Sunday

MEMORIAL STUDENT CENTER CAFETERIA

First Floor Memorial Student Center

Phone: (696)-2534

Academic Year:

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

Summer:

8:00 AM - 1:30 PM M-F

MORROW LIBRARY

Phone: (696)-2320

Academic Year:

7:45 AM - 10:30 PM M-TH
7:45 AM - 4:30 PM F
10:00 AM - 5:00 PM SAT
1:00 PM - 10:00 PM SUN

Summer:

7:45 AM - 10:00 PM M-TH
7:45 AM - 4:30 PM F
9:00 AM - 5:00 PM SAT
5:00 PM - 10:00 PM SUN

MUSIC LIBRARY

123 Smith Music Hall

Phone: (696)-6647

Academic Year:

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

Summer:

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

Holidays and intersessions:

Schedule to be posted

PARKING AND TRANSPORTATION OFFICE

1705 Fifth Avenue

Phone: (696)-6406

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

PIZZA HUT

Memorial Student Center Cafeteria

Phone: (696)-2534

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

PLACEMENT SERVICES

1681 Fifth Avenue

Phone: (696)-2370

Academic Year:

8:00 AM - 7:00 PM M-T-W
8:00 AM - 4:30 PM TH-F

Summer:

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

RECREATION AREA

Memorial Student Center Basement

Phone: (696)-3195

Academic Year:

8:00 AM - 11:00 PM M-F
4:00 PM - 12:00 AM SAT
5:00 PM - 9:00 PM SUN

Summer:

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

STUDENT HEALTH SERVICE

1801 Sixth Avenue

Phone: (695)-7173

8:00 AM - 5:00 PM M-F

SWEET SENSATIONS

First Floor Memorial Student Center

Phone: (696)-2534

Academic Year:

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

Summer:

9:00 AM - 1:30 PM M-F

TWIN TOWERS CAFETERIA

First Floor Twin Towers

Phone: (696)-4894

Weekdays:

Breakfast 6:30 AM - 10:25 AM M-F
Lunch 11:00 AM - 3:25 PM M-F
Dinner 4:00 PM - 6:30 PM M-F

Weekends:

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

WMUL-FM RADIO (88.1)

Second Floor Communications Building

Phone: (696)-6640

Academic Year Broadcast Hours:

6:00 AM - 3:00 AM WEEKLY

WPBY TELEVISION

Communications Building

Phone: (696)-6630

Business Hours:

8:30 AM - 5:00 PM M-F

Broadcast Hours:

6:30 AM - 12:30 AM M-F
8:00 AM - 12:00 AM SAT
8:00 AM - 11:00 PM SUN

SURVIVAL TIPS FROM A TO Z

ACADEMIC COUNSELING

Each student admitted to Marshall University is assigned to a faculty advisor, usually in the field in which the student has expressed an interest. The advisor renders academic guidance by assisting in the preparation of class schedules, counseling the student in meeting degree requirements, and checking the student's academic progress.

Students should always interact with an Academic Advisor prior to the initial registration for any semester or term. Some colleges now require such interaction. See individual college announcements for specific information concerning advising requirements.

Undecided majors can consult the Academic Advising Center, 2B Old Main, phone (696)-3169; the Counseling Center, First Floor Prichard Hall, phone (696)-3111; or Counseling Services, 115 Community College, phone (696)-3015.

For more information, see the ENROLLMENT MANAGEMENT section in this edition of the Handbook.

AMBULANCE SERVICE

Emergency ambulance service is provided for any student, when available, by the Department of Public Safety, located in the Public Safety Building (Fifth Avenue across from Twin Towers), phone (696)-4357. Community ambulance service is available at the student's expense.

APPEALS

For information regarding the filing of academic, disciplinary, and grievance appeals, see the UNIVERSITY POLICIES section in this edition of the Handbook or contact the Student Legal Aid Center, 2W29A Memorial Student Center, phone (696)-2366.

CAREER PLANNING

Any student interested in vocational information, testing, and career planning should contact the Counseling Center, First Floor Prichard Hall, phone (696)-3111.

CASH EQUIVALENCY

Students living in the residence halls may use their meal card for a cash equivalency on each meal at the a la carte priced Memorial Student Center Cafeteria. This arrangement entitles meal card holders 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.

For additional information, contact a Marshall Food Service Manager at (696)-2533.

COMMUTERS

A large number of the students at Marshall University are commuters, and for that reason, many programs and services are available to meet the unique needs of these

students. All students are offered various opportunities to participate, and one way for commuter students to feel a part of the University community is to become involved by joining a student organization.

Students that enjoy planning entertainment events can join the Special Events Committee of Student Activities which presents entertainers during the day at times most convenient for commuters. For more information or to make suggestions about future programming, call the Student Activities Office, phone (696)-6770.

Another excellent avenue for involvement is through the Student Government Association. Students wanting to become involved should call (696)-6435.

Facilities available for commuters include lockers, a commuter lounge, vending machines, and dining facilities, all located in the Memorial Student Center. As an extra convenience, many students choose to purchase the commuter meal plan which provides one of three options: any 60 meals per semester for \$255; any 30 meals per semester for \$128; or any 20 meals per semester for \$85. For more information, contact Marshall Food Service at (696)-2534.

Students returning to college after a break in their education should contact the Returning Students' Program at (696)-3111 for information about special services available.

DISABLED STUDENT SERVICES

For information regarding services for disabled students, contact Vocational Rehabilitation, 107 Prichard Hall, phone (696)-2394; Disabled Student Services, 136 Prichard Hall, phone (696)-2271; or the Coordinator of Special Projects, 101 Community College, phone (696)-3014. See the STUDENT AFFAIRS 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 (3) 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, staff, 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. Prichard Hall: East side of the building on the air conditioning wall
6. Gold Facilities Building: South side facing Holderby 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 of the Handbook for exact locations.

ESCORT SERVICE

An escort service is provided by University Police Officers and Campus Watch Volunteers for the safety of anyone walking alone on campus at night. All members of the University community are urged to take advantage of this service by calling (696)-4357.

FINANCIAL AID

There is a separate section, FINANCIAL AID INFORMATION, in this edition of the Handbook which explains Student Financial Assistance services in detail. For additional information, or if financial aid counseling is needed, contact the Office of Student Financial Assistance, 122 Old Main, phone (696)-3162.

NOTE: Be aware of the deadlines for filling out Financial Aid Forms.

GIFTS/FLOWERS

Need to purchase a gift in a hurry? 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 arrangement requested.

INTERNATIONAL STUDENTS

For information concerning classes, programs, events, and counseling for International Students, contact the Coordinator of International Students and Scholars Programs, 119 Prichard Hall, phone (696)-2379. See the UNIVERSITY FACILITIES AND SERVICES section in this edition of the Handbook for additional information.

JOBS

Looking for a job? One quick call to the JOBS Hotline provided by Placement Services can give students the inside information. Just call (696)-5627 (JOBS).

Students who need detailed information about jobs on the Hotline or other services available, contact Placement Services, phone (696)-2370.

LEGAL ADVICE

The Student Legal Aid Center employs part-time attorneys and a Coordinator 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 2W29A Memorial Student Center.

LOST AND FOUND

For lost items, check the information desk at the Memorial Student Center, phone (696)-2365, or the Department of Public Safety Building, Fifth Avenue across from Twin Towers, phone (696)-4357.

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.

NOTE: Students are advised to always keep their doors locked whether living on campus or in an apartment off campus.

MEAL/MENU INFORMATION

To find out what is on the menu for lunch at the Student Center Cafeteria dial (696)-6325 (MEAL).

For the Twin Towers and/or Holderby Hall Cafeterias, menu information can be obtained by dialing (696)-6368 (MENU).

OFF CAMPUS LIVING

Looking for an apartment? Check with the Student Government Office, 2W29B Memorial Student Center, phone (696)-6435, for a list of available apartments in the area.

Any housing except that specifically owned by the University will not be designated as "University approved." The University does not supervise the health, safety, living standards, and contractual arrangements of students living in privately owned dwellings. Any student who decides to live in an off campus residence accepts full responsibility for his/her choice with relation to the aforementioned items.

Students may pick up a copy of *The Renter's Handbook* from the Student Legal Aid Center, 2W29A Memorial Student Center, for additional information about renting an apartment. Questions regarding landlords/apartments may be directed to one of the attorneys for students by calling (696)-2366 for an appointment.

For additional information about off campus living, see the CAMPUS SAFETY AND SECURITY section in this edition of the Handbook.

PARKING

Application Procedure

1. Application for a permit may be made at the Parking and Transportation Office, 1705 Fifth Avenue. The application shall remain on file until a parking permit is obtained from the waiting list.
2. The assignment of parking spaces will 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.
4. Complete vehicle information must be presented upon issuance of permits. All outstanding citations must be paid before permit can be issued.
5. Parking permit decals will be issued upon payment of scheduled fee and must be obtained in Parking and Transportation Office.
6. Dated decals shall be secured to the vehicle only as directed at the time of issuance.
7. Students with carpools of three or more will 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.
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 and Transportation Office may be requested under special circumstances to hold an expired permit until the next semester.

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
Academic Year	\$40.00	\$60.00	

Part-time permits (valid after 12:00 noon) are available to students.

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

Additional information concerning traffic and parking at Marshall may be obtained at the Parking and Transportation Office, 1705 Fifth Avenue, phone (696)-6406.

PART-TIME EMPLOYMENT

Students looking for a part-time job are encouraged to check with Placement Services, 1681 Fifth Avenue, phone (696)-2370, for local listings of available positions.

For information regarding Work Study or Student/Graduate Assistant positions, contact the office of Student Financial Assistance, 124 Old Main, phone (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 101 Old Main, phone (696)-6620.

PERSONAL COUNSELING

The Counseling Service staff provides individual and small group counseling experiences, personal and emotional health seminars, and other types of counseling. Students that would like more information about services available should contact one of the counselors at the Center, First Floor Prichard Hall, phone (696)-3111. All information discussed is confidential.

POST OFFICE

For mail service, the closest postal station is located at 2016 Third Avenue, phone 525-4791.

RECREATION

The recreation area located in the basement of the Student Center offers a wide variety of indoor activities including an indoor arcade, bowling, billiards, snooker, and fooseball. 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 on refunds of tuition or fees, contact the Bursar's Office located in 101 Old Main, phone (696)-6620.

RELIGIOUS HOLIDAYS

For information, call the Campus Christian Center, phone (696)-2444; the Newman Center, 1609 Fifth Avenue, phone 522-2980; the International Students and Scholars Program, 119 Prichard Hall, phone (696)-2379; or check the local phone directory for area churches or synagogues. For information on Jewish holidays, students may call (696)-2239.

RETURNING STUDENTS

For information regarding classes, programs, and events specially designed for the non-traditional/returning student, contact the Coordinator of Returning Students' Program, 143 Prichard Hall, phone (696)-3111.

See the STUDENT AFFAIRS section in this edition of the Handbook for additional information.

STUDENT GOVERNMENT

Students can call the SGA Hotline, (696)-6435 with complaints or suggestions regarding University policy changes. SGA is the student body's voice to the administration.

TRADITIONAL EVENTS

Alcohol Awareness Week..... October 1993
Black Awareness Week November 1993
Greek Week April 1994
Homecoming October 17 - 23, 1993
International Festival April 1994
Parents' Weekend..... October 8 - 9 - 10, 1993
Springfest April 1994
Women's History Week..... March 1994

TRANSCRIPTS

For information about obtaining a copy of student transcripts, contact the Office of the Registrar, 106 Old Main, phone (696)-6410.

TRANSPORTATION (BUS)

Need information on bus schedules? Schedules are available at the Tri-State Service Center located at 929 Fourth Avenue, or by calling the dispatcher at 529-6091. Schedules are also available in the Student Government Office located in 2W29B Memorial Student Center.

WITHDRAWAL FROM COURSES

Students should contact the Dean of the college or school in which he/she is enrolled for specific information.

WITHDRAWAL FROM THE UNIVERSITY

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

WOMEN'S CENTER

Contact the Coordinator of the Women's Center, 143 Prichard Hall, phone (696)-3111, for information regarding programs, events, and issues pertinent to women. See the STUDENT AFFAIRS section in this edition of the Handbook for additional information.

XEROX MACHINES

Copy machines on campus are located in the James Morrow Library, phone (696)-2320, and on the first floor of the Memorial Student Center, phone (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.

HEALTH SERVICES

HEALTH INSURANCE

117 Prichard Hall / (696)-2324

Student Government Association 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, 117 Prichard Hall, phone (696)-2324.

PSYCHOLOGY CLINIC

449 Harris Hall / (696)-2778

The Marshall University Psychology Clinic offers psychological services to the University and to the greater Huntington community. Low-cost services are available for a range of psychological and interpersonal problems including depression, anxiety, marital, family and relationship concerns, stress related problems, and difficulties with children's behavior and learning. Psychological evaluations are available, and specialized group programs are offered periodically.

To arrange an appointment or to learn more about the clinic, call the clinic director at (696)-2778, or stop by the Psychology Department main office, 326 Harris Hall.

PSYCHOLOGICAL EMERGENCIES

First Floor Prichard Hall / (696)-3111 or (696)-HELP

During the regular office hours of the Counseling Services (8:00 AM - 4:30 PM/Monday through Friday), 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 enrolled students.

SPEECH AND HEARING CENTER

143 Smith Hall / (696)-3640

Any students having speech, voice, or hearing concerns can get free professional help at the Speech and Hearing Center. 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

1801 Sixth Avenue / (696)-7173

Student Health Service is provided by John Marshall Medical Services Incorporated, 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 AM to 5:00 PM Monday through Friday. The clinic is closed on Saturday, Sunday, and holidays. After 5:00 PM 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 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 students 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; and health care for children under the age of eighteen (18) of any student that has paid the full Student Activity Fee. 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 he/she was enrolled in classes the prior term.

To prevent possible billing problems, international students and students 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, 117 Prichard Hall, or the Financial Aid Office, 124 Old Main.

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

UNIVERSITY FACILITIES AND SERVICES

ADMISSIONS OFFICE

125 Old Main / (696)-3160

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) with test dates scheduled, by appointment only, Monday through Friday between 9:00 AM and 2:00 PM. Questions about these services should be addressed to the Admissions Office staff.

ALUMNI ASSOCIATION

Erickson Alumni Center (1731 Fifth Ave.) / (696)-3134

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 a three year term. The Board membership also includes chapter and constituency representatives, who are chosen by and represent alumni living in their respective regions or areas. 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.

BOOKSTORE

Memorial Student Center / (696)-3622

Marshall University owns and operates the bi-level University Bookstore located adjacent to the main floor lobby and on the lower level of the Memorial Student Center. The spacious, modern store specializes in servicing the students, faculty, and staff of the University by providing 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, including textbooks and supplies for students of the MU School of

Nursing, St. Mary's School of Nursing, and the Marshall School of Medicine. New textbooks are sold at publishers' suggested list prices, and used textbooks are sold at 75% of the publishers' suggested list prices. The Bookstore repurchases textbooks from students at the end of each semester. Books in good condition that will be used again the next semester will be bought back for 50% of the original selling price. If a textbook has been discontinued, the Bookstore will buy it at the national wholesale value.

Other major departments include art supplies, drafting tools, school supplies, greeting cards, calculators, gifts, clothing, and Marshall souvenirs. In addition to these items, a variety of services are offered, including special orders for books and merchandise which are not stocked, photofinishing, Marshall class rings, gift wrapping, and custom imprinted shirts for groups. The Bookstore is also an academic reseller for IBM and Apple computers, providing discounts of up to 40%.

For Bookstore hours, look under the section titled HOURS TO REMEMBER in this edition of the Handbook.

CAFETERIAS AND CAMPUS DINING

Memorial Student Center / (696)-2533

The Marshall University Food Service offers various options for dining on campus.

Twin Towers Cafeteria, located between Towers East and Towers West, offers a wide variety of complete menus. Patrons are allowed unlimited seconds on all food and beverage items, except 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. The cafeteria offers Pizza Hut Personal Pan Pizzas, a wide variety of deli and grilled sandwiches, char-broiled burgers, hot entrees, fresh vegetables, and delectable desserts. The cash equivalency portion of student meal cards can be used, or patrons can purchase direct. This facility offers an enjoyable dining experience for students, faculty, and staff.

Sweet Sensations, located off the lobby area of the Memorial Student Center, is the answer to anyone's sugar cravings, featuring items such as 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 treats with freshly ground coffees and teas, an iced drink, or the famous Smoothie...a healthful, frozen fruit beverage.

The Buffalo Grill, the newest addition to the Memorial Student Center Cafeteria, is a nice, relaxing place to meet

friends, eat some goodies, and quench the thirsties from 7:00 PM to 11:00 PM Monday through Friday. Featuring Pizza Hut Personal Pizzas, hot dogs, hamburgers, nachos, buffalo wings, popcorn, chips, and many favorite beverages including soft drinks, draft beer, and sparkling waters.

CAMPUS CHRISTIAN CENTER

Campus Christian Center Building / (696)-2444

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. The staff strives to create and model Christian community as members of the Center 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.

COMMUTER MEAL PLAN

For students that choose to live off campus, there is a Commuter Meal Plan available through the campus food service. The Commuter Meal Plan offers any 20 meals for \$85; any 30 meals for \$128; or any 60 meals for \$255. 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 that may be purchased, however, the plan does not carry over from semester to semester. For more information, please contact a Marshall Food Service Manager at (696)-2533.

For a complete list of campus dining hours, please see the HOURS TO REMEMBER section in this edition of the Handbook.

INTERNATIONAL STUDENTS AND SCHOLARS PROGRAM

119 Prichard Hall / (696)-2379

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, responsibilities as non-immigrant students, language, housing, employment, academic and personal matters, 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, the program sponsors a community-wide International Festival each spring.

Cooperation between the Center for International Studies, Marshall Council for International Education, the Office of Multicultural Affairs, and the Coordinator for International Students and Scholars Program is ongoing.

LIBRARY

James E. Morrow Library / (696)-2320

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 412,003 volume collection through VTLS. The libraries receive 2,742 periodical subscriptions. The extensive documents collection of 816,287 publications is organized by the Superintendent of Documents classification. Microforms, cassettes, videos, recordings, and other audio-visuals bring the total unit holdings to over one million items.

The **Special Collections Department**, located on the third floor of the James E. Morrow Library, provides materials on West Virginia, the Tri-State area and the 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. Phone: (696)-2343.

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

A **Chemistry Collection** is located in the Chemistry Department in Northcott Hall.

Hours of service for the libraries are listed in the HOURS TO REMEMBER section in this edition of the Handbook, and posted at each facility.

MEMORIAL STUDENT CENTER

Memorial Student Center Building / (696)-6472

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 other 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, and an information center. In addition, students will find the offices of Student Government Association, the Attorney for Students, the Student Legal Aid Center, Student Activities, Greek Affairs, the Marshall Artists Series, the African-American Students' Program, Conference and Facilities, and the Director of Auxiliary Services.

Other services housed in the Memorial Student Center include the campus lost and found, a dry cleaning service in conjunction with White Way Cleaners, and a flower shop in conjunction with Huntington Floral, all located at the Student Information Desk off the first floor lobby, phone (696)-2365.

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 Memorial Student Center, phone (696)-3125.

NEWMAN CENTER

1609 Fifth Avenue / 525-4618

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 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. Anyone that would like to speak with the chaplain for any reason should feel free to call or drop in and he will make every effort to be available. The Newman Center is located directly across from Corby Hall.

PUBLIC SAFETY DEPARTMENT

1819 Fifth Avenue / (696)-HELP (4357)

Located in the public Safety building across from Twin Towers, the Public Safety Department (University Police) is a support service to the academic mission of Marshall

University. The department 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 law enforcement 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, 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.

Educational programs which promote the awareness of assault, acquaintance rape, and other sex offenses are offered by the Office of Public Safety and the Office of Women's Programs. Victims of assault should contact either of the two above offices for confidential assistance.

For more information about services provided by the Office of Public Safety, see the section on CAMPUS SAFETY AND SECURITY in this edition of the Handbook.

Remember, should any member of the campus community see anything suspicious, or need assistance at any time of the day or night, call (696)-HELP (4357).

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, SCORES, Student Support Services, Student Athlete Program, 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

125 Old Main / (696)-3160

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 for CLEP 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.

NEW STUDENT ORIENTATION/ADVISING

2W31 Memorial Student Center / (696)-2354

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 interested 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. The fee for attending Orientation is \$40.

Students who attend Orientation sessions will be provided academic advisement in conjunction with class scheduling. For future advising, faculty advisors will be

assigned to those declaring majors. Undecided students will be advised through the Academic Advising Center, located in 2B Old Main, phone (696)-3169.

Special orientation sessions for students who have returned to school after a break in their educational process are held throughout the year. Contact the Student Development Center at (696)-3111 for information on these special sessions.

For more information, please call or come by the Office of New Student Orientation/Advising.

PLACEMENT SERVICES

Seventeenth St. and Fifth Ave. / (696)-2370

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 experiences related to major field of study
- * Graduate school advising/information
- * Workshops on resume writing, interviewing, job search strategies
- * Credential 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

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

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 that plans and prepares

for the future by building an impressive record of academics, employment, and extra-curricular activities. It is vital for each student to give high priority to planning and preparing for either post-graduation employment, graduate school, or professional school. The Placement staff invites all students to utilize Placement Services to maximize future career success.

For more information on any of the above services, students should contact Placement Services.

REGISTRAR'S OFFICE

106 Old Main / (696)-6620

The Registrar's Office maintains all official records of the University pertaining to class enrollment and each student's credit hours completed. This office provides official transcripts of each student's course work upon request.

In addition, the Registrar's Office is responsible for making registration an orderly and efficient process. In an effort to expedite this process, Marshall University is currently engaged in designing and implementing telephone registration, which will enable students to register for classes without standing in line or making a special trip to campus. This innovative approach underscores the University's commitment to serving students.

Any questions regarding registration or how to obtain an official transcript should be directed to this office.

SCORES

317-E Old Main / (696)-6752

The SCORES Department is dedicated to the recognition of academic excellence among area high school students. The ultimate goal is to provide an opportunity for these students to observe and acquaint themselves to the many disciplines available at an institution of higher education while encouraging the continued quest for knowledge.

STUDENT ATHLETE PROGRAM

3007 Henderson Center / (696)-6628

The Buck Harless Student Athlete Program is an academic support service specially designed to assist student athletes to ensure academic success 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.

STUDENT FINANCIAL ASSISTANCE

122 Old Main / (696)-3162

The Office of Student Financial Assistance can be an integral element in helping students in the financing of a college education. The section of this Handbook entitled FINANCIAL AID INFORMATION provides a detailed explanation of available financial aid services. For additional information, or if financial aid counseling is needed, contact the Office of Student Financial Assistance.

STUDENT SUPPORT SERVICES

Prichard Hall / (696)-3164

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 and improve reading, learning, and study skills. The tutorial component offers student tutors in most freshman and sophomore level courses. Tutors are utilized to supplement classroom instruction and to assist students in understanding subject matter more thoroughly. Counselors are also available to assist students in academic planning and career decision-making. For information or assistance, call or stop by the office.

FINANCIAL AID 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 questions the reader might 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. Students should make thorough plans with regard to financing their education and investigate every potential resource available to them.

DEFINITIONS AND USEFUL INFORMATION

1. **Financial Aid:** Money received 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. A student's education could well depend upon his or her 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, metro, and out-of-state tuition; on campus and off campus living situations; and independent or dependent living with parent status. Each year, budget components are updated to reflect actual or average costs of particular classifications of students in the University community. If a student's particular situation is not adequately addressed in the institutional budget applied to that student, he or she should appeal that concern to the Office of Student Financial Assistance.

3. **Financial Need:** The dollar figure which is the result of subtracting the family's expected contribution from the student budget.

4. **Financial Aid "Package":** Financial aid from different sources combined into one award to meet a student's financial need is called a package.

5. **Scholarships:** Gift aid, generally based on academic performance or talent in a specific area. Sometimes need is a factor.

6. **Grants:** Gift aid generally based on financial need.

7. **Employment:** A job, usually part-time, the earnings from which can help pay for the costs of education.

8. **Student Loans:** Long-term, low-interest loans which must be repaid, usually after college.

FINANCIAL AID PROGRAMS AVAILABLE AT MARSHALL UNIVERSITY

1. **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) (first year students 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.

2. The **Federal 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 Federal Pell Grant Award. Eligibility is determined by a standard formula developed by Congress. Students may receive a Federal Pell Grant until completion of the first baccalaureate degree. Every applicant will receive a Student Aid Report which will contain a Expected Family Contribution (EFC). Students are determined to have a financial need based on the EFC 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 1993-94 Pell Grants range up to \$2,300.

3. The **Federal Supplemental Educational Opportunity Grant (SEOG)** is for undergraduate students who have not completed their first baccalaureate course of study and who financially need grant assistance to help them meet their educationally related expenses. Awards may range between \$100 and \$4,000 per year as determined by the institution. SEOG recipients at Marshall have significant financial needs and the greatest direct expenses to the University.

4. **Federal Work-Study (FW-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.

5. **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.

6. The **Federal Perkins 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 \$3,000 each year of undergraduate study, and up to \$5,000 for each year of graduate study. The terms and conditions of the loan are disclosed within the Promissory Note. Generally, they include that interest is five (5) percent on the unpaid balance, that repayment begins nine (9) 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.

7. The **Federal Stafford Student Loan Program (Subsidized and Unsubsidized)** enables eligible students to borrow from financial institutions outside the University. New Federal Stafford Student Loans currently carry a 6.4 percent interest rate; interest rates change annually. The student pays a five (5) percent origination fee and a guaranty fee on each new loan. The amount a student may borrow is based on grade level, cost of education, and other aid received. Repayment begins six (6) months after graduation or dropping to less than half-time status. The government pays interest on the Subsidized Loan pay interest that accrues. Students should contact the Office of Student Financial Assistance for additional information.

8. The **Federal SLS/PLUS Loan Program** currently carries a variable interest rate; repayment begins within sixty (60) days after disbursement of funds. Loans are originated by financial institutions outside the University. Parents of undergraduate students may borrow up to the cost of education, less any awarded financial aid. Independent undergraduates may borrow up to \$4,000 per year in their first and second years, and up to \$5,000 for each of their third, fourth, and fifth years. Independent graduate students may borrow up to \$10,000 for each year of graduate study.

9. **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 ten (10) dollar processing charge withheld at origination and interest equal to a ten (10) percent annual rate. These loans are repayable within sixty (60) days from date of application. Loans are generally made only during the first week of the semester.

10. **West Virginia Higher Education Grant (WVHEG)** is a need-based grant program operated by the state. All

West Virginia residents are expected to apply for this grant. The WVHEG pays up to seventy-five (75) percent of the cost of tuition for West Virginia residents.

APPLICATION FOR FINANCIAL ASSISTANCE FOR 1993-94

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

1. **Scholarships:** Incoming first year students 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.

2. **Need-Based Aid:** All students must complete a Free Application for Federal Student Aid (FAFSA) and an Institutional Application for Financial Aid. These forms are available from Marshall's Student Financial Assistance Office or a high school guidance counselor. The FAFSA is used to determine the family's ability to contribute to meeting the cost of education. The results will be used to determine eligibility for a Federal Pell Grant, WV Higher Education Grant, and all other need-based programs. We presume that all applicants will take advantage of every available program. The FAFSA and Institutional Application should be submitted as soon after January 1 as possible in order to meet deadlines and ensure receiving consideration for the most attractive aid programs. To guarantee consideration for the West Virginia Higher Education Grant, the FAFSA must reach the processing center by March 1.

A Federal Pell Grant Student-Aid Report will be returned to the applicant; it should be submitted to the Financial Assistance Office as soon as possible to finalize awards.

3. **Federal Stafford Student Loans/SLS/PLUS:** Applications for these loans are available through a participating local lender or through the Financial Assistance Office. Though there are no specific application deadlines, the application process does take approximately four (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 a student must submit a FAFSA for analysis when applying for SSL and SLS, so that eligibility can be determined.

4. **Short-Term "Emergency" Loans:** Applications for short-term loans are available in the Financial Assistance Office. Applications are generally accepted and processed during regular registration and during the first week of classes as funds are available.

5. **Medical School Students:** A Medical School Financial Aid Guide available from the Financial Assistance Office or the Medical School Dean's Office is updated

yearly and provides application procedures and programs available for medical students.

6. **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 1993-94 Academic Year and subsequent years. Please consult with the Office of Financial Assistance for guidance.

GENERAL ELIGIBILITY REQUIREMENTS

Before receiving any Title IV assistance (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Perkins Loan, Federal Stafford Student Loan, or Federal 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 citizen of the Federated States of Micronesia or the Marshall Islands, or a permanent resident of the Trust Territory of the Pacific Islands (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 (Federal Pell, Federal SEOG, or Federal SSIG) received for attendance at Marshall or elsewhere.
6. Have on file a statement of educational purpose for the year aid is to be received stating that all Title IV funds received will be used solely for educationally related expenses, a statement of selective service registration status, as well as a drug anti-abuse statement for Federal Pell Grant.

DETERMINING ELIGIBILITY / AWARDING AND DISTRIBUTING AID

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

The Financial Assistance Office, based on information included in the analysis of the Free Application for Federal Student Aid, determines the amount that a student's family should be able to contribute to meeting educational expenses. The estimated family contribution is uniformly derived through the use of the FAFSA which measures the family's economic strength.

When complete application materials are received in the

Financial Assistance 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. Eligibility for State Grants and Federal Pell Grants are taken into consideration when determining eligibility for other programs. Scholarships are awarded separately, based on different criteria; however, in meeting the need, they are taken into consideration. Self-help assistance is then considered; loans and/or Federal 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 expenses). Federal 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 Federal 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 Federal 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 SEOG, 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 Federal Pell Grant Student Aid Reports and advised to consider Federal 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 a student question any of the information, he or she should contact the Student Financial Assistance office to answer these 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.

Beginning in 1993-94, financial aid will be distributed in coordination with billing for the semester's tuition,

fees, and housing costs. Bills to students with finalized awards will include the amount of aid available to assist in the payment of expenses. Instructions will explain what must be done to authorize the utilization of funds for tuition and fees and then, if appropriate, residence hall fees. If the amount of the award is greater than fees due, a check will be disbursed to the student after the close of the schedule adjustment period. If the award is less than fees due, the student is responsible for paying the difference by the appropriate due date. Federal Stafford Student Loans will be disbursed to 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 when due or arranging a legitimate payment deferment. Failure to meet due dates may result in registration cancellation or loss of residence hall assignment.

Should these procedures change, aid recipients will receive the necessary notifications.

Federal Work-Study and other student employment checks are disbursed to the student after time sheets are completed and processed. Students are paid bi-monthly; however, the first paycheck a student receives may be delayed up 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

Every student has the following rights relating to financial aid programs at Marshall University:

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

STUDENT RESPONSIBILITIES

Every student has the following responsibilities relating to financial aid programs at Marshall University:

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, correc-

tions, 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 a student's financial situation (including name, address, or enrollment status changes).

6. Reading and understanding all forms before signing, 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 policy "Satisfactory Academic Progress Standards for Financial Aid Eligibility."

ACADEMIC PROGRESS STANDARDS FOR FINANCIAL AID ELIGIBILITY

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 ensure the proper distribution of financial assistance to eligible students.)

Adjusting enrollment status (from full to part-time, for example) prior to the end of the enrollment adjustment period can affect current financial aid awards. 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 a program. Repetitions 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 eligibility standards will receive notification from a financial aid counselor 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 in the Financial Aid Office.

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.

Undergraduate Baccalaureate Degree-Seeking 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 grade point average 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 grade point average 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 grade point average of **1.80**.

- Students who have registered for **90+** credit hours must have completed **80%** of the credits registered for and have a cumulative grade point average 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 (11) 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 is 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** credit hours 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. Students in programs requiring fewer hours may have their

eligibility terminated sooner. Further, the University limits eligibility for financial aid to the first six (6) semesters of full-time enrollment; the first nine (9) semesters of three-quarter time enrollment; or, the first twelve (12) 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 two (2) semesters or thirty (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 drops 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) full-time semesters. Students attending on a less than full-time basis will be given a maximum of ten (10) semesters of eligibility. (Please note that 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.**

LOAN REPAYMENT

Since financial aid awarded from any loan fund (Federal Perkins Loan, Federal Stafford Student Loan,

Federal 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 Federal Perkins Loan Program and graduating on December 15, 1993, would appear as follows. The allowable grace period is nine (9) months, interest is 5% annually, and the minimum monthly payment is \$30.

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

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 disbursed 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

While changes in tuition and fees are expected for 1993-94, student budgets utilized at Marshall in awarding financial aid for the 1992-93 nine (9) 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
Totals	\$4562	\$7672

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)

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 extra-curricular activities.

Guiding concepts of the department are those of human growth, development, and personal responsibility 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 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 these services 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 values, utilizing leisure time wisely, developing a satisfying lifestyle, and selecting career opportunities.

The Student Affairs Programs outlined below are available to all students. For more information, contact the Dean of Students, Office of Student Affairs, 109 Old Main, phone (696)-6422.

AFRICAN-AMERICAN STUDENTS' PROGRAM

1W25 Memorial Student Center / (696)-6705

This program addresses specific educational, cultural, and social needs of African-American students. Programs related to the understanding of the African-American political perspective, life style, social life, and educational and professional advancements are offered by this office.

The program's goal is to provide an environment that permits students to grow as individuals, while aiding the University community in its efforts to enrich cross-cultural and racial understanding.

For additional information, call or stop by the office.

ALTERNATIVE LIFESTYLES INITIATIVE

137 Prichard Hall / (696)-6623

The Alternative Lifestyles Initiative (ALI) is a service of Student Development/Counseling Services for Lesbian, Gay, and Bisexual students, faculty, and staff. ALI offers information and referral, support groups, academic assistance, a speakers bureau, and serves as a liaison for Lesbian, Gay, and Bisexual members of the University community. For more information, contact the office at the above phone number. All contacts and information will be held strictly confidential.

COUNSELING SERVICES

First Floor Prichard Hall / (696)-3111

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. These resources can be used by students to help resolve educational, personal/social, or vocational questions.

All information discussed is confidential. For information or assistance, call or stop by the main office.

DEAN OF STUDENTS

109 Old Main / (696)-6422

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 with other University administrators in developing policies and making decisions that affect students.

For information about any program in the Department of Student Affairs, students should contact the Dean of Students.

DISABLED STUDENT SERVICES

136 Prichard Hall / (696)-2271

The Office of Disabled Student Services assists differently abled students with all aspects of campus living through 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 ASSISTANCE for students with hearing impairments or upper-body mobility restrictions
- * SPECIAL PARKING ACCOMMODATIONS for students with mobility problems
- * 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
- * REFERRAL SERVICE to various University and community agencies for special assistance

Special Exam Accommodations 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 Student Services.

The Office of Disabled Student Services is located in the Student Development Center on the first floor of Prichard Hall. For information or assistance, call or stop by the office.

EDUCATIONAL SUPPORT SERVICES

134 Prichard Hall / (696)-6622

The Coordinator of Tutorial Services trains peer tutors and maintains a list of tutors which have been endorsed by University departments for each subject to be tutored. In addition, the staff helps students improve study skills through both individual and group processes. A series of workshops is presented each semester and includes such topics as time management, preparing for exams, note-taking, getting the most from textbooks, and

memory techniques.

Tutoring is available to all students, full or part-time, and is funded by the Educational Support Program student activity fee.

Students needing either tutoring or study skills help can contact the office of Educational Support Services.

GREEK AFFAIRS (Sororities & Fraternities)

2W38 Memorial Student Center / (696)-2284

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 offer strong bonds of brotherhood and sisterhood, and produce lifelong friendships among the members.

Marshall's Greek system offers sixteen (16) fraternity and sorority chapters which work together through the Interfraternity Council, Panhellenic Council, and the Black Greek Council.

For information about Greek life and for fall and spring Rush dates, see the GREEK LIFE section in this edition of the Handbook or contact the Office of Greek Affairs.

JUDICIAL AFFAIRS

109 Old Main / (696)-2495

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, which is comprised of two students and one faculty member. The Board hears all evidence presented on both sides of a case, makes a determination of responsibility, and establishes recommended sanctions.

The University's judicial procedure strives to assist students in the growth process through mediation, counseling, and education.

RETURNING STUDENTS' PROGRAM

143 Prichard Hall / (696)-3111

"Returning student" is Marshall University's term for students 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 Students' Program also provides: "First Step" informational programs for adults interested in returning to school; individual career and academic

counseling; and support groups and seminars on success in college.

All returning students are encouraged to call or come by the office to receive information regarding available services.

STUDENT ACTIVITIES

2W38 Memorial Student Center / (696)-6770

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. 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. The following committees are coordinated by the Campus Entertainment Unlimited Board: Cinema Arts; Comedy Club; Homecoming; Special Events; and Springfest.

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.

For details about any of the committees and dates of upcoming events, contact the Office of Student Activities.

STUDENT GOVERNMENT

2W29B Memorial Student Center / (696)-6435

The Marshall University Student Government Association (SGA) is continually growing as a viable part of University life. Beyond a lesson in democracy, Student Government offers vital interaction with those individuals committed to the goal of a continuously improving University community. Student Government is an equal partner with the faculty, staff, and administration in the decision-making process at Marshall. Through the channels of Student Government, students make decisions that directly affect the entire 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 representatives from 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. Students are represented on every major standing committee of the University as well as the President's Cabinet.

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, 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.

Students interested in Student Government should call or stop by the Student Government Office.

STUDENT HEALTH EDUCATION PROGRAMS

140 Prichard Hall / (696)-4800

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 publishes *Wellness Ways*, a preventive health newsletter. The Coordinator of the program teaches CR 280, a class to provide training to volunteers whose objective is to educate other students about Acquired Immune Deficiency Syndrome (AIDS).

In addition, an improvement/incentive program is offered each spring semester to provide assistance to students wishing to improve grades, lose weight, or reduce stress.

For information or service, contact the office of Student Health Education Programs.

STUDENT LEGAL AID CENTER

2W29A Memorial Student Center / (696)-2366

The Student Legal Aid Center (SLAC) employs part-time licensed attorneys and a Coordinator to assist all students. The Center Coordinator helps students understand the various policies and procedures within the University such as grade appeals, judicial board appeals, grievances, and mediation. The primary role of the Coordinator is to help ensure fair and equitable treatment of students within all areas of the University.

Although the attorneys may not represent students in court, he/she offers advice and counseling on all legal matters which concern students including landlord/tenant disputes, consumer rights, domestic relations, contracts, auto accidents, traffic tickets, criminal charges, employment, and civil rights.

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 *The 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 call or stop by the office. While no appointment is necessary, office hours vary each semester depending on student traffic so students are encouraged to call ahead.

SUBSTANCE ABUSE EDUCATION PROGRAM

149 Prichard Hall / (696)-3315

The Substance Abuse Education Program (SAEP) provides seminars, growth groups, and other programs to promote the responsible use of alcohol and to educate the campus community about the problems associated with the use of illegal drugs. Individual counseling and referral are an integral part of this service. The Coordinator of the program also serves as Advisor and University liaison for BACCHUS, a student organization which advocates the responsible use of alcohol.

Students are encouraged to contact the Coordinator for more information about BACCHUS and other services available.

UPWARD BOUND

Prichard Hall Lobby / (696)-6456

The Upward Bound Program is funded by the U.S. Department of Education to provide academic and cultural enrichment as well as counseling services to identified high school youth in six target high schools in Wayne, Cabell, and Mingo counties.

For more information, call or stop by the Director's office.

VOCATIONAL REHABILITATION SERVICES

107 Prichard Hall / (696)-2394

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.

Additional information may be obtained by contacting the Coordinator of the service.

WOMEN'S PROGRAMS

143 Prichard Hall / (696)-3111 or (696)-3338

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. Lunches and programs are held that provide a forum for the exchange of ideas among women while encouraging faculty, staff, and parents to network within the University.

Other events include: a weekend empowerment retreat; festivities and entertainment focusing on Women's History Month; speeches, conferences, and art displays; and the celebration of women leaders through an award and scholarship ceremony. Women's Programs also provides advocacy for students, both individually and collectively.

The Women's Center is open weekdays and evenings to provide a quiet atmosphere in which students can relax, collect themselves, and study. Computers and typewriters are available for use at no charge to students.

One professional and several para-professionals are responsible for Women's Programs and the Women's Center. For additional information, contact the Coordinator of Women's Programs.

MARSHALL UNIVERSITY GREEK LIFE

GREEK AFFAIRS

2W38 Memorial Student Center / (696)-2284

The Greek System at Marshall University is composed of nine (9) fraternities and seven (7) sororities. These groups work through the Interfraternity Council, Panhellenic Council, and the Black Greek Council to enhance the ideals of brotherhood and sisterhood, and promote scholastic excellence and leadership skills, while also helping the University and community by organizing 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.

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.

For more information, contact:

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

Sororities

ALPHA CHI OMEGA
1601 Fifth 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 Fifth Avenue
Huntington, WV 25701
525-8886

DELTA ZETA
1695 Sixth Avenue
Huntington, WV 25701
696-9605

PHI MU
1411 Fifth Avenue
Huntington, WV 25701
523-3543

SIGMA SIGMA SIGMA
1639 Sixth 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.

For more information, contact:

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

Fraternities

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

ALPHA SIGMA PHI
2021 Fifth Avenue
Huntington, WV 25701
523-5939

ALPHA TAU OMEGA
1429 Fifth Avenue
Huntington, WV 25701
528-9893

TAU KAPPA EPSILON
1440 Fifth Avenue
Huntington, WV 25701
696-9830

PHI DELTA THETA
1641 Fifth Avenue
Huntington, WV 25701
522-9116

PI KAPPA ALPHA
1625 Fifth Avenue
Huntington, WV 25701
528-9811

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

SIGMA PHI EPSILON
1401 Fifth Avenue
Huntington, WV 25701
528-9031

LAMBDA CHI ALPHA
1434 Fifth Avenue
Huntington, WV 25701
522-6211

STUDENT ORGANIZATIONS GUIDELINES AND POLICIES

STUDENT ACTIVITIES AND ORGANIZATIONS

2W38 Memorial Student Center / (696)-6770

Whether college is the first opportunity to live away from home or the first step towards a career change, it is a time for every student to develop or enhance personal growth and social relationships. Marshall University staff and faculty 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. Participation in a student organization will provide students with "hands-on" experience in leadership, communication, administration, and general human relations skills.

Marshall University encourages the formation of a variety of organizations in which students may pursue specific academic and vocational goals and/or interests. Over one hundred student organizations and clubs are officially recognized by the University. There is something for everyone, whether interests are in social, religious, interest, professional, departmental, or honorary activities.

Students are welcomed and encouraged to participate in any of the groups on campus. Students interested in organizing a new group or requiring information about existing ones should contact the Office of Student Activities and Organizations.

STUDENT ORGANIZATION GUIDELINES

Relationship Statement

Marshall University recognizes the right of co-curricular and extra-curricular activities to exist, while also acknowledging the mutual benefit of these groups to students and the University community.

The University, in the registration and affiliation processes set forth for student organizations, allows for the freedom of existence for such organizations and ensures that designated privileges and support are available equally to all groups that uphold the specified 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 Section 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."

AFFILIATION PROCESS FOR STUDENT ORGANIZATIONS

Any group desiring recognition as a University organization that would like to carry the name of Marshall University in the name of the group is required to complete the following process.

All forms specific to the affiliation process can be obtained in the Office of Student Activities and Organizations.

- I. Group's representative meets with Coordinator of Student Activities and Organizations (or his/her designee) at which time the representative will receive:
 - A. Copy of the *President's Handbook*
 - B. Copy of Registration Form or Affiliation Form
 - C. Consultation in regard to constitutional guidelines
 - D. Outline of privileges granted to student organizations and orientation to services, resources, policies and procedures
 - E. Outline of student organization responsibilities
- II. Constitution and Registration form must be submitted to the Office of Student Activities and Organizations (SA & O) for review. The organization will have provisional status until 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 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 must be submitted and approved in writing with the Dean of Students, or his/her designee).
 - F. There are a minimum of seven (7) currently enrolled, activity 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 time, the organization will be required to follow the same procedures to be registered as any new organization.

REGISTRATION PROCESS FOR STUDENT ORGANIZATIONS

Any group desiring recognition as a University organization is required to complete the following process by the last Friday in September of each academic year.

All forms specific to the registration process can be obtained in the Office of Student Activities and 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 (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.
 - 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. The group 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. The group 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 for membership 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 cumulative 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 Student Activities and Organizations within the one month period
 - D. Organizations not meeting the above requirements (Section III) 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.

CAMPUS ACTIVITIES

ACTIVITY FEES

Bursar's Office / 101 Old Main / (696)-6620

Students enrolled for seven (7) or more credit hours pay both an institutional activity fee of \$134.00 and a student center fee of \$3.00 per credit hour (all fees are subject to change). Upon payment of this fee, the student's I.D. card is magnetically programmed so that upon presentation (with no further payment), the student is entitled to receive the following:

- * Health care at John Marshall Medical Services
- * Admission to most Campus Entertainment Unlimited events
- * Tickets to all Marshall University athletic events
- * Access to the Memorial Student Center facilities
- * Tickets for the Marshall Artists Series programs
- * Admission to University convocations and forums
- * Tickets to all University Theater productions
- * Copies of the Marshall University newspaper, *The Parthenon* (Available on campus Tuesday through Friday)
- * A copy of the Marshall University yearbook, *The Chief Justice*

A special fee of \$52.45 (subject to change) 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. For more information, contact the Bursar's Office.

NOTE: For some programs, there may be an additional charge.

BIRKE ART GALLERY

First Floor Smith Hall / (696)-2296

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 first floor of Smith Hall. For hours of operation, see the HOURS TO REMEMBER section in this edition of the Handbook.

CAMPUS ENTERTAINMENT UNLIMITED

Student Activities / 2W38 Memorial Student Center / (696)-6770

Campus Entertainment Unlimited (CEU) is the primary student organization on campus responsible for planning events for the entertainment of the University community. Each committee is managed by student volunteers, and membership is open to all students at Marshall University.

While many useful leadership and interpersonal skills are gained through work with CEU, some of the most significant benefits include learning to work with people and seeing a project through from start to finish. CEU is divided into the following committees:

Cinema Arts

By joining this popular committee, students can be in on the process of selecting the new movies they want to see on 16mm film that have not yet been released on videotape. Movies are shown almost every Monday and Tuesday in Marco's at 9:15 pm.

Comedy Club

This group selects comedian(ne)s from all across the country to come to campus and make Marshall double over with laughter. Comedian(ne)s usually perform on Thursdays at 9:15 pm in Marco's.

Homecoming

Any student that gets enthused and excited about Homecoming and would like to work with other students to organize the Homecoming parade or dance should join this committee. The plans for all Homecoming events during the fall semester are made by this group.

Special Events

This is the committee that brought The World Champion of Trick Pool and Bob and Rod Jackson-Paris to campus. This group works to bring those out-of-the-ordinary events to campus for a variety of audiences. Events are held at different times throughout the year.

Springfest

Students can use spring fever to benefit the whole campus by helping to plan Springfest, the student celebration of the end of the academic year. The committee organizes a week long festival of events that lead up to the big outdoor spring concert.

For more information about CEU or any of the events being planned, please contact the Office of Student Activities.

CHORAL ENSEMBLES

Music Department / 154-A Smith Music Hall / (696)-3117

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 literature 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: 3:30-4:50 PM / Monday-Wednesday-Friday

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's St. Matthew Passion, and Beethoven's Symphony #9.

Conducted by Dr. Castleberry.

No audition is required.

Rehearsals: 6:30-9:00 PM / Monday

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.

Rehearsals: 3:00 - 4:50 PM / Tuesday-Thursday
2:00 - 3:15 PM / Friday

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: 12:00 - 12:50 PM / Monday-Wednesday-Friday

For more information on any of these groups, contact the Music Department.

DEBATE AND INDIVIDUAL EVENTS TEAMS

Communication Studies Department / 270 Smith Hall / (696)-6786

Any full-time student interested in intercollegiate competition in debate or individual events may contact the Director of Forensics for additional information.

HENDERSON CENTER RECREATIONAL FACILITIES

Henderson Center / (696)-6477

The Henderson Center and Gullickson Hall house exercise facilities, weight rooms, and an indoor pool for the use of students, faculty, and staff. Sports equipment such as tennis rackets, basketballs, and volleyballs are available for check out with presentation of Marshall I.D.

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

Students may bring one guest to the pools without a guest pass.

During student holidays, the Henderson Center and Gullickson Hall are open from 8:00 AM to 4:30 PM Monday through Friday, and the pool and equipment rooms

are closed. Facilities are closed during home football games.

For specific facility hours, see the HOURS TO REMEMBER section in this edition of the Handbook or contact the Recreational Sports Department.

INTERCOLLEGIATE ATHLETICS

Athletic Department / 200 Facilities Building / (696)-5409

Athletic Ticket Office / Henderson Center / (696)-HERD (4373)

A single Department of Intercollegiate Athletics at Marshall University serves the needs of both men and women. Programs and facilities are growing with larger numbers of student athletes receiving opportunities to compete.

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 Marshall University'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 seven women's teams: volleyball, basketball, softball, tennis, cross country, indoor and outdoor track.

Many exciting things are happening within the University's athletic programs. Here are some highlights.

Basketball and the Henderson Center

The Marshall University Men's Basketball Team and the Lady Herd play all home games at the Henderson Center, a multi-purpose facility with a 10,291 seat arena for basketball and an 800 seat natatorium with eight lanes and a moveable bulkhead to provide facilities for a diving pool as well as metric and yard races.

The Henderson Center is used by the Departments of Physical Education, Intramurals, Recreation, and Intercollegiate Athletics. Offices for each of these departments, training rooms, teaching stations, and facilities for women's sports are housed here.

Each student paying the full activity fee is entitled to free student tickets for all home games. Students are also able to purchase two (2) student guest tickets at a reduced rate. For information, call the ticket office in the Henderson Center.

Cheerleading

The Marshall Cheerleading Squad, sponsored by the Department of Intercollegiate Athletics, performs during all home football and basketball games to stimulate enthusiasm and instill excitement in the crowd. Tryouts for the varsity squad are held each year in late spring. Information about cheerleader tryouts is posted on campus and publicized in *The Parthenon*.

Students must have successfully completed twelve (12) credit hours at Marshall University or another recognized

university as a transfer student. All candidates must meet the NCAA grade point average eligibility for athletes.

Football and Marshall Stadium

On December 19, 1992, Marshall University became the home of the 1992 Division I-AA National Champions. The Thundering Herd Football Team defeated Youngstown State University in a breath-taking 31-28 win to claim the University's first ever National Championship.

Marshall University's 28,000 seat state-of-the-art football stadium which opened in September 1991 was chosen to be the host site of the I-AA National Championship Game in 1992 and 1993. The facilities building, located at the North end of the stadium, houses Athletic Department offices, locker rooms, weight rooms, training rooms, and an equipment room.

Each student paying the full activity fee is entitled to free student tickets for all home games. Students are also able to purchase two (2) student guest tickets at a reduced rate. For information, call the ticket office in the Henderson Center.

Golf Team

The Marshall Golf Team utilizes three outstanding courses in the Huntington area: 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.

Track

Marshall University's Walter "Lefty" Rollins Track was resurfaced in the spring of 1992 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.

JAZZ ENSEMBLE

Music Department / 154-A Smith Music Hall / (696)-3117

Participation in the Jazz Ensemble requires permission of the director. For more information, contact the Music Department.

Rehearsals: 10:00 - 10:50 AM / Monday-Wednesday-Friday
AND 12:00 - 1:30 PM / Monday-Wednesday-Friday

MARCHING BAND AND AUXILIARY UNITS

University Band Office / 146 Smith Music Hall / (696)-2317

Membership in the Marching Band is open to all students. Credit (one per term) is offered for each participation.

Marching Band

The Band makes appearances at all home football games, local parades, and takes one expense-paid trip per

year. Band camp is held on campus one week before the fall semester begins.

No audition is necessary, and no fees are charged for the use of equipment or instruments.

Directed by Mr. Brock.

Rehearsals: 3:30 - 5:00 PM / Monday-Wednesday-Friday

Auxiliary Units

Members of the Majorette Corps, Flag Corps, Rifle Corps, Twirlers, and Drum Majors are chosen through auditions in the spring semester. These groups perform with the Marching Band at all appearances during the fall semester. For more information, contact Mr. Brock.

MARSHALL ARTISTS SERIES

2W19 Memorial Student Center / (696)-6656

The Marshall Artists Series is many things to many people. It is educational, cultural, entertaining, and 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. All events are at the Keith-Albee Theatre in downtown Huntington.

Tickets for most events are free to all full-time Marshall University students with validated I.D. 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.

Part-time students and Marshall University faculty members are entitled to purchase two half-price tickets per event. Marshall University I.D. is required.

Individuals with student tickets and faculty and staff with half-price tickets will be required to present their Marshall I.D. at the door of the show.

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

MUSIC DEPARTMENT CONCERTS

Music Department / 154-A Smith Music Hall / (696)-3117

Each year the Department of Music presents numerous concerts and recitals in Smith Recital Hall. Students are welcome to attend without admission charge.

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. Membership in most of these groups is open to all students.

For further information, contact the Department of Music.

RECREATIONAL SPORTS AND FITNESS ACTIVITIES

110 Gullickson Hall / (696)-6477

Intramural activities at Marshall University are an integral part of student life which gives eligible participants an opportunity to engage in a holistic 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. Racquetball clinics are held the first Wednesday of each month, and at present the intramural program includes the following:

Intramural Activities

Fall

Managers' Meeting
Tug-of-War (M,W)
Softball (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)
Track and Field (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)
Hula Hoop Golf (M,W)
Pickleball Doubles (M,W)
4 on 4 Volleyball (M,W)

Co-Recreational Activities

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*

SYMPHONIC BAND

Music Department / 154-A Smith Music Hall / (696)-3117

Students can join the Symphonic Band only with permission of the director. For more information, contact the Music Department.

Rehearsals: 6:30 - 9:30 PM / Monday

UNIVERSITY THEATER

Fine and Performing Arts Center / (696)-ARTS (2787)

University Theater, an all-University activity, is under the direction of the Department of Theater/Dance. Five to seven full-length plays are presented each year. In addition, several studio performances are staged annually. Students, faculty, staff, and local residents are encouraged to audition for parts in the productions.

All major productions will be presented in the Fine and Performing Arts Center, located on Fifth Avenue directly across from the Memorial Student Center.

Tickets are free to students paying the full activity fee, with the exception of the annual Theater/Dance and Music Department's presentation of a large musical for which there is a minimal charge.

For more information about University Theater productions or the annual musical, call the Department of Theater/Dance.

UNIVERSITY BROADCASTING

WMUL-FM RADIO STATION

Second Floor Communications Building / (696)-6640

Operating under the direction of the William Page Pitt School of Journalism and Mass Communications, Marshall University's radio station, WMUL-FM, broadcasts on 88.1 MHz on the FM band seven days a week from 6:00 AM to 3:00 AM and is affiliated with the ABC-FM network.

An award-winning member of the Associated Press Wire Service, the National Association of College Broadcasters, and the Intercollegiate 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, AOR, reggae, black gospel, and urban contemporary.

WMUL-FM provides two major newscasts and local news briefs throughout the day. The station also broadcasts many Marshall sports events including football, men and women's basketball, baseball, and soccer.

All students are invited to participate in the Marshall University radio station. For more information, contact the WMUL-FM office.

WPBY TELEVISION STATION

Communications Building / (696)-6630

WPBY-TV, Channel 33, provides non-commercial public television programming to the Huntington/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.

WPBY features coverage of the MU Jazz Festival, cultural programs, and produces the MU Report in cooperation with the Journalism Department. Public school programming and college credit courses are part of the 120 hour-per-week broadcast schedule. In addition, programs which address area issues, including coverage of the West Virginia Legislative sessions, are aired throughout the year.

Students are employed by the station for part-time help in all phases of television production. Limited work-study opportunities are also available.

For more information, contact the WPBY offices. For broadcast schedule, see the HOURS TO REMEMBER section in this edition of the Handbook.

UNIVERSITY PUBLICATIONS

CHIEF JUSTICE

Journalism & Mass Communication Department / (696)-2360

The University's yearbook, *The Chief Justice*, presents a pictorial review of the highlights of each year, including information about the entire campus community. The yearbook is created by a student staff, and any student may apply for a staff position.

Full-time students that attend Marshall both fall and spring semesters are 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.

For information about joining the staff or distribution dates and locations, contact the Journalism and Mass Communication Department.

ET CETERA

English Department / (696)-6645

Marshall's literary magazine, *Et Cetera*, contains the best of student poetry, fiction, and art. With a circulation of over two thousand, it is one of the larger literary magazines in the area.

Et Cetera is edited by a student staff and is published in April. Contributions are usually accepted from May to December, with monetary prizes often awarded to the most notable works in each edition.

For information on submissions or staff positions for the publication, call or inquire at the English Department on the third floor of Corbly Hall.

MINORITY EXPRESSIONS

African-American Students' Program / (696)-6705

The *Minority Expressions* newsletter is published bi-monthly during the academic year. 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 interested in learning more about the newsletter, please contact the African-American Students' Program office.

MS. QUOTES

Women's Programs / (696)-3111 or (696)-3338

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, the magazine presents a schedule of events on campus and in the community that address issues relevant to women.

If interested in contributing to *MS. Quotes* or in receiving the magazine, contact Women's Programs.

THE PARTHENON

Journalism & Mass Communication Department / (696)-6696

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 every Thursday during summer terms. Financed through advertising revenue 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.

For information, contact the Journalism & Mass Communication Department.

STUDENT HANDBOOK

Student Affairs / (696)-6422

The Student Handbook is published annually by the Department of Student Affairs. It is designed as a guidebook for all students regarding University policies, the Student Code of Conduct, and programs and activities throughout the campus and University community.

Distribution is made during summer Orientation and at the beginning of the fall semester. Copies are available through the Office of the Dean of Student Affairs, 109 Old Main. Additional distribution spots are advertised in *The Parthenon* and posted on campus.

WELLNESS WAYS

Student Health Education Programs / (696)-4800

Wellness Ways is a newsletter published four times during the academic year by Student Health Education Programs. It contains articles on current health trends and issues, with a focus on the wellness concept.

If interested in receiving the newsletter, contact Student Health Education Programs in Prichard Hall.

ON CAMPUS RESIDENCE

RESIDENCE SERVICES

115 Old Main / (696)-6765

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.

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, and physical facilities. Resident Directors are graduate students responsible for each hall and trained in the supervision of staff and in the development of a community. Resident Advisors are assigned to each floor in each hall.

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.

HOUSING POLICY

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

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/her 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.

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 a 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.

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 PM on the last day of class before holidays begin. At the close of each semester, students must vacate the 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.

RESIDENCE HALL ASSOCIATIONS (RHA)

The residence hall community is comprised of diverse individuals with various backgrounds and life experiences. Such diversity calls for members of the community to be involved in their own governance. To provide students with an avenue for contribution to the campus community, 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.

The efforts of each RHA result in programs and activities that bring residents together, encouraging new friendships and building community. The RHAs also review issues and concerns that affect the residents both in the halls and throughout the campus, helping to influence official policies. The individual RHAs provide a means by which residents can develop leadership skills and gain satisfaction in knowing each individual can make a difference.

The opportunity to be actively involved in 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 are conducted during the spring semester for the next academic year.

The financial support for RHA is derived from a membership fee collected from hall residents. Membership affords residents the opportunity to participate in activities at reduced rates or free.

INTER-HALL GOVERNMENT COUNCIL (IGC)

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 fundraising events, the IGC strives to represent the concerns of all residence hall students and to be a positive factor in influencing change.

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. Married students and/or students with children are eligible to reside in family student housing units. Single graduate or upper-class students may apply, provided space is available after families and married couples have been accommodated.

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.

CAMPUS SAFETY AND SECURITY

Published in Compliance with the 1990 Federal Student Right-to-Know and Campus Security Acts.

At Marshall University, concern for the safety and well-being of students, faculty, and staff is always a top priority. With the support of personnel from other departments, hundreds of people are involved in maintaining a safe and secure campus. It is important to remember, however, that a truly safe campus can only be achieved through the efforts and cooperation of all students, faculty, and staff by accepting responsibility for their own security and the security of others.

This published statement is part of the Office of Public Safety's continuous effort to ensure that this collective endeavor is effective. Every member of the campus community is encouraged to read the following carefully and use the information to aid in fostering a safe University environment.

PUBLIC SAFETY SERVICES

The Marshall University Office of Public Safety provides a variety of public safety-related services to the University community of approximately 14,000 students, faculty, and staff.

Ambulance Service

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

Campus Escort Service

An escort service is provided by University Police Officers for the safety of anyone walking alone on campus at night. By calling 4357 (HELP) from any University phone or using any one of the distinctively marked emergency/service phones an escort can be summoned to any location to accompany individuals to any parking lot, residence hall, or off campus dwelling located adjacent to campus. The Office of Public Safety urges members of the University community to take advantage of this very significant crime prevention service.

Campus Watch Program

Approximately 40 student volunteers compose the University Campus Watch Program. This group provides escorts between 8:00 PM and 11:00 PM Sunday through Thursday during the academic year. By routinely patrolling the campus between escorts, they also play a significant role in crime prevention. Equipped with portable radio units, they have direct communication capabilities with a police dispatcher.

All members of the Campus Watch are easily identified by their distinctively bright orange jackets and yellow shirts.

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 (3) 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, staff, 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. Prichard Hall: East side of the building on the air conditioning wall
6. Gold Facilities Building: South side facing Holderby 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 of the Handbook for exact locations.

Investigations/Crime Prevention

One section of the University Police Department is the Investigations and Crime Prevention Unit. This unit is responsible for the follow-up investigation of all reports involving criminal incidents and major violations of University regulations. The unit also interacts with other law-enforcement agencies in matters related to the safety and welfare of members of the University community and the surrounding area.

Crime prevention duties are generally shared by officers in the Investigations/Crime Prevention Unit. However, other officers also present crime prevention programs at various times. Some of the programs available through the department include: Sexual Assault Prevention, Burglary and Larceny Prevention, Alcohol Awareness, Operation ID, Room Surveys, and Office Security.

The Office of Public Safety also publishes pamphlets

on various topics of crime prevention which are available to all students, faculty, and staff members. Topics include: *Public Safety Services, General Crime Prevention, Sexual Assault, Office Security, and Safety Tips for Parents and Students.*

General information on safety and security is provided to the University community through newsletters, crime alert notices, criminal incident updates, the campus radio and television stations, the student newspaper, and local press.

Safety Task Force

A Safety Task Force, consisting of representatives from Public Safety, Residence Services, Student Affairs, Student Government, and Physical Plant, meets periodically to review policies and procedures and address campus safety concerns. Student, faculty, administration, and staff representatives also periodically conduct walks of the entire campus to review lighting and other safety-related environmental concerns.

University Police

University Police Officers are vested with full law enforcement powers and authority by virtue of West Virginia state law. Uniformed officers provide 24-hour-a-day patrol protection to the campus, adjacent University-owned facilities, and parking lots. Officers receive basic training in numerous public safety and law enforcement-related subjects and additional in-service and specialized training in firearms, criminal investigation, updates on laws of arrest, search and seizure and other legal matters, as well as patrol procedures and tactics.

Officers are responsible for a full range of public safety services, including crime reports, investigations, medical emergencies, fire emergencies, traffic accidents, enforcement of state laws, and all other incidents requiring police assistance that occur within University jurisdiction, which includes all University-owned or controlled properties, and/or all properties under the jurisdiction of the West Virginia Board of Trustees.

The Office of Public Safety prepares and submits a monthly report of incidents through a statewide system of crime reporting. These figures routinely become a part of the F.B.I.'s Annual Uniform Crime Report. As a means of better coordinating law enforcement efforts in the immediate area, the department shares information on arrests and all serious crimes with the Huntington Police Department and Cabell County Sheriff's Department. Serial numbers of vehicles, office equipment, and other items of value stolen in campus jurisdiction are reported through the National Crime Information Center (NCIC).

696-HELP (4357)

All emergencies, criminal complaints, general requests for service, and public safety concerns can be reported directly to the Office of Public Safety by any person in the University community.

Dialing 4357 (HELP) from any University phone, or by

using one of the emergency/service phones located throughout the campus (see locations listed in this section), will provide direct contact with the police dispatcher 24-hours-a-day.

POLICIES AND INFORMATION

ALCOHOLIC BEVERAGES

Marshall University has established policies and guidelines governing the sale, possession, and consumption of alcoholic beverages on the University campus that are consistent with West Virginia state law. State law prohibits the sale of all alcoholic beverages to persons under the age of twenty-one (21). Accordingly, possession and/or consumption of alcoholic beverages by underage persons is not permitted on property owned or controlled by the University. The sale, possession, and consumption of alcoholic beverages is limited to non-intoxicating beer and/or wine coolers and only at designated locations. Distilled liquor is not permitted on campus at any time.

For more information, please see the Substance Use and Abuse Policy within the UNIVERSITY POLICY section of this Handbook.

CRIME STATISTICS FOR THE UNIVERSITY

The Office of Public Safety submits a monthly Uniform Crime Report to the West Virginia Department of Public Safety (WV State Police), which includes criminal incidents and arrests occurring in the University jurisdiction. The following charts reflect the number of crimes for the listed three calendar years that were reported to and/or discovered by the campus agency.

Number of Occurrences of Selected Crimes

Crime	1989	1990	1991
Murder	0	0	0
Rape	1	0	0
Robbery	0	0	1
Aggravated Assault	2	2	0
Burglary	14	19	6
Motor Vehicle Theft	0	1	1
Larcenies	155	133	135

Number of Arrests for Selected Crimes

Crime	1989	1990	1991
Liquor Law Violations	0	0	0
Alcohol Related/Others	25	23	38
Drug Abuse Violations	0	4	2
Weapons Possessions	0	2	0

CRIME STATISTICS FOR THE AREA ADJACENT TO MARSHALL UNIVERSITY

The following charts reflect the number of crimes reported to the Huntington Police Department that occurred within two-tenths of one mile of the main campus.

Crime	1990	1991
Murder	2	1
Rape	3	3
Robbery	15	9
Aggravated Assault	13	10
Burglary	63	84
Motor Vehicle Theft	12	15

ILLEGAL DRUGS

The University is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The possession, use, manufacture, or distribution of any illegal drug is prohibited on property owned or controlled by the University. Members of the University community are responsible for knowing and complying with provisions of West Virginia and federal laws that prohibit the unlawful possession, sale, delivery, manufacture, or use of those drugs known as "controlled substances."

For more information, please see the Substance Use and Abuse Policy within the UNIVERSITY POLICY section of this Handbook.

OFF CAMPUS STUDENT RESIDENCES

There are five (5) privately owned residential sororities and seven (7) residential fraternities located off campus. In addition, many students live in privately owned housing located within two-tenths of one mile of the campus.

Crime prevention programs emphasizing security measures and precautions are available to students residing off campus from the Office of Public Safety.

The Marshall University Police Department, Huntington Police Department, Cabell County Sheriff's Department, and the Huntington detachment of the West Virginia State Police have a mutual working relationship, providing each with assistance and backup when necessary.

OFF CAMPUS FACILITIES CONTROLLED BY MARSHALL UNIVERSITY

The Marshall University Medical Education Building is located outside the city limits, ten (10) miles West of the campus, at the Veterans Administration Medical Center Complex.

The University Research and Economic Development Center is located six-tenths of one (.6) mile from the campus in downtown Huntington.

University Heights, the married student housing units, are located outside the city limits, three (3) miles East of the campus. These units house approximately 175 adult students and their children.

The off campus facilities described above are provided with routine patrol by officers from the main campus, and all criminal incidents and complaints originating at these facilities are investigated by officers of the Marshall University Police Department.

ON CAMPUS STUDENT RESIDENCE

There are six residence halls on campus. The main desk/lobby area of each hall is monitored 24-hours-a-day by full-time Watchguards, Student Security Assistants, or Desk Coordinators. Each hall is administered by a Resident Director with the assistance of Resident Advisors on each floor.

Public Safety and the Department of Residence Services are jointly responsible for the development of procedures and programs to promote the greatest possible safety and security of the residence halls.

The University employs twelve (12) full-time uniformed Watchguards which are assigned exclusively to the six residence halls. Watchguards patrol the halls from 4:00 PM to 8:00 AM, seven days a week. To further enhance the security and protection provided the residence hall population, coverage was recently extended to 24-hours-a-day in each of the halls through the employment of approximately thirty (30) part-time uniformed student Residence Hall Security Personnel.

Within each residence hall, all doors except the main entrance and specific entrances to accommodate disabled students are kept locked and armed with alarms that alert the desk staff of any exit, attempted entry, unlocked or open doors. All entrances are locked at 11:00 PM on week nights and 12:00 midnight on weekends. An ID and/or key must be shown to the desk personnel for entry after this hour.

Marshall University's visitation and guest policies are intended to protect the security and privacy of students living in the residence halls. Guests are required to be signed in at the front desk and to be escorted within the building at all times by their host or hostess. Overnight guests must be registered at the front desk. Residents must obtain their roommate's agreement before allowing a guest to stay overnight. Guests may not stay in the building if their host or hostess leaves the building, room, or floor.

Students are encouraged to lock doors and windows at all times. Screens are provided for all windows with ground floor access and all windows are equipped with locking devices. Room doors have conventional locks.

Educational programs emphasizing security and what residents can do to help protect themselves is provided by the Department of Residence Services, Public Safety, and other campus services as deemed appropriate to meet the needs of the residents and the goals of this policy.

Every effort is made to ensure that all residence halls are free from uninvited visitors, but it is imperative that residents take an active role in making sure that strangers are reported and that doors are not propped open. Crime reduction in part is related to the willingness of the residents to accept responsibility for safeguarding themselves and the residence halls.

- * Residence Hall Staff are encouraged to challenge, and residents are encouraged to report the presence of, strangers or uninvited guests in the residence halls.

- * In compliance with University policy, all guests must be properly signed in and escorted by a resident at all times.
- * Residents are held accountable for their guest's(s') actions.

NOTE: For more detailed information, please consult the *Residence Hall Guidebook* available in the Office of Residence Services, 115 Old Main, phone (696)-6765.

UNIVERSITY BUILDINGS

Except for residence halls, most University facilities are open to the public during the day and evening hours

when classes are in session. During the time that the University is officially closed, buildings are generally locked and only faculty, staff, and students with proper authorization are admitted.

The Physical Plant Department maintains the University's academic and administrative buildings and the campus grounds with a concern for the safety and security of the University community. Personnel inspect facilities regularly and respond to reports of potential safety and security hazards such as damaged doors, broken locks, and windows. Any member of the University community may call the Physical Plant (696-6680) to report any safety or security hazards.

MARSHALL UNIVERSITY OFFICE OF PUBLIC SAFETY PROCEDURAL GUARANTEE FOR CASES OF SEXUAL ASSAULT

Sexual assaults, including date/acquaintance rape, are a very serious concern of this office. If you feel you are the victim of a sexual assault on campus, the Office of Public Safety will **GUARANTEE** you the following:

1. We will meet with you privately, at a place of your choice, to take a report or to simply discuss your case, which ever is your preference.
2. We **WILL NOT** release your name to the public or to the press.
3. Officers will not engage in pre-judging or victim blaming.
4. We will treat you and your particular case with the utmost courtesy, sensitivity, dignity, understanding, and professionalism.
5. If you feel more comfortable talking with an officer of the same gender, we will accommodate your request whenever possible.
6. We will assist you in arranging for any hospital treatment or other medical needs.
7. We will assist you in privately contacting a counselor and any other available resource which may be of assistance to you.
8. We will fully investigate your case, and will help you to achieve the best possible outcome. You will be kept up-to-date on the overall progress of the case. In those instances where arrest and prosecution of the

suspect appears likely, the Director or Assistant Director of Public Safety will discuss additional details of the case with you, particularly those related to prosecution and other judicial procedures that are normally followed.

9. We will continue to be available for you to answer any questions you may have, to further explain the system and process involved if necessary, and to be a listening ear if you desire.
10. We will give your case full and serious consideration regardless of your gender or the gender of the suspect.

If you feel you are a victim of a sexual assault or sexual abuse, call University Police at (696)-4357 (HELP), and say that you want to **PRIVATELY** make a sexual assault or sexual abuse complaint. You may call any time, day or night.

If you feel we have failed to achieve any part of the above guarantee, please contact the Director of Public Safety at (696)-6409. He/she will meet with you personally to address any problems you may have. One of our primary goals is to help you make the MU campus safe for students, faculty, staff, and visitors. Your cooperation and assistance in this very important endeavor is sincerely appreciated.

UNIVERSITY JUDICIAL SYSTEM

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 reflects the University community's expectations and the 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 of Conduct 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 of Judicial Affairs within twenty-one (21) 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 (10) students and ten (10) faculty members. An individual hearing panel is composed of two (2) students and one (1) 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 Handbook. 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.

NOTE: The Student Code of Conduct is subject to change and amendments, and any changes made shall take effect immediately following approval by the Student Conduct and Welfare Committee, the Faculty Senate, and the President of the University.

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 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 Marshall 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 Marshall 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, age, or sexual orientation.

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:
Loaning, transferring, altering, borrowing, or otherwise misusing official University identification materials.

K. Conduct Which Causes Emotional Distress:

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

L. Unauthorized Animals on Campus:

Violation of the University Policy Concerning Animals on Campus.

M. Aiding, Abetting, or Complicity:

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

IV. SANCTIONS

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

Normally, students facing suspension or expulsion from the institution will be entitled to a hearing prior to the imposition of the sanction. However, a student may

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

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 on 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 again become 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 under 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) Loss of Participation:

The student may not represent the University in any extracurricular activities such as intercollegiate athletics, debate teams, 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 Privileges:

A student required under this section to relinquish Student Activity privileges paid for by the Student Activity Fee may not participate in, or attend, events for which the Activity Fee is required or provides a discount or privilege. Exceptions may be granted by the Judicial Affairs Office in those instances which 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 denial of 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 or 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) An organization may be required to make payment (restitution) 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.

V. JUDICIAL APPEALS

The party being charged and any complainant other than staff of the Student Affairs Department may appeal

the decision. The appropriate channels of appeal are:

1. Appeals from decisions of Resident Directors should be directed to the Coordinator of Judicial Affairs.
2. Appeals from decisions of the Coordinator of Judicial Affairs should be directed to the Judicial Board.
3. Appeals of recommendations of the Judicial Board should be directed to the President or 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 ten (10) days, will be final, except in cases where the President has imposed a sanction of expulsion, in which case an appeal may be filed with the Board of Trustees.

The request for appeal of a recommendation of the Judicial Board must be submitted in writing on an Intent to Appeal Form to the Coordinator of Judicial Affairs within forty-eight (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 (3) 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 fifteen (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. JUDICIAL MEDIATION

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

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

VII. EMERGENCY AUTHORITY

Emergency authority may be exercised by the President or his/her designee in special circumstances. He/she 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/herself, provided that a hearing is held within seventy-two (72) hours of the decision to suspend, subject to a forty-eight (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 Judicial Affairs.

ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS MARSHALL UNIVERSITY

Marshall University's policies in regard to the academic rights and responsibilities of students are in keeping with the Board of Trustees Policy Bulletin Number 60, which is reproduced in its entirety following this section. The Academic Rights and Responsibilities of Students policy statement provides details with respect to student rights and procedures on these and similar matters relating to academic appeals.

This policy statement implementing Board of Trustees Policy Bulletin Number 60 (July 11, 1986) supersedes previous policies which concern grade appeals, academic dishonesty, and any other procedures relating to academic appeals. Consult this edition of the Student Handbook for the latest appeal procedures.

I. Statement of Philosophy

Marshall University is an academic community and as such must promulgate and uphold various academic standards. Failure of a student to abide by such standards may result in the imposition of sanctions pursuant to Policy Bulletin Number 60 of the West Virginia Board of Trustees. A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by Marshall University, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill course work and degree or certification requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

II. Definitions

A. **Academic Dean:** the chief academic officer of the student's college, program, or school or his/her designee who will also serve in an advisory capacity to the student. The student is encouraged to contact his/her academic dean for guidance on appeal procedures.

B. **Academic Deficiency:** failure to maintain the academic requirements and standards as established by Marshall University and its constituent colleges and schools other than those relating to academic dishonesty. This shall include but is not limited to the criteria for maintenance of satisfactory academic progress, i.e. quality point average, special program requirements, professional standards, etc.

C. **Academic Dishonesty:** any act of a dishonorable nature which gives the student engaged in it an unfair advantage over others engaged in the same or similar course of study and which, if known to the classroom instructor in such course of study, would be prohibited.

This shall include, but is not limited to, the following: securing or giving unfair assistance during examinations or required work of any type; the improper use of books, notes, or other sources of information; submitting as

one's own work or creation any oral, graphic, or written material wholly or in part created by another; securing all or any part of assignments or examinations in advance of their submission to the class by the instructor; altering of any grade or other academic record; and any other type of misconduct or activity which manifests dishonesty or unfairness in academic work. Each classroom instructor may modify the general definition of academic dishonesty to fit the immediate academic needs of a particular class, provided the instructor defines, in writing, the details of any such departure from the general definition.

Academic dishonesty also includes conspiring with or knowingly helping or encouraging a student to engage in academic dishonesty.

D. **Day:** shall refer to a calendar day.

E. **Limited Enrollment Program:** any academic program which imposes admissions requirements in addition to general admissions to the University.

F. **Student:** any undergraduate student who has been admitted to and is currently enrolled in a course or in a certificate or degree program at Marshall University or for whom the institutional appeal period has not expired. Students enrolled in the undergraduate Nursing Program will follow these procedures.

G. **University Community:** faculty, staff, or students at Marshall University.

H. **President's Designee:** Provost.

I. **Provost:** refers to the Chief Academic Officer.

J. **Appeal Deadlines:** the time allowed for each level of appeal. There will be no time extensions unless granted by the Academic Appeals Board for good cause. If the appeals do not meet the established deadlines, the issue is no longer appealable.

III. Student Academic Rights

Concomitant with other academic standards and responsibilities established by Marshall University and its constituent colleges and schools, each student shall have the following academic rights:

A. The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards.

B. The student shall not be evaluated prejudicially, capriciously, or arbitrarily.

C. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex, sexual orientation, or national origin.

D. Each student shall have the right to have any academic penalty, as set forth herein, reviewed pursuant to the procedures in Section V. Except in those cases where a specific time is provided, this review shall occur within a reasonable time after the request for such review is made.

E. Each student shall have access to a copy of a University catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, time in residence standards, minimum grade point average, probation standards, professional standards, etc.).

F. Each student shall receive from the instructor written descriptions of content and requirements for any course in which he/she is enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and cost, grading criteria, standards and procedures, professional standards, etc.).

G. The instructor of each course is responsible for assigning grades to the students enrolled in the course consistent with the academic rights set out in the preceding sections.

H. Marshall University and its constituent colleges and schools are responsible for defining and promulgating:

1. the academic requirements for admission to the institution, for admission to limited enrollment programs, and for admission to professional and graduate degree programs,

2. the criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification, for graduation,

3. the requirements or criteria for any other academic endeavor, and the requirements for student academic honesty, consistent with the Policies, Rules, and Regulations of the Board of Trustees and with the fundamentals of due process, and

4. probation, suspension, and dismissal standards and requirements.

I. Normally, a student has the right to finish a program of study according to the requirements under which he/she was admitted to the program. Requirements, however, are subject to change at any time, provided that reasonable notice is given to any student affected by the change.

IV. Academic Sanctions

A student who fails to meet the academic requirements or standards, or who fails to abide by the University policy on academic dishonesty, as defined by Marshall University and its constituent colleges and schools, may be subject to one or more of the following academic sanctions:

A. A lower final grade in or a failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences, any or all of which may be imposed by the instructor of the course involved).

B. Academic Probation

1. For Academic Deficiency

a. Undergraduate Students

Any student who has less than a 2.0 grade point average on course work attempted at Marshall University

and/or any approved course work transferred from another institution shall be placed on academic probation. Normally, the student will be permitted to enroll in no more than thirteen (13) hours.

In addition, a student placed on academic probation shall abide by such further conditions or restrictions imposed upon him/her pursuant to policies promulgated by the college or school in which he/she is enrolled as provided in Section III, H of this policy.

b. Graduate Students

Graduate students should consult the appropriate Graduate School publications for the description of this sanction.

c. Medical Students

Medical School students should consult the appropriate Medical School publications for the description of this sanction.

2. For Academic Dishonesty

In those cases in which a student has been found guilty of academic dishonesty he/she may be placed on academic probation for a period of time not to exceed one academic year. During this period the student is given an opportunity to prove that he/she can become a responsible and positive member of the University community. Conditions and restrictions for probation may be imposed, as deemed appropriate, including but not limited to:

- a. Exclusion from representation of 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.

- b. Self-Improvement: A program of self-development will be planned in conjunction with a faculty or staff person assigned in a counseling/guidance capacity.

- c. Surrender of Student Activity Privileges: Upon request, the Student Activity Fee Privilege is to be voided by the Provost and all rights and privileges pertaining thereto forfeited for a specified period of time not to exceed one academic year.

C. Academic Suspension

1. For Academic Deficiency

a. Undergraduate Students

A student who has a deficit of twenty (20) or more quality points and who does not receive better than a 2.0 average on all work attempted during the semester in which the student last enrolled may be suspended and may not enroll during the next regular academic semester. Individual colleges and schools may impose additional suspension requirements pursuant to policies promulgated in accordance with Section III, H of this policy.

b. Graduate Students

Graduate students should consult college and program publications for a description of the conditions under which academic suspension may be imposed for academic deficiency.

c. Medical Students

Medical School students should consult Medical School publications for a description of the conditions under which academic suspension may be imposed for academic deficiency.

2. For Academic Dishonesty

a. In those cases in which a student has been found guilty of academic dishonesty he/she may be academically suspended for a period of time not to exceed one academic year. During such period the student may not enroll in any course or program offered by Marshall University or any of its constituent colleges or schools. A student violating any term of academic suspension while on suspension will be subject to further academic suspension up to and including academic dismissal from the University.

D. Academic Dismissal

This is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at Marshall University, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at Marshall University. The terms of academic dismissal from a program for academic deficiency shall be determined, defined, and published by each of the constituent colleges and schools of Marshall University. Academic dismissal from a program or from the University may also be imposed for violation of the University policy on academic dishonesty.

V. Academic Appeals

In cases where a student is appealing a grade, the grade appealed shall remain in effect until the appeal procedure is completed, or the problem resolved.

A. Student Appeals for Instructor-Imposed Sanctions: The intent of the appeals process is to treat all parties fairly, and to make all parties aware of the appeals procedure.

In those cases in which a student has received an instructor-imposed sanction, the student shall follow the procedures outlined below:

1. Undergraduate Students

a. The student should first attempt a resolution with the course instructor. This initial step must be taken within ten (10) days from the imposition of the sanction or, in the case of an appeal of a final grade in the course, within thirty (30) days of the beginning of the next regular term. The student who makes an appeal is responsible for submitting ALL applicable documentation. If the instructor is unavailable for any reason, the process starts with the department chairperson.

b. If the procedure in Step 1 (a) does not have a mutually satisfactory result, the student may appeal in writing to the department chairperson within ten (10) days after the action taken in Step 1 (a), who will attempt to resolve the issue at the departmental level. When a student appeals a final grade, the faculty member must

provide all criteria used for determining grades.

c. Should the issue not be resolved at the departmental level, either the student or instructor may appeal in writing to the Dean of the college in which the course is offered within ten (10) days of the action taken in Step 2 (b). The Dean will attempt to achieve a mutually satisfactory resolution. The Dean of the college in which the student is enrolled will be notified.

d. Should the issue not be resolved by the Dean, either the student or instructor may appeal in writing within ten (10) days of the action taken in Step 3 (c) to the Chairperson of the Academic Standards and Curricular Review Committee who shall refer the matter to the University Academic Appeals Board for resolution. The hearing panel has the right to seek additional documentation if necessary.

e. Should the student or the instructor be dissatisfied with the determination of the Academic Appeals Board then either party may file an appeal with the Provost within thirty (30) days from receipt of the decision of the Board. The decision of the Provost shall be final.

2. Graduate Students

Graduate students who desire to appeal an instructor-imposed sanction should consult the appropriate Graduate School publication for the proper procedures to follow.

3. Medical School Students

Medical School students who desire to appeal an instructor-imposed sanction should consult the appropriate Medical School publications for the proper procedures to follow.

B. Appeals for Academic Dishonesty:

Primary responsibility for the sanctioning for academic dishonesty shall lie with the individual instructor in whose class or course the offense occurred; however, charges of academic dishonesty may be filed by any member of the University community.

Sanctions for academic dishonesty may range from an instructor-imposed sanction, pursuant to Section IV, A herein, to dismissal from the institution.

1. In those cases where the instructor imposes a sanction pursuant to Section IV, A only and does not refer the matter to the department chairperson for additional sanctions, the student may appeal the sanction in accordance with the procedures described in Section V, A.

2. Where the offense is particularly flagrant or other aggravating circumstances are present, such as a repeat violation, the instructor may refer the matter to the department chairperson for additional sanctions as permitted by this policy. In addition, any member of the University community may refer a case of academic dishonesty to the chairperson of the department in which the course involved is being offered. Allegations of academic dishonesty must be referred to the department chairperson within thirty (30) days from the date of the alleged offense. This process starts with the Dean if there is no department chairperson.

In those cases where the matter is referred to the department chairperson the following procedures are applicable:

a. The department chairperson shall bring together the student involved and the faculty member and/or other complainant within ten (10) days from the date of referral. A written admission of guilt at this level may be resolved with a maximum penalty of "F" in the course.

b. If the student denies guilt or disagrees with the sanction imposed or if the faculty member, other complainant, or chairperson feels that the penalties in Step V (a) are insufficient for the act complained of, the case shall be forwarded in writing by the chairperson to the student's academic Dean within ten (10) days from the date of the meeting. The academic Dean shall bring together the student, the faculty member or other complainant, and the department chairperson to review the charges within ten (10) days from the date of referral. The academic Dean may impose any sanction permitted by Section IV of this policy.

c. Should the student, faculty member, or other complainant be dissatisfied with the determination of the academic Dean, the case may be appealed in writing within ten (10) days of the Dean's written decision to the Chairperson of the Academic Standards and Curricular Review Committee who shall refer the case to the University Academic Appeals Board for resolution.

d. Should the student, faculty member, or other complainant be dissatisfied with the determination of the Academic Appeals Board then he/she may file an appeal with the Provost within thirty (30) days from the receipt of the written decision of the Board. The decision of the Provost shall be final.

C. Appeals for Academic Deficiencies:

1. In those cases in which an undergraduate student has been denied admission to a program, has been or may be placed on academic probation or academic suspension for academic deficiencies the following procedures are applicable:

a. The student is entitled to written notice:
(1) of the nature of the deficiency or reason for denial of admission to a program,
(2) of the methods, if any, by which the student may correct the deficiency, and
(3) of the penalty which may be imposed as a consequence of the deficiency.

b. The student shall be given the opportunity to meet with the person or persons who have judged his/her performance to be deficient, to discuss with this person or persons the information forming the basis of the judgement or opinion of his/her performance, to present information or evidence on his/her behalf, and to be accompanied at any such meeting by an advisor of his/her choice from the University (faculty, staff, or student). Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless given specific permission to

do so by the person conducting the meeting. The student is not entitled to an attorney in such meetings and the formal rules of evidence are not applicable. The student must request such a meeting in writing ten (10) days from receipt of the notice.

c. If the student is dissatisfied with the outcome of the meeting outlined in (b) above, the student may appeal the judgement to the Provost within thirty (30) days after receipt of written notice of the judgement.

d. The decision of the Provost is final.

2. In those cases in which a student has been or may be dismissed from an undergraduate academic program or has been or may be dismissed from the institution for academic deficiencies, the following procedures are applicable:

a. The student is entitled to written notice:
(1) of the nature of the deficiency,
(2) of the methods, if any, by which the student may correct the deficiency, and
(3) of the penalty which may be imposed as a consequence of the deficiency.

b. The student shall be given the opportunity to meet with the person or persons who have judged his/her performance to be deficient. The student must request such a meeting in writing within ten (10) days from receipt of the notice. The student shall be given the opportunity to discuss with this person or persons the information forming the basis of the judgement or opinion of his/her performance, to present information or evidence on his/her behalf, and to be accompanied at any such meeting by an advisor of his/her choice from the University (faculty, staff, or student). Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless given specific permission to do so by the person conducting the meeting. The student is not entitled to an attorney in such meetings and the formal rules of evidence are not applicable.

c. If the student is dissatisfied with the outcome of the meeting outlined in (b) above, the student may file an appeal with the Chairperson of the Academic Standards and Curricular Review Committee who shall refer the matter to the Academic Appeals Board. In such cases at least two (2) of the faculty and student members of the hearing panel must be chosen from Board members appointed from the constituent college or school involved. This appeal must be filed within ten (10) days after receipt of written notice of the decision.

d. If the student is dissatisfied with the decision of the Academic Appeals Board, the student may appeal the decision to the Provost within thirty (30) days after receipt of written notice of the decision.

e. The decision of the Provost is final.

3. Graduate Students

In those cases in which a Graduate School student has been or may be placed on academic probation, or academic suspension, or has been dismissed from Graduate School for academic deficiencies, he/she should

consult the appropriate Graduate School publications for the proper procedure to follow.

4. Medical Students

In those cases in which a Medical School student has been or may be placed on academic probation, or academic suspension, or has been or may be dismissed from Medical School for academic deficiencies, he/she should consult the appropriate Medical School publications for the proper procedures to be followed.

VI. Undergraduate Academic Appeals Board

A. Description and Jurisdiction:

The Undergraduate Academic Appeals Board is a permanent subcommittee of the Academic Standards and Curricular Review Committee. It is established to hear all appeals arising from the following:

1. Instructor-imposed sanctions, including: lowering of final course grade, failure of course, or exclusion from further participation in the class.

2. Final course grades.

3. Sanctions imposed for academic dishonesty.

4. Dismissal from an academic program.

5. Dismissal from the University.

6. Such other cases as may be referred to the Board by the Academic Standards and Curricular Review Committee.

B. Composition of the Board:

The Academic Appeals Board shall be composed of faculty and student members chosen in the following manner:

1. Faculty Members:

The Dean of each of the constituent colleges and schools of the University shall appoint three (3) faculty members from his/her unit to serve on the Board. Such appointments shall be made annually in the Fall semester.

2. Student Members:

The President of Student Government shall appoint two (2) students from each of the constituent colleges and schools of the University. All student members of the Board must be in good academic, financial, and disciplinary standing with the University and must have been enrolled for at least two (2) semesters at Marshall. If, for any reason, the President of the Student Government fails or is unable to appoint student members from any constituent college or school, then the Dean of that constituent unit may appoint such student members.

3. Hearing Officers:

The Academic Standards and Curricular Review Committee shall appoint the Hearing Officer and two (2) alternates. The Hearing Officer and alternates must have previously served on the Board.

C. Selection of Members for an Individual Hearing:

An individual Hearing Panel shall be composed of two (2) faculty members, one (1) student member, and one (1) non-voting Hearing Officer. The members of the Hearing Panel shall be chosen randomly by the Chairperson of Academic Standards and Curricular Review Committee or his/her designee. In appeals arising from dismissal

from an academic program, at least two (2) of the faculty and student members of the panel must be chosen from Board members appointed from the constituent college or school involved.

VII. Hearing Procedures

It is the intent of these procedures to ensure that Marshall University students receive appropriate due process in academic matters. This includes fundamental fairness, just sanctions, and all rights in accordance with the belief that academic appeal hearings at an institution of higher education such as Marshall University should have an educational objective. Academic appeals, pursuant to these procedures, are informal and not adversarial in nature.

A. The time and place of the hearing are determined by the Hearing Officer. The hearing should be held within sixty (60) days of the written request. Upon written request, the Hearing Officer may, at his/her discretion, grant a continuance to any party for good cause.

B. The Hearing Officer will notify the appellee, appellant, and other appropriate parties in writing at least five (5) days prior to the hearing, of the date, time, and place of the hearing. A statement of the facts and evidence to be presented in support of the student's grounds for appeal will be provided to the appellee in appropriate cases.

C. The appellant student and the appellee have the right to an advisor. Advisors must be members of the University community (faculty, staff, or student). Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the Hearing Officer. **Attorneys are not permitted to appear on behalf of any appellant or appellee.**

D. Prior to the scheduled hearing, the members of the Board may convene in closed session to examine the content of the appeal, the specific issues to be considered, and all supporting documents.

E. The student with his/her advisor if any, will be called before the Board and the Hearing Officer will then restate the nature of the appeal and the issues to be decided.

F. The hearing shall be closed. All persons to be called as witnesses, other than the appellant, with his/her advisor, if any, and the appellee and his/her advisor, if any, will be excluded from the hearing room. Any person who remains in the room after the hearing has begun will be prohibited from appearing as a witness at the discretion of the Hearing Officer.

G. Anyone disrupting the hearing may be excluded from the hearing room if, after due warning, he/she engages in conduct which substantially delays or disrupts the hearing, in which case the hearing shall continue and the Board shall make a determination based on the evidence presented. If excluded, the person may be readmitted on the assurance of good behavior. Any person who refuses the Board's order to leave the hearing room

may be subject to appropriate disciplinary action pursuant to Marshall University policy. When a student is ejected for disruptive behavior and does not have a recognized representative, the hearing officer will appoint one.

H. Except as provided in G and K herein, all evidence must be presented in the presence of the student.

I. The student or other parties involved may petition the Hearing Officer for a subpoena or a request for appropriate written information or documents.

J. The student will be given the opportunity to testify and present evidence and witnesses on his/her own behalf and to discuss with and question those persons against whom the appeal is filed.

K. The Board may admit as evidence any testimony, written documents, or demonstrative evidence which it believes is relevant to a fair determination of the issues. Formal rules of evidence shall not be applicable in academic appeal hearings.

L. If the student appellant or the appellee fails to appear at a hearing and fails to make advance explanation for such absence which is satisfactory to the Board, or if the student appellant or the appellee leaves before the conclusion of the hearing without permission of the Board, the hearing may continue and the Board may make a determination on the evidence presented at the hearing, or the Board may, at its discretion, dismiss the appeal.

M. Upon completion of the testimony and presentation of evidence, all persons, except Board members will be required to leave the room. The Board will then meet in closed session to review the evidence presented. The Board shall make its findings based upon a preponderance of evidence. The Board shall reach its determination by a majority vote. The results shall be recorded in writing and filed with the Chairperson of the Academic Standards and Curricular Review Committee and the Provost. If the Board's decision includes the imposition of academic sanction, the sanction given and its duration must be specified for the record. A report of a dissenting opinion or opinions may be submitted to the Chairperson of the Academic Standards and Curricular Review Committee and the Provost by any Hearing Officer. The

actual vote of the Board will not be disclosed. The Hearing Officer is a non-voting member of the Board.

N. The findings of the Board and any sanction shall be announced at the conclusion of the hearing. The student, the faculty member, and the appropriate Academic Dean shall be notified in writing of the findings and any sanction at the conclusion of the hearing. A record of the hearing shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.

O. The student, or any other person, may not tape the proceedings.

P. In an appeal related to a final grade the appeals board will complete the change of grade forms and submit that information to the Registrar, the faculty member, and the appropriate Academic Dean.

Q. Within thirty (30) days following receipt of the Board's decision, the student may file an appeal with the Provost who shall review the facts of the case and take such action as deemed appropriate under all the circumstances. The Board's findings and sanction, if any, may be affirmed, modified, or remanded to the original Hearing Board for further action as deemed appropriate by the Provost. A written brief stating grounds for the appeal should be presented by the student to the Provost with the appeal. 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 Board.
4. Misinterpretation of University policies and regulations by the Board.
5. A sanction disproportionate to the offense.
6. Lack of jurisdiction.

R. The decision of the Provost is final. The student, the faculty member, the appropriate Academic Dean, and the Registrar shall be notified in writing of the Provost's decision.

Approved by the Academic Standards and Curricular Review Committee, October 28, 1988

STUDENT ACADEMIC RIGHTS WEST VIRGINIA BOARD OF TRUSTEES

Following is Policy Bulletin Number 60, adopted by the West Virginia Board of Regents, July 11, 1986. The University of West Virginia Board of Trustees assumed jurisdiction of the West Virginia Board of Regents July 1, 1989.

TITLE 128 PROCEDURAL RULE WEST VIRGINIA BOARD OF TRUSTEES

SERIES 60 STUDENT ACADEMIC RIGHTS

Section 128-60-1. General

- 1.1. Scope. -Policy regarding academic rights and responsibilities of students.
- 1.2. Authority. -WV Code Section 18-26-8
- 1.3. Filing Date. -May 17, 1986
- 1.4. Effective Date. -July 11, 1986
- 1.5. Revises and replaces existing Section 7 of Series 57, and Series 60 dated November 13, 1984.

Section 128-60-2. Academic rights and responsibilities of students.

2.1. The institution and its constituent colleges and schools shall define and promulgate, consistent with the Policies, Rules and Regulations of the Board of Trustees, the academic requirements for admission to the institution, for admission to limited enrollment programs and for admission to professional and graduate degree programs (where offered); the criteria for maintenance of satisfactory academic process, for the successful completion of the program, for the award of a degree or certification, for graduation; the requirements or criteria for any other academic endeavor; and the requirements for student honesty and originality of expression.

2.2. A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by the institution, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

Section 128-60-3. Academic rights.

- 3.1. Concomitant with the academic standards and

responsibilities established pursuant to Section 3 of these rules, each student shall have the following academic rights.

3.1.1. The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex, or national origin.

3.1.2. Each student shall have the right to have any academic penalty, as set out in Section 4.2 of these rules below and more specifically defined by his/her instructor, reviewed.

3.1.3. Each student shall have access to a copy of the college or university catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, time in residence requirements, minimum grade point average, probation standards, professional standards, etc). Students have the right to receive from the instructor written descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc).

3.1.4. The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out in the preceding sections.

Section 128-60-4. Application of policy to students.

4.1. 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 institutionally sponsored activity, 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 right or privilege to receive some benefit or recognition or certification from the institution, under the Rules, Regulations, or Policies of the Board of Trustees or the institution.

4.2. A student, as defined in this policy, shall be subject to any applicable penalties for failure to comply with the academic requirements and standards promulgated by the institution and/or its constituent colleges and schools according to Section 2.1 of these rules. Students

are expected to adhere to these academic standards in all academic settings, classrooms, laboratories, clinics and any other activities which are part of academic requirements.

Section 128-60-5. Academic requirements and consequences of failure to meet requirements.

5.1. The institution and its constituent colleges and schools shall define and promulgate the academic requirements, criteria and standards as set out in Section 2.1 of these rules above. Normally, students may finish a program of study according to the requirements under which they were admitted to the program. However, requirements are subject to change at any time, with reasonable notice provided to the students.

5.2. A student who fails to meet the academic requirements or standards, including those for academic honesty as defined by the institution and its constituent colleges and schools according to Section 2.1 of these rules, may be subject to one or more of the following penalties:

5.2.1. A lower grade or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences), all of which may be imposed by the instructor.

5.2.2. Academic probation as determined and defined by the institution and its constituent colleges and schools.

5.2.3. Academic suspension as determined and defined by the institution and its constituent colleges and schools.

5.3. Academic dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at the institution, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at the institution.

5.4. A student may appeal any penalty according to the procedures in Section 6 of these rules below. Each institution and its constituent colleges and schools shall determine and specify the point at which penalties, excluding those specified in Section 6.3.1 of these rules, may be imposed. Each instructor determines the point at which the penalties specified in Section 6.3.1 of these rules may be imposed. Each institution and its constituent colleges and schools shall determine the method(s), if any, by which a student may correct the condition(s) leading to imposition of these penalties and thereby have them removed.

Section 128-60-6. Appeals.

6.1. Each institution and its constituent colleges and schools shall establish policies and procedures by which a student may appeal or challenge any academic penalties imposed by a faculty member or the institution or one of its constituent colleges and schools, including those described in Section 5.2 of these rules above.

6.2. Additional procedures may include but not be limited to:

6.2.1. Appeals of a grade penalty or exclusion from class;

6.2.2. Appeals of final course grades;

6.2.3. Appeals of imposition of academic probation;

6.2.4. Appeals of imposition of academic suspension;

6.2.5. Appeals of dismissal from undergraduate programs;

6.2.6. Appeals of dismissal from graduate programs;

6.2.7. Appeals of dismissal from professional degree programs; and

6.2.8. Appeals of dismissal from the institution.

6.3. Policies and procedures relating to appeals of academic penalties shall be governed by due process and shall include, as a minimum:

6.3.1. Written notice to the student (1) of his/her failure to meet or maintain an academic standard, (2) of the methods, if any, by which the student may correct the failure, and (3) of the penalty which may be imposed.

6.3.2. An opportunity for the student to meet with the faculty member(s) or other individual(s) who have judged his/her performance to be deficient, to discuss with these faculty member(s) or other individual(s) the information forming the basis of the judgement or opinion of his/her performance, to present information of evidence on his/her behalf, and to be accompanied at any such meeting by an advisor of his/her choice from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

6.3.3. An opportunity for the student to appeal the decision or judgement of faculty members through the established institutional appeals procedure within thirty (30) calendar days after written notice of the decision or judgement.

6.3.4. An opportunity to appeal to the President of the institution or his/her designee within thirty (30) calendar days after the receipt of written notice of the decision or judgement.

6.3.5. The decision of the President or his/her designee regarding an academic appeal is final.

Section 128-60-7. Appeals procedures for academic dismissal.

7.1. The appeal will be subject to the following conditions:

7.1.1. The appeal must be filed within thirty (30) calendar days after written notice of the decision.

7.1.2. The appeal to the appropriate academic officer or appeals committee is not adversarial in nature; the formal rules of evidence do not apply.

7.1.3. The student may be advised by a person of his/her choice from the institution; likewise, the faculty member, academic officer, or committee recommending academic dismissal may have an advisor from the insti-

tution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

7.1.4. Witnesses may be called by any of the parties involved.

7.1.5. A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.

7.1.6. The decision of the President or his/her designee regarding academic dismissal is final.

Section 128-60-8. Publication.

8.1. All standards, criteria and procedures of the institution shall be published in one or more appropriate institutional publications such as catalogs, student handbooks, academic pamphlets, and handouts. Such requirements are subject to change with reasonable notice provided to the students.

UNIVERSITY POLICIES

The following are policies that directly affect all members of the campus community. It is important that all individuals involved in campus activities are familiar with these policies in order for Marshall University to function most efficiently as an institution of higher education.

While every attempt has been made to include the most current edition of each policy, the revision process is ongoing, and changes may have occurred since the printing of this Handbook. Questions regarding these policies should be directed to the Student Legal Aid Center, 2W29A Memorial Student Center, phone (696)-2366. Copies of many of these policies are also available in this office.

ACADEMIC PROBATION

For information, refer to the MARSHALL UNIVERSITY ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS and the STUDENT ACADEMIC RIGHTS: WEST VIRGINIA BOARD OF TRUSTEES sections in this edition of the Handbook.

ACADEMIC RIGHTS AND RESPONSIBILITIES

For information, refer to the MARSHALL UNIVERSITY ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS and the STUDENT ACADEMIC RIGHTS: WEST VIRGINIA BOARD OF TRUSTEES sections in this edition of the Handbook.

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 HTLV-III Infection and/or Acquired Immune Deficiency Syndrome,

please contact the Dean of Students, 109 Old Main, phone (696)-6422.

ALCOHOL/BEER MARKETING

Alcohol/beer beverage marketing programs specifically targeted for students and/or held on campus should conform to the Student Code of 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), and the Association of College/University Housing Offices-I (ACHUO-I).

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 animals assisting disabled persons.

APPEALS

Academic/Grade Appeals-refer to the MARSHALL UNIVERSITY ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS and the STUDENT ACADEMIC RIGHTS: WEST VIRGINIA BOARD OF TRUSTEES sections in this edition of the Handbook.

Disciplinary Appeals-refer to the UNIVERSITY JUDICIAL SYSTEM: CODE OF CONDUCT section in this edition of the Handbook.

Grievances-refer to the Grievance Procedure listed in the UNIVERSITY POLICIES section of the Handbook.

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 ten (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 seventy-two (72) hours of the decision to suspend.

CHEATING/ACADEMIC DISHONESTY

For information, refer to the MARSHALL UNIVERSITY ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS and the STUDENT ACADEMIC RIGHTS:

WEST VIRGINIA BOARD OF TRUSTEES sections in this edition of the Handbook.

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 WVNET 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.

EDUCATION RECORDS: PRIVACY RIGHTS OF PARENTS AND STUDENTS

The Family Educational Rights and Privacy Act of 1974, 93-380, 93rd Congress, H.R. 69, authorizes granting to parents and students the right of access, review, challenge, and exception to education records of students enrolled in an educational agency or institution. In accordance with the regulations of the Family Educational Rights and Privacy Act of 1974, Marshall University has adopted a policy to be implemented by all units of the

institution. Upon enrollment in the University, the student and/or eligible parent(s) may request a copy of the policy.

Under the Act the student and eligible parent(s) are granted the following rights:

- a. to be informed of the provisions of the Act through adoption of an institutional policy;
- b. to inspect and review the records of the student;
- c. to reserve consent for disclosure except as exceptions are granted in the regulations, i.e., school officials, officials of other schools to which the student seeks attendance, or others as delineated in Section 99.31;
- d. to review the record of disclosures which must be maintained by the University; and
- e. to seek correction of the record through a request to amend the record and to place a statement of the record.

After the student registers for courses, the student and/or eligible parent(s) may request a copy of the policy "Education Records: Privacy Rights of Parents and Students" from the Student Legal Aid Center (2W29A Memorial Student Center).

Complaints of alleged failure by the University to comply with the Act shall be directed to:

The Family Educational Rights and Privacy Act Office
330 Independence Avenue, S.W.
Washington, D.C. 20201

The University encourages complainants to lodge a formal complaint with either the Dean of Student Affairs, the campus Ombudsperson, or the Attorney for Students.

Requests for further clarification of the Act, the regulations, and University policy should be directed to the Dean of Student Affairs or the Student Legal Aid Center.

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 non-peaceful 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 seventy-two (72) hours of the decision.

FACILITY USE

Regulations for Use of University Facilities

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

Campus organizations are expected to use University property responsibly. Officers of the sponsoring organization as well as the individuals involved are responsible for any and all damages or violations of policy,

ordinary wear and tear 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 and Facilities 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 and Facilities 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 and Facilities Manager. Material such as nails, hooks, adhesive fasteners, tacks, or screws are prohibited. The Conference and Facilities 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 not permitted in any University building. 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 112 Gullickson Hall. 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 Use of University Facilities by Campus Organizations

Recognized campus organizations may reserve the following facilities by contacting the Conference and Facilities Manager (696-3125):

GULLICKSON HALL

Main Gym (124)

Handball/Gymnastics Room (210)

HENDERSON CENTER

Arena

Natatorium

Instructional Gymnasium

OUTDOOR FACILITIES

Walter "Lefty" Rollins 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

Corbly 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 all campus facilities is governed by "Regulations for Use of University Facilities."

FUNDRAISING, 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 Fundraising Permit is obtained from the Student Activities Office, 2W38 Memorial Student Center. ALL funds solicited must be solely for the use of the student organization. Fundraising 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, 1W31 Memorial Student Center.

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 Fundraising 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 fundraising permits. Other reasonable time, place, and manner conditions may be imposed as a precondition 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 (FOR STUDENTS)

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 Ombudsperson 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 the 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 Grievance 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 ten (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 student organizations. All acts of hazing by any organization, members, or alumnus 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.

LIABILITY

Marshall University, as a state agency, cannot assume responsibility for loss of or damage to the personal property of students. Furthermore, the University cannot assume responsibility for personal injury to students.

Students and/or their parents are strongly urged to make certain that such matters are covered by their personal insurance.

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 interest, 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, color, 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
206 Old Main
Marshall University
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 thirty (30) inches from any light fixture must be of fireproof materials. For this reason, no poster, promotional materials, or decorations may be suspended from any light fixture.

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

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

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

10. Off campus groups must receive permission from the 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 forty-eight (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 forty-eight (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 forty-eight (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 Fundraising 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, Hold-erby, 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.

SCHOLASTIC DEFICIENCIES

For information, refer to the MARSHALL UNIVERSITY ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS and the STUDENT ACADEMIC RIGHTS: WEST VIRGINIA BOARD OF TRUSTEES sections in this edition of the Handbook.

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.

IV. Grievance Procedure

Anyone who believes that she or he has been subjected to sexual harassment should contact the Department of Affirmative Action, 206 Old Main (696)-2592, The Office of Women's Programs (696)-3112, or any member of the Sexual Harassment Grievance Panel.

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 (6) shall be faculty members (selected by the President of the Senate), six (6) shall be students (selected by the Student Body President), and six (6) 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.

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 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.

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 Dean of Students 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.

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.

NOTE: Adjustments to this policy are currently underway. Please check with the Affirmative Action Office for information.

SMOKING POLICY

Effective April 1, 1993, there shall be no smoking anywhere in any Marshall University vehicle or building, including the football stadium, with the following exceptions:

1. Smoking is allowed in University residence halls in individual student rooms that are designated as smoking rooms.
2. Smoking is allowed in properties leased by the University to others.

Questions regarding this policy should be directed to University Legal Council, 216 Old Main, phone (696)-6295.

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.

Artificial Noisemakers

Artificial noisemakers, air horns, and "electric ampli-

fiers" 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.

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.

Cheerleaders

The Athletic Director, with whatever other University personnel he/she deems advisable, shall meet semi-annually with all cheerleaders prior to the first football game and again prior to the first basketball game. He/she will emphasize the Southern Conference Code of Spectator Conduct highlighting the cheerleaders' responsibility in assisting in its implementations. He/she 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.

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.

Explosive Devices, Live Mascots, and Motorized Vehicles

The Home Team's Athletic Director decides the policy regarding use of explosive devices (cannons, rifles, shot guns, rocket launchers, etc.), live mascots (horses, buffalos, etc.), and motorized vehicles in the school's 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 Team's Athletic Director.

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/her 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 ensure that there is orderly scheduling of facilities, 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 (2) 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. 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 ensure 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 ensure 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 Board of Trustees 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 Board of Trustees 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 ensure compliance with these guidelines. Affiliated groups, including visitors to campus, participants in seminars benefitting from University affairs or services will also be expected to conform to these standards.

WEAPONS POLICY

Concealed and unconcealed possession or storage of 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 judgement, 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 AM 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 PM or later.

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FALL 1993 CLASS SCHEDULE

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

8

9

10

11

12

1

2

3

4

5

6

SPRING 1994 CLASS SCHEDULE

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

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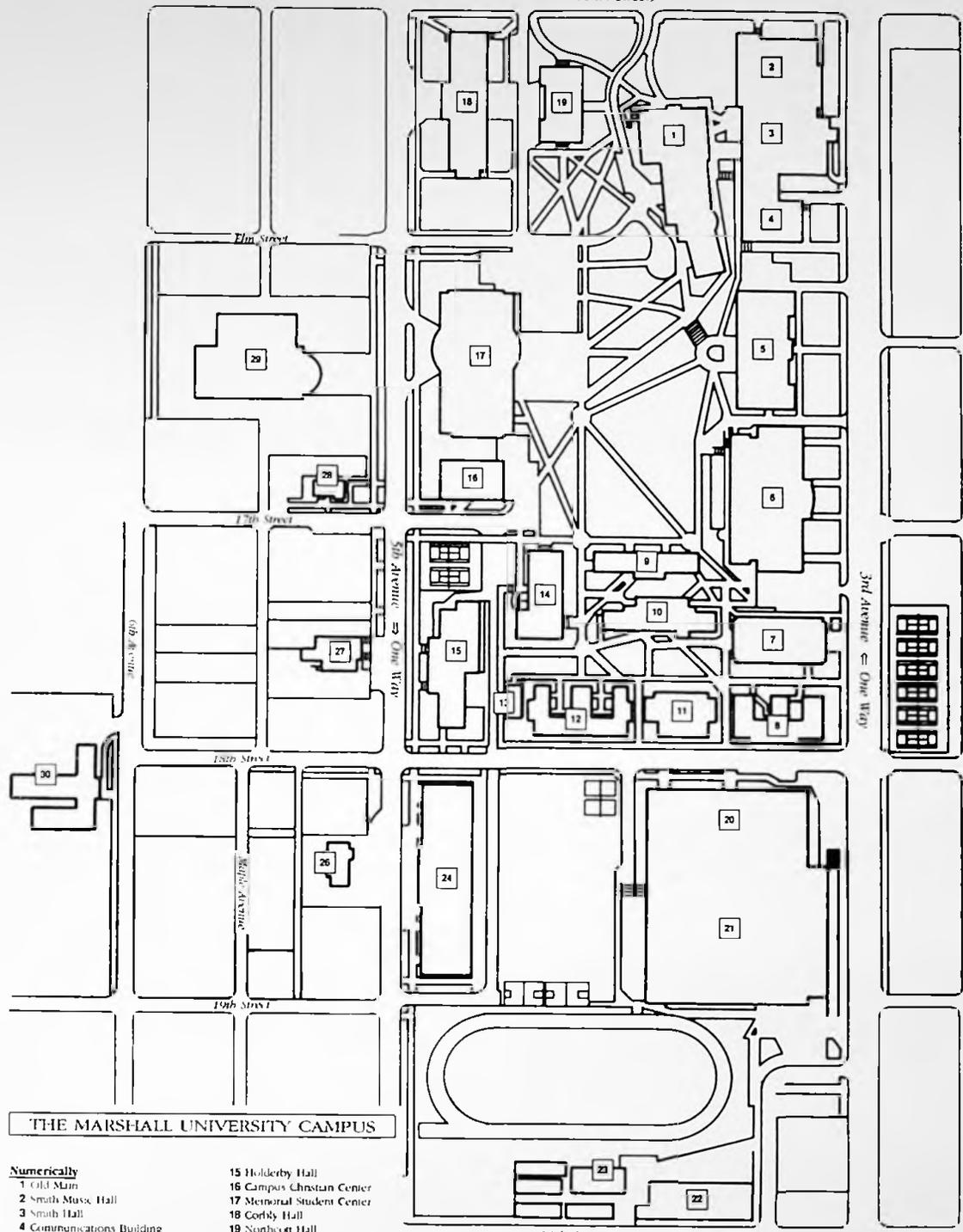
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FREQUENTLY CALLED NUMBERS

Hal Greer Boulevard (16th Street)



THE MARSHALL UNIVERSITY CAMPUS

- Numerically**
- 1 Old Main
 - 2 Smith Music Hall
 - 3 Smith Hall
 - 4 Communications Building
 - 5 James E. Morrow Library
 - 6 Science Building
 - 7 Hays Hall
 - 8 Landley Hall
 - 9 Buskirk Hall
 - 10 Pritchard Hall
 - 11 Community and Technical College / Health Science Library
 - 12 Hodges Hall
 - 13 H.E.L.P. Center
 - 14 Jenkins Hall
 - 15 Holderby Hall
 - 16 Campus Christian Center
 - 17 Memorial Student Center
 - 18 Corbly Hall
 - 19 Noncott Hall
 - 20 Gullickson Hall
 - 21 Cam Henderson Center
 - 22 Sorrell Maintenance Building
 - 23 Sorrell Annex
 - 24 Twin Towers
 - 25 Stadium and Facilities
 - 26 Public Safety Building
 - 27 Erickson Alumni Center
 - 28 Placement Services
 - 29 Fine Arts Building
 - 30 Doctors' Memorial Building

- Alphabetically**
- Buskirk Hall 9
 - Cam Henderson Center 21
 - Campus Christian Center 16
 - Communications Building 4
 - Community College 11
 - Corbly Hall 18
 - Doctors' Memorial Building 30
 - Erickson Alumni Center 27
 - Fine Arts Building 29
 - Gullickson Hall 20
 - Hays Hall 7
 - H.E.L.P. Center 13
 - Hodges Hall 12
 - Holderby Hall 15
 - Jenkins Hall 14
 - Landley Hall 8
 - Library (James E. Morrow) 5
 - Library (Health Science) 11
 - Memorial Student Center 17
 - Noncott Hall 19
 - Old Main 1
 - Placement Services 28
 - Pritchard Hall 10
 - Public Safety Building 26
 - Science Building 6
 - Sorrell Maintenance Building 22
 - Sorrell Annex 23
 - Smith Hall 3
 - Smith Music Hall 2
 - Stadium and Facilities 25
 - Twin Towers 24