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Marshall University Student Handbook

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## **The Student Handbook of Marshall University, 1995-1996**

Marshall University

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STUDENT

Handbook  
'95  
'96

MARSHALL UNIVERSITY



## MISSION OF THE UNIVERSITY Statement of Philosophy

While institutions of higher education differ in size and function, they share a common core of values; these help shape and guide their academic life. Marshall University is committed to seven basic principles.

The first and most basic commitment of Marshall University is to undergraduate education.

A second and major commitment of Marshall University is the enhancement of graduate education.

Third, Marshall University is committed to expanding the body of human knowledge and achievement through research and creative arts activities.

A fourth characteristic of Marshall University is commitment to society through public service.

A fifth commitment of this university is diversity in its student body, its faculty and staff, and its educational programs.

A sixth commitment of Marshall University is to academic freedom and shared governance.

Finally, Marshall University is committed to assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance.

1995-96 Student Handbook  
Produced by the Office of Student Affairs  
109 Old Main  
304-696-6422

Editors:  
Tina Trigg  
Dr. Donnalee Cockrille





June 1995

Welcome to Marshall University!  
We're glad you're here.

Because of your youth, enthusiasm and diverse backgrounds, students have a great deal to offer this university. In turn, the university has much to offer you.

This fall promises to be particularly exciting as we inaugurate "The Marshall Plan for Undergraduate Education." Designed to give Marshall graduates a competitive edge in the 21st Century, "The Marshall Plan" emphasizes science and computer literacy, global studies and writing proficiency. It will challenge you, but we believe you will find the rewards far outweigh the challenges.

During your time here, you will see the construction of a new library which we expect to be one of the most technologically sophisticated in America. You will see more computers and more computer labs being added every year. You will see growing numbers of international students joining your ranks and you will find more opportunities to study abroad as Marshall University works to prepare you for life in a new millennium and a global economy.

Of course, much of your education and growth will come outside the classrooms and laboratories—and we expect you to have more than a little fun along the way. Marshall offers an enormous array of opportunities and we hope you will take advantage of them.

Most importantly, please be aware that all of us—faculty, staff, administration and your fellow students—want to see you succeed and we're here to help you. Please don't hesitate to seek assistance if you encounter problems.

Best wishes for an enjoyable and rewarding Marshall career.

Sincerely,


*J. Wade Gilley*  
J. Wade Gilley  
President



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## M.U. STORY

Old Main, the oldest administrative building at Marshall University, stands on a site once known as Maple Grove. A small log building erected there in the early part of the 1800's was called Mount Hebron Church. Many denominations used it.

Marshall traces its origin to 1837 when residents of the community of Guyandotte, then part of Virginia, and the farming region nearby turned their attention to providing better educational facilities for their sons and daughters. According to tradition, they met at the home of lawyer John Laidley, planned their school, and named it Marshall Academy in honor of a friend of Laidley's, the late Chief Justice John Marshall.

On March 30, 1838, the Virginia General Assembly formally incorporated Marshall Academy. Its first full term was in 1838-39. For decades the fledgling school faced serious problems, most of them financial. The Civil War forced it to close for several years, but in 1867 the West

Virginia Legislature renewed the school's vitality by creating the State Normal School of Marshall College to train teachers.

In 1904, Marshall changed its colors from Blue and Black to Green and White.

The small academy has become a major university operating ten colleges and schools: College of Liberal Arts, College of Science, College of Education, College of Business, Graduate School, School of Medicine, Community College, College of Fine Arts, School of Nursing, School of Journalism and Mass Communications.

*(Taken from "Marshall Memories" a pictorial history of Marshall University)*





# CHILDREN





# FALL SEMESTER (1995)

## AUGUST

Registration/Schedule Adjustment

21-25 Monday - Friday

Residence Halls Open

26 Saturday, 9 a.m.

First Day of Classes

28 Monday, 8 a.m.

Late Registration/Sched. Adjustment

28 Monday - Sept. 1, Friday

## SEPTEMBER

University Computer Services

Closed

2-4 Saturday - Monday

Labor Day Holiday

4 Monday

Guaranteed "W" Withdrawal Period

5 Tuesday

Last Day to Drop 1st 8 Weeks

Courses with "W" Grade

22 Friday

Application for December Graduation Due in Academic Dean's Office

22 Friday

## OCTOBER

Parent's Weekend

6-7 Friday - Saturday

Mid-Semester, 1st 8 Weeks

Courses End

17 Tuesday

2nd 8 Weeks Courses Begin

18 Wednesday

Last Day to Drop courses with "W" Grade

20 Friday

"WP" or "WF" Withdrawal Period

Individual Course Withdrawal

23 Monday - Nov. 10, Friday

Advance Registration for Spring

Semester for Currently Enrolled Students

30 Monday - Nov. 17, Friday

## NOVEMBER

Student Government Elections

1 Wednesday

Homecoming

4 Saturday

Last Day to Drop 2nd 8 Weeks

Courses with "W" Grade

10 Friday

Last Day to Drop an Individual Class

10 Friday

"WP" or "WF" Withdrawal Period-

Complete Withdrawals Only

13 Monday - Dec. 8, Friday

Advance Registration for Spring

Semester Open to All Admitted/

Re-Admitted Students

20 Monday - Dec. 15, Friday

Thanksgiving Recess Begins

21-26 Tuesday, After last class

Residence Halls Close

22 Wednesday, noon

University Computer Services

Unavailable

23-26 Thursday - Sunday

Residence Halls Opens

26 Sunday, noon

Classes Resume

27 Monday

## DECEMBER

"Dead Week"

4-8 Monday - Friday

Last Class Day and Last Day to

Completely Withdraw

8 Friday

Exam Day for Saturday Classes

9 Saturday

Exam Week

11-15 Monday - Friday

Study Day - Exams for Wednesday

Classes 3 p.m. and After

13 Wednesday

Fall Semester Closes - Official

Graduation Date for Fall Semester

15 Friday  
**Residence Halls Close**  
 15 Friday, 6 p.m.  
**Advance Registration/Schedule Adjustment for Spring Semester is Suspended**  
 17-25 Sunday - Monday  
**Deadline for Submitting Final Set of Grades**  
 18 Monday  
**University Offices Closed**  
 22 Friday - Jan. 1, Monday  
**Telephone Registration Resumes**  
 26 Tuesday

## SPRING SEMESTER (1996)

### JANUARY

**University Offices Open**  
 2 Tuesday  
**Registration Suspended**  
 2-5 Tuesday - Friday  
**Registration/Schedule Adjustment**  
 8-12 Monday - Friday  
**Residence Halls Open**  
 15 Monday, 9 a.m.  
**Martin Luther King, Jr. Holiday - University Closed**  
 15 Monday  
**First Day of Classes**  
 16 Tuesday  
**Late Registration/Sched. Adjustment**  
 16-19 Tuesday - Friday  
**Guaranteed "W" Withdrawal Period**  
 22 Monday  
**Application for May Graduation Due in Academic Dean's Offices**  
 26 Friday

### FEBRUARY

**Last day to Drop 1st 8 Week Courses with "W" Grade**  
 9 Friday

### MARCH

**Student Government Elections**  
 6-7 Wednesday - Thursday  
**Mid - Semester, 1st 8 Weeks Courses End**  
 6 Wednesday  
**2nd 8 Weeks Courses Begin**  
 7 Thursday  
**Last Day to Drop Regular Semester Courses with "W" Grade**  
 8 Friday  
**Residence Halls Close**  
 8 Friday, 6 p.m.  
**Spring Break**  
 10-17 Sunday - Sunday  
**"WP" or "WF" Withdrawal Period - Individual Course Withdrawal**  
 11 Monday - April 12, Friday  
**Residence Halls Open**  
 17 Sunday, noon  
**Classes Resume**  
 18 Monday

### APRIL

**Advance Registration for Summer Session for Currently Enrolled Students**  
 1-4 Monday - Thursday  
**University Holiday**  
 5 Friday  
**Advance Registration for Summer Session Open to ALL Admitted/Re-Admitted Students**  
 8 Monday - June 7, Friday  
**Last Day to Drop and Individual Class**  
 12 Friday  
**Last Day to Drop 2nd 8 Weeks Courses with "W" Grade**  
 15 Monday  
**"WP" or "WF" Withdrawal Period - Complete Withdrawals Only**  
 15 Monday - May 3, Friday  
**Advance Registration 1996 Fall Semester for Currently Enrolled Students**

15 Monday - May 3, Friday

**"Dead Week"**

29 Monday - May 3, Friday

**MAY**

**Last Class Day and Last Day to Completely Withdraw for Spring Semester**

3 Friday

**Exam Day for Saturday Classes**

4 Saturday

**Exam Week**

6-10 Monday - Thursday

**Study Day - Exams for Wednesday Classes 3 p.m. and After**

8 Wednesday

**Residence Halls Close (except for graduating students)**

10 Friday, 6 p.m.

**159th Commencement Exercise**

11 Saturday, 11 a.m.

**Advance Registration/Schedule Adjustment for Fall Semester is Suspended**

13-19 Monday - Sunday

**Deadline for Submitting Final Set of Grades**

13 Monday

**Summer Session A Begins**

13 Monday

**Registration/Schedule Adjustment Resumes for Fall Semester for All Students Except First Time Undergraduates**

20 Monday

**University Computer Services Unavailable**

25-27 Saturday - Monday

**Memorial Day Holiday**

27 Monday

**SUMMER SESSION A (1996)**

**MAY**

**Regular Registration**

10 Friday, 8 a.m. - 4 p.m.

**First Day of Classes**

13 Monday

**Late Registration and Schedule Adjustment Closes for Session A**

13 Monday, 8 a.m. - 4 p.m.

**Last Day to Drop Session A Course With "W" Grade**

24 Friday

**University Computer Services Unavailable**

25-27 Saturday - Monday

**Memorial Day Holiday**

27 Monday

**"WP or "WF" Withdrawal Period**

28 Tuesday - June 6, Thursday

**JUNE**

**Last Class Day - Last Day to Withdraw for Session A**

6 Thursday

**Final Exam Day - Session A**

7 Friday

**Deadline for Submitting Final Grades for Session A**

10 Monday

**SUMMER SESSION B (1996)**

**MAY**

**Session B - Regular Registration**

17 Friday, 8 a.m. - 4 p.m.

**First Day of Classes**

20 Monday

**Late Registration and Schedule Adjustment Closes for Session B**

20 Monday, 8 a.m. - 4 p.m.

**University Computer Services Unavailable**

25-27 Saturday - Monday

**Memorial Day Holiday -**

**University Closed**

27 Monday

**JUNE**

**Last Day to Drop a Session B Course With "W" Grade**

14 Friday

"WP" or "WF" Withdrawal Period for  
Session B

17 Monday - July 11, Thursday

### JULY

Independence Day Holiday -  
University Closed

4 Thursday

University Holiday -  
Classes Dismissed

5 Friday

Last Class Day - Last Day to Withdraw  
for Session B

11 Thursday

Final Exam Day - Session B

12 Friday

Deadline for Submitting Final Grades  
for Session B

15 Monday

## SUMMER SESSION C (1996)

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### JUNE

Regular Registration

7 Friday, 8 a.m. - 4 p.m.

Residence Halls Open

9 Sunday, 9 a.m.

First Day of Classes

10 Monday

Late Registration and Schedule  
Adjustment Closes for Session C

10 Monday, 8 a.m. - 4 p.m.

Application for July Graduation Due  
in Academic Dean's Office

14 Friday

Last day to Drop Courses With "W"  
Grade

28 Friday

### JULY

"WP" or "WF" Withdrawal Period

3-11 Wednesday - Thursday

Independence Day Holiday -  
University Closed

4 Thursday

University Holiday -  
Classes Dismissed

5 Friday

Last Class Day - Last Day to With-  
draw for Session C

11 Thursday

Final Exam Day - Session C Ends -  
Official Graduation Date for Session  
C

12 Friday

Deadline for Submitting Final Grades

15 Monday

## SUMMER SESSION D (1996)

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### JULY

Regular Registration

15 Monday, 8 a.m. - 4 p.m.

First Day of Classes

16 Tuesday

Late Registration and Schedule  
Adjustment Closes for Session D

16 Tuesday, 8 a.m. - 4 p.m.

Application for August Graduation  
Due in Academic Dean's Office

19 Friday

### AUGUST

Last Day to Drop Courses with "W"  
Grade

2 Friday

"WP" or "WF" Withdrawal Period

5-15 Monday - Thursday

Last Class Day -

Last Day to Withdraw for Session D

15 Thursday

Final Exam Day - Session D Ends -  
Official Graduation Date for Session  
D

16 Friday

Residence Halls Close

16 Friday, 6 p.m.

Deadline for Submitting Final Grades

19 Monday





# STUDENT INTERVIEWS

# 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 perspectives 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 the development needs of a diverse student population.
6. To provide personal maintenance and support services, and

to 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 Hunting-ton 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, and developing a satisfying lifestyle. 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, (696)-6422.

## **LESBIAN GAY BISEXUAL OUTREACH**

*137 Prichard Hall / (696)-6623*

The Lesbian Gay Bisexual Outreach (LGBO) is a function of the Counseling Services/Student Development. LGBO offers information on counseling referral, support groups, a speaker's bureau, a 24 hour hotline and serves as a liaison for Lesbians, 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

120 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 student with a disability to function independently. The following services are available to meet the individual needs of students with disabilities:

\* **TAPED TEXTBOOK/READER SERVICE** for visually impaired and learning-disabled students.

\* **TEST PROCTORING** for any student with a disability and documented need.

\* **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.

\* **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 student with a disability 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 pro-



vide 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 Assistant Coordinator of Tutorial Services trains peer tutors and maintains a list of tutors who 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 requiring 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 their members.

Marshall's Greek system offers fifteen (15) fraternity and sorority chapters which work together through the Interfraternity Council, Panhellenic Council, and the National Pan-Hellenic 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 Student Program Advisor 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 comprised of students and faculty members. The

hearing body 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 a 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 af-

fect 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.

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 & SUBSTANCE ABUSE PROGRAMS**

**145 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; weight loss classes; smoking cessation classes; education on a variety

of health issues; the Contraceptive Health Education Classes (CHEC); and publishes Wellness Ways, a preventive health newsletter. The Coordinator of the program teaches 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.

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.

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

### **STUDENT LEGAL AID CENTER**

**2W29A Memorial Student Center / (696)-2285**

The Student Legal Aid Center (SLAC) employs part-time licensed attorneys and a program advisor to assist all students. The program advisor 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 program advisor is to help ensure fair and equitable treat-

ment of students within all areas of the University.

The program advisor maintains a list of local attorneys who have agreed to represent students when that action is deemed necessary. In some cases, reduced fee services are available.

Although the attorneys may not represent students in court, they offer advice and counseling on all legal matters which concern students including lessor/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 lessor/tenant relations, consumer protection, establishing credit, and other topics of relevance. Brochures such as A Student Guide to Renting, 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.

#### **WEST VIRGINIA DIVISION OF REHABILITATION SERVICES**

*153 Prichard Hall / (696)-2394*

The campus Rehabilitation Services staff coordinates services to disabled students who are under the sponsorship of the West Virginia Division of Rehabilitation Services. 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)-3112 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.

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.

Women's Programs also provide sponsorship of the Women of Marshall and the Eugene Crawford Scholarship. Information on the criteria is available from the coordinator.

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

# 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 \$83.00 and a student center fee of \$35 (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 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 programing 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. It 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. Many of the events are held in Marco's, a student managed pub in the Memorial Student Center. CEU is divided into the following committees:

*Cinema Arts      Comedy Club*  
*Homecoming      Special Events*  
*Springfest*

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-Wednesday-Friday

#### ***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 presenta-

tion 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 and Women's Basketball Teams, as well as the Thundering Herd Volleyball Team 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. For information, call the ticket office in the Henderson Center.

### ***Thundering Herd Softball and Tennis***

The softball team opens their 1994-95 season on their new, fully equipped, lighted field.

Completed in the Spring of '95 the tennis team will play all home matches on six new lighted courts. Centrally located between the

twin towers and the Henderson Center. This complex lends itself to great spectator opportunities.

### **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, 1993, 1994, and 1995. 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



**MARSHALL FLUTE ENSEMBLE**  
**Music Department / (696)-2359**

The Marshall Flute Ensemble is a choir of flutists usually 15 to 25 in number who perform a variety of repertoire, everything from large works for choir to quartets. Membership is required of all music majors with an applied major in flute but the ensemble is open to all flutists of any developmental level. The group rehearses every Thursday in the band room and presents at least one program per semester.

Rehearsals: 5:00 p.m. - 7:00 p.m.

**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 participation in each group.

**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**  
**160 Smith Hall / (696)-6656**

Marshall Artists Series concerts, productions and movies are the best dates on campus. They are 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, Wind Symphony, Symphonic Bands, Chamber, Woodwind, and Percussion Ensembles, 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**

*2018 Henderson Center / (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 intra- murals.

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*

#### *Spring*

- Managers' Meeting
- Managers' Meeting
- Tug-of-War (M,W)
- Basketball Freethrow (M,W)
- Softball (M,W)
- Racquetball Singles (M,W)
- Tennis Singles (M,W)
- Swimming (M,W)
- Beach Volleyball (M,W)
- Indoor Soccer (M,W)
- Volleyball (M,W)
- Wrestling (M,W)
- Badminton Singles (M,W)
- Horseshoes (M,W)
- Cross Country (M,W)
- Hula Hoop Golf (M,W)
- Basketball (M,W)
- Pickleball Doubles (M,W)
- Backgammon (M,W)
- 4 on 4 Volleyball (M,W)
- Darts (M,W)
- Racquetball Doubles (M,W)
- Pickleball (M,W)
- Track and Field (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\*

Racquetball Doubles

2 on 2 Basketball\*

Volleyball\*

Darts\*

4 on 4 Volleyball\*

Pickleball Doubles\*

Beach Volleyball\*

Team Pickleball\*

Indoor Soccer\*

16" Softball\*

**Spring**

**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.

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

**MARSHALL UNIVERSITY ORCHESTRA**

The Marshall University Orchestra is open to all University students regardless of academic major, faculty, and townspeople. Major works from the standard orchestral repertoire are performed several times a year.

Conducted by Michael McArtor  
Permission of conductor required

Rehearsals: 7 PM.- 9 PM/Tues.  
3:30 PM - 5:00 PM/Thurs.

**W. DON WILLIAMS HEALTH AND FITNESS CENTER**

*119 Gullickson Hall/ (696)-3633*

The W. Don Williams Health and Fitness Center, a state-of-the-art facility, houses cardiovascular and weight training equipment. Students must go through a brief orientation prior to use of the center, must show Marshall I.D. and bring a towel to the facility. For those who do not have one, towels are available to rent for \$.50. Semester hours of operation are:

Monday - Thursday 7 AM - 9 PM

Friday 7 AM - 6 PM

Saturday noon - 6 PM

Sunday 1 PM - 6 PM

The facility operates under reduced hours during summer school and when classes are not in session. Hours are posted at the Health and Fitness Center.

**UNIVERSITY THEATRE**

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

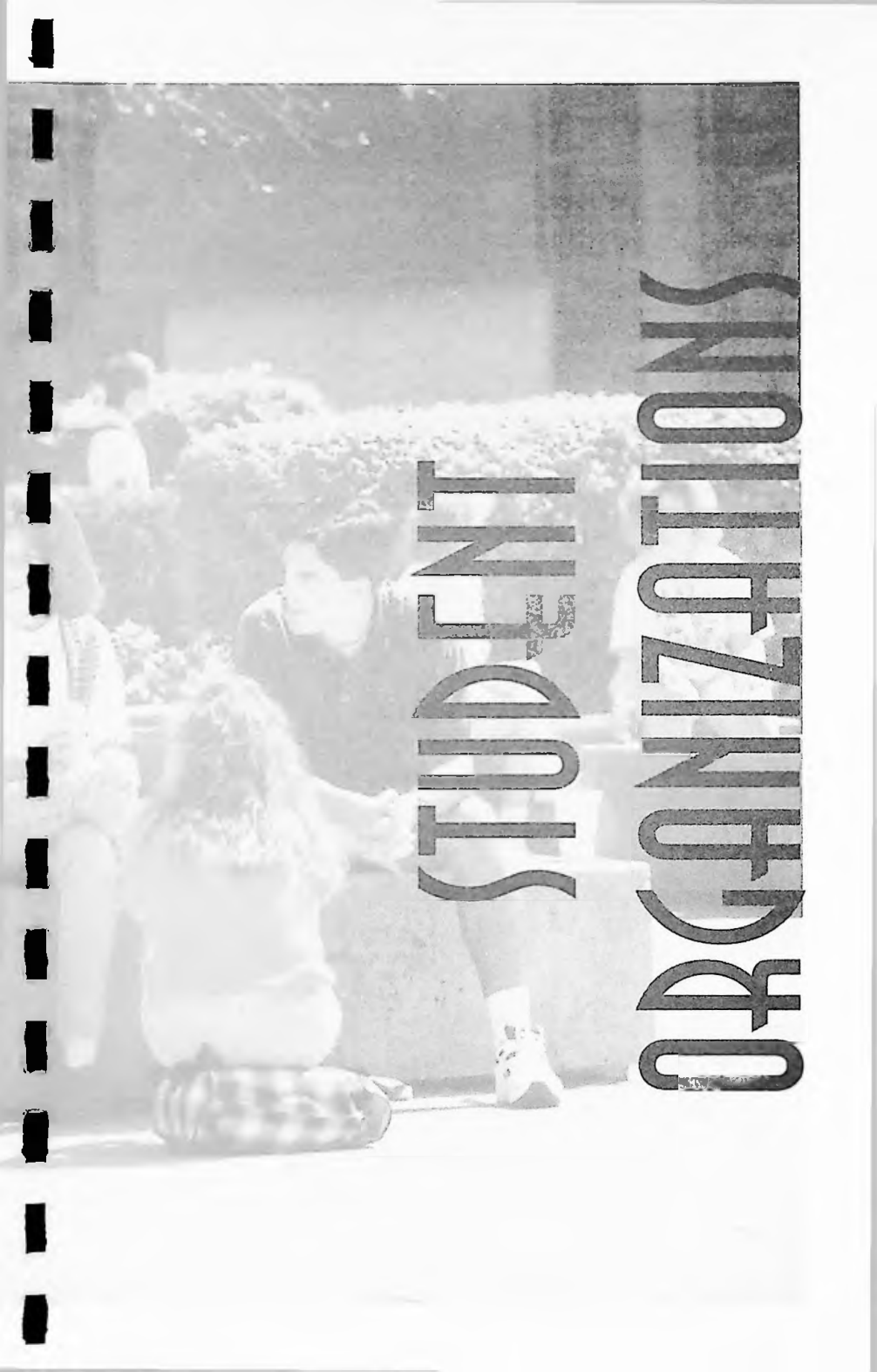
University Theater, an all-university activity, is under the direction of the Department of Theatre/Dance. Eight full-length plays are presented each year. In addition, several studio performances are staged annually. Students, faculty, and staff are eligible to audition for the fall and spring plays. Students, faculty, staff, and local residents are encouraged to audition for three summer productions.

All major productions will be presented in the Fine and Performing Arts Center/Theatre, 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 Theatre/

Dance and Music Department's presentation of a large musical. Tickets for part-time students are pro-rated. Call our box office 696-ARTS (2787) for more information.





# STUDENT INITIATIVES ORGANIZATIONS

# STUDENT ORGANIZATIONS

**STUDENT ACTIVITIES  
AND ORGANIZATIONS**  
2W38 Memorial Student Center  
(696)-6770

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, special, 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.

## ***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 recognition 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."

Recognized groups are 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.

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 de-

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

### **Recognition Process for Student Organizations**

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

A. The President's Handbook.

B. 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 recommendation to the Student Court of Student Government in regard to the petitioning organization.

III. **Final validation** as a registered student organization is complete when it has been determined by the Student Court that:

A. No violation(s) of existing local, state, or federal law, or University policy is/are contained or in-

ferred in the submitted constitution.

B. The recognition 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 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. In addition to completing the recognition form, a copy of the past year's budget and current financial statement must be submitted. 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.



### ***Specific Conditions for Affiliation***

Any group desiring recognition as a University organization that would like to carry the designation of Marshall University in the name of the group is required to complete the registration process, and all officers must be activity fee paying students. Membership must be comprised of Marshall University students, faculty and staff. Students must hold all offices within the organization.

### ***Provisional Status***

Upon submitting registration forms to Student Activities and Organizations for review, organization will have provisional status entitling them to reserve rooms through Conferences and Facilities on campus, to use a mailbox in Student Activities, to post signs on campus, and to receive organizational support from the Student Activities Office. Provisional status does not allow organization to use the Marshall name, apply for Student Government or Marriott funds.

### ***Leadership***

A. Participation in organization leadership is restricted for three reasons: to encourage many students to assume positions of leadership; to encourage student leaders to focus their attention on a limited number of key responsibilities; and to help ensure that the responsibilities of leadership positions are executed as efficiently as possible. Members may hold only one organization executive office at a time.

B. An undergraduate student seeking to hold an office either by election or appointment must have a minimum cumulative GPA of 2.2 (3.0 for graduate students).

C. 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.

D. 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.

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

F. 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.

### ***Organizational Expectations***

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

A. Submit all changes of the constitution to the Office of Student Activities and Organizations.

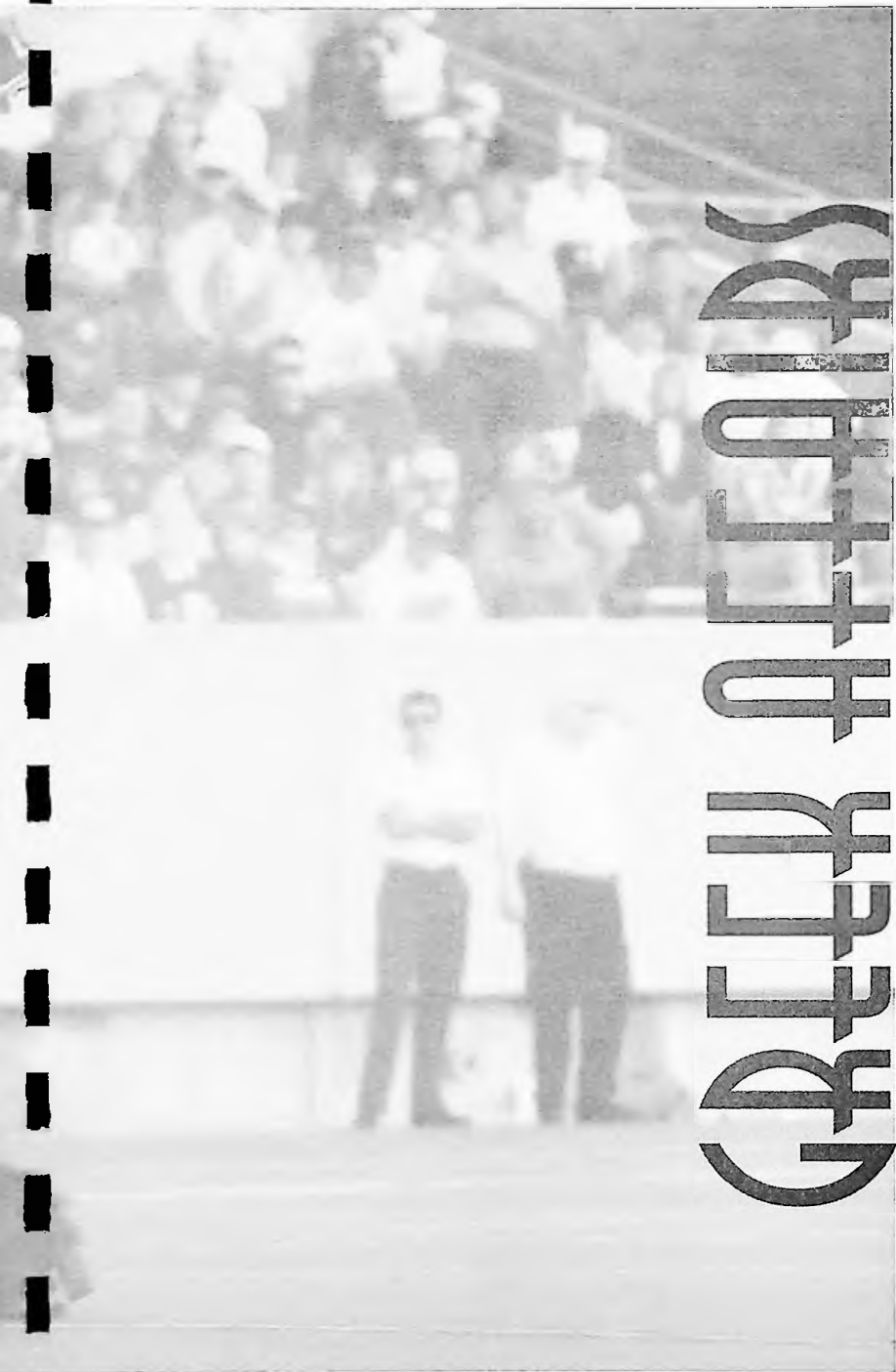
B. Maintain an on-campus address (a mail box is provided by the Office of Student Activities and Organizations). The address should read:

(Organization's Name)  
c/o Marshall University  
2W38 Memorial Student  
Center  
Huntington, WV 25755-3208

C. Submit all officer updates after election/appointment within two (2) weeks of change(s) to the Office of Student Activities and Organizations.



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# GREEK AFFAIRS

## **GREEK AFFAIRS** **2W28 Memorial Student Center**

The Office of Greek Affairs is located at the Memorial Student Center in Suite 2W38. The Office of Greek Affairs serves students who are part of Marshall University's Greek System. The Greek System at Marshall University is composed of eight fraternities and seven sororities. These groups work through the National Pan-Hellenic Council, The Interfraternity Council, and the National Panhellenic 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. For the National Pan-Hellenic fraternities and sororities, membership intake will be announced by the prospective organizations.

Anyone interested in becoming part of the Greek system is encouraged to participate in Rush Week or Membership Intake, 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.

### **THE MISSION**

The Office of Greek Affairs will try to create an environment which will ensure that all students are comfortable with themselves, con-

fidant that the education they receive will be of the highest caliber possible, unrestrained to reach their intellectual peak, and challenged to fulfill their social responsibility. The Office of Greek Affairs will try to encompass this task by providing students within the Greek System programming that reflects academic excellence, leadership development, and a heightening of multicultural awareness. The office will help students establish a more visible and healthy relationship within the community, which includes students, faculty, and staff at Marshall University and the community at large.

### **THE INTERFRATERNITY COUNCIL**

The Interfraternity Council at Marshall University serves as the governing body of the seven National Interfraternity Conference members. The Interfraternity Council promotes the ideas of men working together for personal development, scholarship, leadership, service, and friendship among the campus' fraternity members. The seven National Interfraternity Conference members on Marshall University's Campus are Alpha Sigma Phi, Alpha Tau Omega, Lambda Chi Alpha, Pi Kappa Alpha, Pi Kappa Phi, and Tau Kappa Epsilon.

For more information contact:

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



## *Fraternities*

### **ALPHA SIGMA PHI**

2021 Fifth Avenue  
Huntington, WV 25701  
523-5939

### **ALPHA TAU OMEGA**

1429 Fifth Avenue  
Huntington, WV 25701  
528-9893

### **LAMBDA CHI ALPHA**

1434 Fifth Avenue  
Huntington, WV 25701  
522-6211

### **PI KAPPA ALPHA**

1625 Fifth Avenue  
Huntington, WV 25701  
528-9811

### **SIGMA PHI EPSILON**

1401 Fifth Avenue  
Huntington, WV 25701  
528-9031

### **TAU KAPPA EPSILON**

1440 Fifth Avenue  
Huntington, WV 25701  
696-9830

## **THE NATIONAL PANHELLENIC COUNCIL**

The National Pan-Hellenic Council on Marshall University's campus is composed of undergraduate chapters of the eight historically black Greek letter organizations. The National Pan-Hellenic Council provides the encouragement of scholarship, and enhancement of loyalty to the alma mater, along with the preservation of cultural

heritage of the historically established community service Greek organizations. The National Pan-Hellenic Council also provides programs designed to enhance the social and educational life of the non-majority community and the general college community at large. The six National PanHellenic Council members on Marshall University's Campus are Alpha Kappa Alpha, Kappa Alpha Psi, Sigma Gamma Rho, Phi Beta Sigma, Zeta Phi Beta, and Omega Psi Phi.

For more information, contact:

## **NATIONAL PANHELLENIC COUNCIL**

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

## *Fraternities*

### **KAPPA ALPHA PSI**

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

### **PHI BETA SIGMA**

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

### **OMEGA PSI PHI**

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

## *Sororities*

### **ALPHA KAPPA ALPHA**

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

### **SIGMA GAMMA RHO**

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

### **ZETA PHI BETA**

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

## **THE NATIONAL PANHELLENIC COUNCIL**

The National Panhellenic Council is the governing body for the five National Panhellenic Conference Sororities at Marshall University. The Panhellenic Council on Marshall University's campus is an organization established to foster interfraternity relationships, to help collegiate chapters of the National Panhellenic Conference member groups, and to assist in maintaining the highest scholastic social standards. The council enables the sororities to work together more effectively on campus. The five National Pan-Hellenic Conference Sororities on Marshall University's campus are Alpha Chi Omega, Alpha Xi Delta, Delta Zeta, Phi Mu, and Sigma Sigma Sigma.

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 25701  
523-8939

### **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

## **RECOGNITION PROCESS FOR GREEK ORGANIZATIONS**

Any Greek organization 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 recognition process can be obtained in the Office of Greek Affairs.

### **I. Specific Conditions of Recognition**

A. Maintain a membership list with currently enrolled students.

B. Maintain one (1) officer in the position of President, with a 2.0 GPA, and at least one (1) officer in the position of Treasurer/Secretary, who are actively 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 Coordinator of Greek Affairs, or his/her designee).

D. Submit all changes of the constitution to the Office of Greek Affairs.

E. Maintain an on-campus address (a mailbox is provided by the Office of Greek Affairs). The address should read:  
(Organization's Name)  
c/o Marshall University  
2W38 Memorial Student Center  
Huntington, WV 25755-3209.

F. Submit a list of all newly elected officers within one week of change(s) to the Office of Greek Affairs.

G. Adhere to University/national policies including, but not limited to, non-discrimination and hazing, prohibitions, alcohol policies, **FIGP** regulations, and housing policies.

H. Adhere to local, state, and federal laws.

## II. Membership

A. Organizations may not in any form, discriminate on the basis race, color, national origin, handicap, or sexual preference.

B. 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).

C. Students wishing to participate in Panhellenic Rush must possess a 2.0 grade point average. First year students will use high school grades.

D. The National Pan-Hellenic Council organization grade point average criteria is different for each individual organization wishing to hold Membership Intake.

## III. Leadership

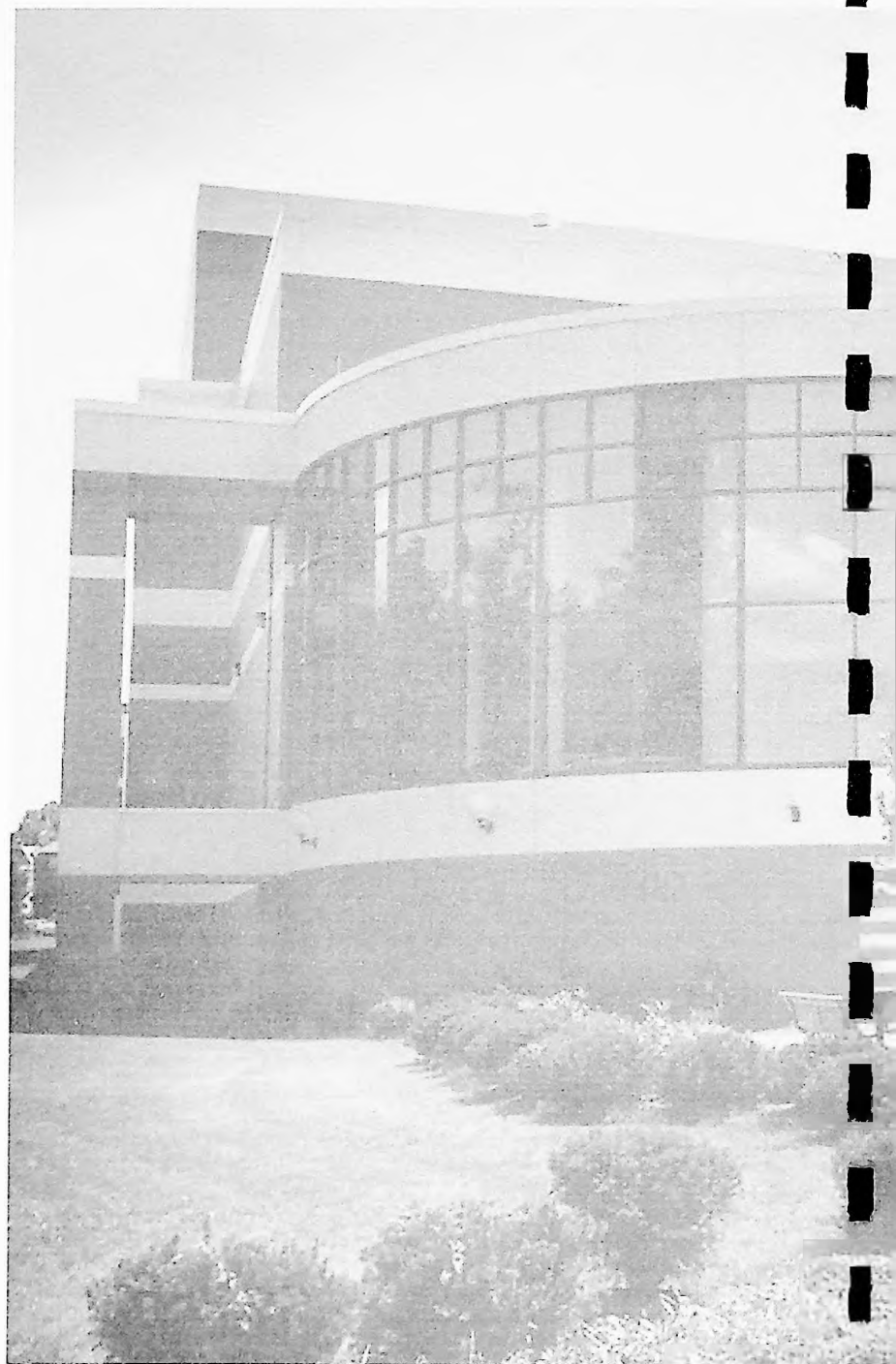
A. An undergraduate student seeking to hold an office either by election or appointment must have a minimum cumulative grade point average of a 2.0 or must follow his/her national/chapter policy.

B. An officer falling below his/her minimum grade point average 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 Coordinator of Greek Affairs, or his/her designee.

C. Organizations whose officer(s) does/do not meet the minimum grade average requirements when elected will have one (1) month in which to replace him/her. Subsequent changes must be reported to the Office of Greek Affairs within one (1) month period.

D. Recognition of all greek organizations must comply with the registration process as outlined above; any changes or exceptions are at the discretion of the Coordinator of Greek Affairs, or his/her designee.







# UNIVERSITY FACILITIES

# MU 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 a.m. and 2 p.m. Questions about these services should be addressed to the Admissions Office staff. Transfer students from West Virginia state colleges or universities should refer to the *Core Course Work Agreement* available in the Admissions Office and deans' offices at Marshall University.

## **ALUMNI ASSOCIATION**

**Erickson Alumni Center / 1731 Fifth Avenue / (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 club 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 encour-

aged 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's bi-level Bookstore is 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

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, soup and salad bar, and delectable desserts. The cash equivalency portion of student meal cards can be used, or patrons can purchase with points or cash. 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. Freshens frozen yogurt and gourmet, 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 gourmet coffees and hot teas, or your favorite pepsi product.

**Late Night Snacks**, the newest addition to the Holderby Hall Cafeteria, is a nice, relaxing place to meet friends, eat some goodies, and quench the thirsties. This option is included in every board meal plan.

**Mon-Thurs 8 :30PM - 11PM**

## **THE JOHN MARSHALL ROOM RESTAURANT**

**By Marriott, The Memorial Student Center / (696)-2534**

The John Marshall Room Restaurant is unsurpassed as the best dining facility on campus at Marshall University. It is located on the second floor of The Memorial Student Center and boasts a beautiful elevated view of the central campus area. The restaurant, managed by the Marriott Dining Services Corporation, serves one of the finest upscale (all you can eat) buffets found in the Huntington area. It is open for lunch Monday through Friday and for brunch on Sunday. Whether you are a member of the community, faculty, staff, administration, or especially a student, The John Marshall Room Restaurant is here for everyone to enjoy.

As Resident Students participating in a Marshall University Meal Plan, you have the option to dine at The John Marshall Room Restaurant four times per semester using your meal card. This special buffet will be available evenings from approx. 4:30 - 6:30 pm. Coat, tie and reservations are required.

## **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 a model Christian community. Members of the Center become partners with

local churches, city agencies, University departments and individuals, reflecting the love of God for the holistic need of people involved in the field of higher education and 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, Lutheran, Roman Catholic, and Churches 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. These meals can be purchased at any cafeteria on campus (Twin Towers, Holderby Hall, Memorial Student Center). There is no limit to the number of Commuter Plans that may be purchased, however; the plan does not carry over from se-

mester 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.

## 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 422,025 volume collection through VTLS. The libraries receive 2,748 periodical subscriptions. The extensive documents collection of 896,252 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 nursing 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.

**The Hoback Chemistry Library** is located in the Science Building. It contains primarily chemistry journals.

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 African-American Students' Program, Facilities Scheduling Office, and the Director of Auxillary Services.

Other services housed in the Memorial Student Center include the campus Lost and Found, and a dry cleaning service in conjunction with White Way Cleaners, 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 Facilities Scheduling Office, 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 who 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 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.

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 and property safety services possible to the University community, all officers receive 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

## DIVISIONS OF MU

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

Members of the University community can assist in making the campus a safe place by being alert, cautious, security-conscious, responsible, and by not taking personal safety for granted. Suspicious persons, dangerous or unusual situations, and all crimes or attempted crimes should always be reported immediately. Personal property should be protected by keeping residence hall rooms and vehicles locked, and by not leaving keys or valuables in cars.

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)**.

### DIVISION OF MULTICULTURAL AFFAIRS/INTERNATIONAL PROGRAMS

The University is fully committed to a program of affirmative action and to an environment of teaching and learning which recognizes and welcomes diversity of race, color, sex, sexual orientation, age, religion, national origin, marital status, cultural, racial and ethnic backgrounds. Such diversity enriches the atmosphere of a campus and helps others understand a world larger than the one drawn from immediate experiences. Marshall University's students are best served by a faculty and staff who likewise come from diverse backgrounds.

The University also is committed to programs which promote multicultural, international and global understanding. Exposure to many cultures and value systems is an integral part of an exceptional education. Marshall University is committed to developing programs in international, global education and multicultural experiences for students, faculty and staff because they enrich our lives, make us better citizens and prepare us to live in an increasingly interdependent world.

To accomplish this goal, the office of Multicultural Affairs and International Programs provides a variety of services and educational programming which assists in raising the Marshall University campus community's awareness of the need to make multiculturalism and social justice a university responsibility. (Adapted from MU Statement.)



## **AFRICAN-AMERICAN STUDENTS' PROGRAMS**

**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 professional advancement 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.

## **CENTER FOR INTERNATIONAL PROGRAMS**

**2nd Floor Old Main / (696)-6265**

The mission of the Center for International Programs is to globalize Marshall University through a variety of agendas. The Center is administratively located under the Office of Multicultural and International Programs. The mission of the Center is to also recruit students, develop student and faculty exchanges, coordinate international research projects, and encourage study abroad.

## **INTERNATIONAL STUDENT AND SCHOLAR SERVICES / (696)-2379**

Our institution provides international students and scholars with many services to enhance the study experience at Marshall University. Our staff gives special assistance to incoming students and scholars to ease adjustment to a new cultural

and educational environment. Other services include consultation on academic and personal matters, English language improvement, housing, employment, responsibilities as nonimmigrant students, and immigration requirements and procedures. We also assist all University departments who wish to work with research scholars and universities in other countries, or wish to invite international faculty and research scholars to join their programs on a temporary basis.

## **ENGLISH AS A SECOND LANGUAGE PROGRAM / (696)-2465**

Our institution has established an English as a Second Language Institute to provide students who have limited English speaking, reading, and writing ability with a means to improve their language skills. This program is a preparatory course for students to enter into the degree program at our university. Students are placed into one of three different levels based on written, oral, and listening skill evaluation. This will ensure that they are receiving proper instruction to eliminate their deficiencies.

## **STUDY ABROAD PROGRAM / (696)-2465**

Marshall University encourages students to study abroad for a summer, a semester, or a year to provide an understanding of other cultures. Regardless of major, opportunities exist for students to study in various countries, often at a very economical cost. Through cooperative agreements with universities in other countries, students can earn academic credit toward their Marshall degree.

## **UPWARD BOUND**

**Prichard Hall Lobby / (696)-6846**

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.

## **DIVISION OF ADULT AND EXTENDED EDUCATION**

**Old Main 115 / (696)-GRAD**

The major purpose of the AEE Center is to provide increased access for non-traditional and/or returning students to higher education. Through flexible scheduling and televised systems AEE promotes programs which lead to increased employment opportunities, educational opportunities, and traditional courses, institutes, conferences and seminars.

AEE is resolved to improve the educational opportunities for students through the following commitments:

1. Provide increased access for those seeking a baccalaureate degree. Through the Regents Bachelor of Arts and other programs of study, the staff develops creative scheduling of classes and implements procedures which assist those who have constrained personal schedules to meet the demands of an academic program. Evening, weekend, and summer schedules are flexible, and provide greater latitude in course scheduling.
2. Provide distance learning opportunities through the continual development of instructional media delivery methods. To better reach students and increase flexibility in

scheduling, the AEE staff works through instructional television services to offer courses on WPBY-TV, local cable systems, microwave, and computer interaction.

3. Develop regional off-campus centers. A schedule of "general education" courses provides students at these centers with the opportunity to gain classroom credit in their own communities.

4. Create procedures and an environment that encourages adult student participation in higher education. AEE staff is adult students' advocate in bringing academic services and administrative functions within reach of people who have busy schedules and other commitments.

5. Serve professionals and their organizations through the development of conferences and institutes. Marshall University recognizes the value in linking professionals with new programs in academic-based conferences and support for conference development, promotion, and participation. The Center for Adult Extended Education is open during evening hours Monday-Thursday until 6:30 pm. On-site services for adult students include admissions procedures, on line computerized registration, academic advising, and financial aid information.

## **DIVISION OF ENROLLMENT MANAGEMENT**

**Old Main 119 / (696)-2206**

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 microfiche collection 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, 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.

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

#### **PLACEMENT SERVICES**

**Seventeenth Street & Fifth Avenue / (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 counseling.
- \*Computers available for resume creation.
- \*Part-time and summer employment assistance.
- \*Career and job fairs in business, health, education, summer employment, and government.
- \*Internship 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.
- \*Job Bulletin: bi-weekly job listing plus career and employment articles.
- \*Campus interviews with visiting employers (for graduates with associate, bachelor, or master's degree).
- \*Background information and addresses for employers on local, state, or national level.
- \*Civil Service employment information (state and federal).
- \*Salary survey information for college level employment.
- \*Current Cost-of-Living Indexes for major cities.

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

All students should recognize that

stiff competition for college level jobs faces every graduate. The advantage always belongs to the student who plans and prepares for the future by building an impressive record of academics, employment, and extra-curricular activities. It is vital for each student to give high priority to planning and preparing for either 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**

**B-1 Old Main / (696)-6413**

The registration area handles all matters pertaining to registration for classes. A telephone registration system **MILO** is available for registration and for grade information.

#### **RECORDS OFFICE**

**106 Old Main / (696)-6410**

The Records Section maintains all official records of the University pertaining to classes and credit hours completed. This office provides official transcripts of each student's course work upon request at a cost of \$5 per copy. Any questions regarding registration should be directed to (696)-6413. For questions concerning academic records contact (696)-6410.

#### **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 with 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 fed-

erally funded program that provides a wide range of academic and personal support services to disadvantaged students. The Study Skills Specialist provides activities allowing students to develop and improve reading, learning, and study skills. Counselors are also available to provide academic, personal, and career counseling to program students. For information or assistance, please call or stop by the office.

### **CHIEF JUSTICE**

**The Office of Student Activities / (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 Office Of Student Activities.

### **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.

### **MS. QUOTES**

**Women's Programs / (696)-3111**

**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 participate.

For more information, contact **The Parthenon** adviser in Smith Hall

room 315 or by calling 696-2736.

### **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 providing information 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.

### **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 Inter-collegiate 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's 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 pro-

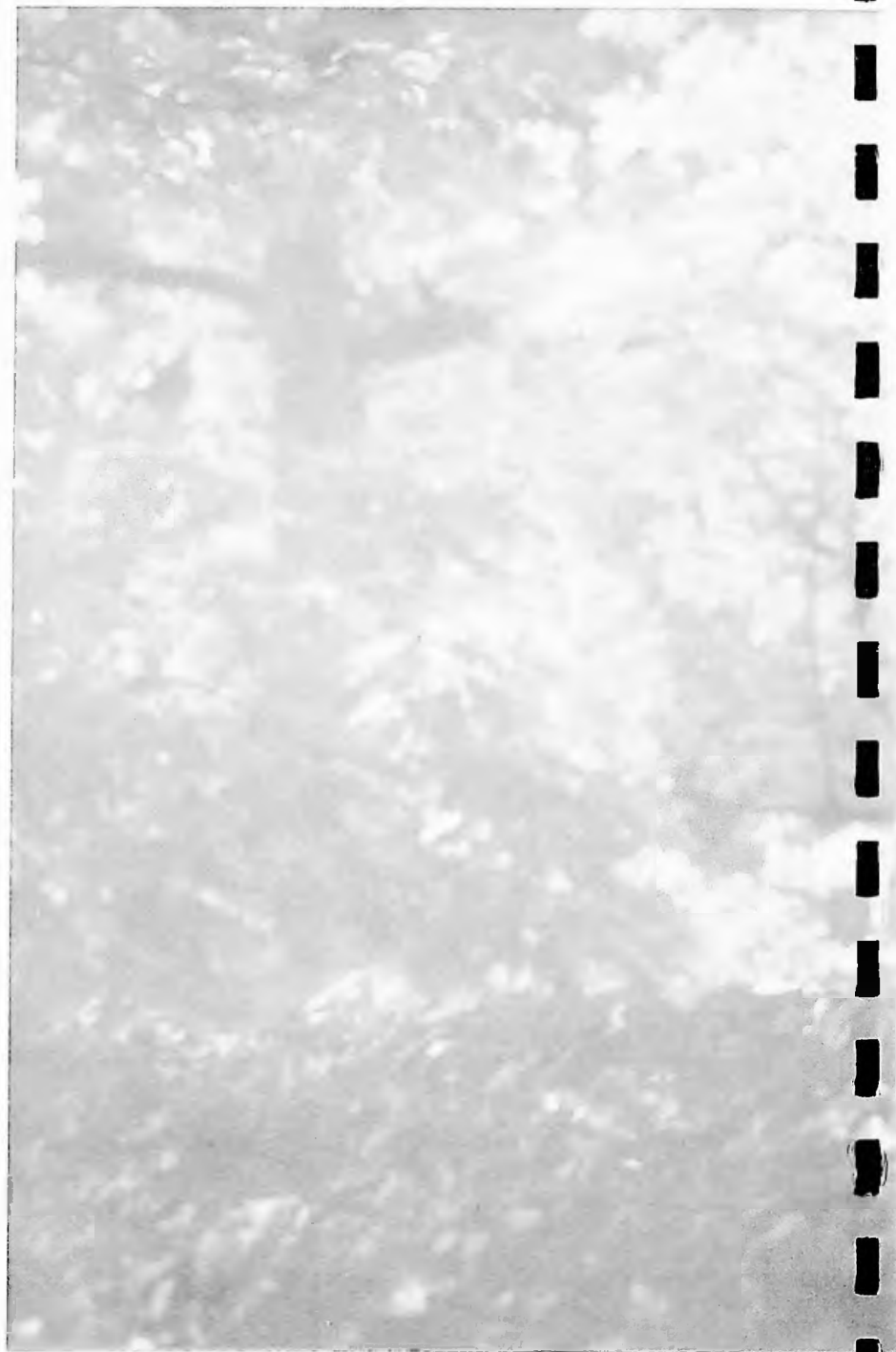
gramming and college credit courses are part of the 120 hour-per-week broadcast schedule. In addition, programs which address area issues, including coverage of the West Virginia Legislative sessions, are aired throughout the year.

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**.







# ALTAIR 5000 ALTAIR



## CAMPUS SAFETY & 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 safety 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 to 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 lo-

cated 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. **Northeast corner of 17th Street and 5th Avenue.**

### **Crime Prevention**

One section of the University Police is the Crime Prevention Unit. The unit presents crime prevention programs to members of the Uni-

versity Community at various times throughout the academic year. Some of the programs available through the department include: Burglary and Larceny Prevention, Operation I.D., Room Surveys and Office Security.

The Office of Public Safety 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 in-

idents 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	1992	1993	1994
Murder	0	0	0
Rape	1	1	1
Robbery	1	0	0
Aggravated Assault	0	0	0
Burglary	0	1	0
Motor Vehicle Theft	1	2	3
Larcenies	123	141	152

**Number of Arrests for Selected Crimes:**

CRIME	1992	1993	1994
Liquor Law Violations	0	0	0

Alcohol Related/Other	44	19	23
Drug Abuse Violations	4	3	7
Weapons Possessions	0	1	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	1992	1993
Murder	0	1
Rape	4	8
Robbery	10	8
Aggravated Assault	19	18
Burglary	50	47
Motor Vehicle Theft	20	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 other with assistance and backup when necessary.

## **OFF CAMPUS FACILITIES CON-**

## **TROLLED 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 mile (.6) 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 HOUSING**

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 exclu-

sively to the six residence halls. Watchguards patrol the halls from 4 pm to 8 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 pm on week nights and midnight on weekends. An ID and/or key must be shown to the desk personnel for entry after these hours.

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. 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 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, Laidley Hall, 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, whichever is your preference.
2. **WE WILL NOT** release your name to the public or to the press.
3. Officers will not engage in prejudging or victim blaming.
4. We will treat you and your particular case with the utmost cour-

tesy, 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.





# DID YOU KNOW THAT

# FINANCIAL AID

## 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 3.2 grade point average (GPA) (first year students must also have a minimum of a 25 ACT Composite). The donor may add other specific requirements.

2. The **Federal Pell Grant** is an entitlement, gift aid program designed to be the initial basic component of 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 an 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 1995-96, Pell Grants are expected to 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 be-

tween \$100 and \$4,000 per year as determined by the institution. SEOG recipients at Marshall are Pell Grant recipients who have significant financial needs.

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 20 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.

5. **Student Assistant Employment** (non-federally funded) opportunities are available on a limited basis to currently enrolled students. 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 Direct Stafford/Ford Loan Program (FDS/FLP)** (Subsidized and Unsubsidized) enables eligible students to borrow low interest loans which change annually. The student pays four (4) percent in origination and guaranty fees on each new loan. The amount the 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 a Subsidized Loan until the borrower enters repayment; the borrower is responsible for Unsubsidized Loan interest from the time the loan is made. Students who previously had eligibility under the Supplement Loan for Students Program can now borrow that eligibility through the FDS/FLP Unsubsidized. Students should contact the Office of Student Financial Assistance for additional information.

8. The **Federal Direct PLUS Program (FDPP)** currently carries a variable interest rate; repayment begins within sixty (60) days after disbursement of funds. Parents of undergraduate students may borrow up to the cost of education, less

any awarded financial aid.

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. These loans are repayable within forty-five (45) 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 (70) percent of the cost of tuition for West Virginia residents.

#### APPLICATION FOR FINANCIAL ASSISTANCE FOR 1995-96

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 considered. The requirement is a 3.2 Grade Point Average (Freshmen must also have a 25 ACT Composite Score). All students must submit an Institutional Financial Aid Application for each year by February 1st to be considered.

2. **Need-Based Aid:** All students must complete a Free Application

for Federal Student Aid (FAFSA) and an Institutional Application for Financial Aid. (Prior year applicants may receive a Renewal FAFSA directly from the federal government/processor before January 1; if so, this application should be used.) 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. FDS/FLP And FDPP:** Students are encouraged to apply early so that their loan proceeds will be available when payments are due. Institutional application forms must be secured from and returned to Marshall. Students must submit a FAFSA for analysis when applying for these loans, so that need-based 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.

## GENERAL ELIGIBILITY REQUIREMENTS

Before receiving any Title IV assistance (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Perkins Loan, Federal Direct Stafford/Ford Loan, or Federal Direct Plus Loan) 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 certification statement on refunds and default, and a statement of selective registration.

#### **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 are 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.

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 Assis-



tance 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 re-placed.

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 availability of funds, changes in regulations, notification of additional resources to the student, and/or procedural changes by any funding authority.

Beginning in 1994-95, Financial Aid is being 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 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 assignments.

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 the 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, corrections, and/or new information requested by either the Financial Aid Office or the agency to which application was made.

5. Informing the Financial Aid Office of any changes which affect 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 semester hours; 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 com-

pleted 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 Mar-

shall 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 their initial semester at MU, eligibility for all transfer students will be measured by using their total number of credit hours attempted and completed to establish their completion ratio and required GPA; however, the GPA considered will be only what they have achieved at Marshall. 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 Direct Stafford/Ford Loan Program, Federal Direct Plus Program, 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, 1994, 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	Principal Payment		
7-15	8-1	\$200 x .00467 = .93	\$30.93	\$170.00	
8-15	9-1	\$170 x .00467 = .79	30.79	140.00	
9-15	0-1	\$140 x .00467 = .65	30.65	110.00	
10-15	11-1	\$110 x .00467 = .51	30.51	80.00	
11-15	2-1	\$ 80 x .00467 = .37	30.37	50.00	
2-15	1-1	\$ 50 x .00467 = .23	30.23	20.00	
1-15	2-1	\$ 20 x .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 1995-96, student budgets utilized at Marshall in awarding financial aid for the 1995-96 nine (9) month academic year are as follows:

#### Example: In-State Undergraduate:

	Living at home	Living in Residence Hall or off-Campus
Tuition and Fees	\$1976	\$1976
Books & Supplies	630	630
Maintenance at home	1575	0
Room and Board	0	4074
Transportation	491	525
Personal Expenses	210	1048
Totals	\$4882	\$8253



-Metro Undergraduate Students -  
add \$1646 additional tuition.

-Out-of-State Undergraduate Students - add \$3427 additional tuition

-In-State Graduate Students - add \$145 additional tuition.

-Metro Graduate Students - add \$1993 additional tuition.

-Out-of-State Graduate Students - add \$3906 additional tuition.

-Medical School Students - \$9702 plus tuition, fees, and medical school supplies (10 months).



Marshall University S

James E. Row



# RESIDENCE HALLS



# RESIDENCE SERVICES

Laidley Hall / (696)-6765

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

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

Resident 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.

## HOUSING POLICY

Marshall University has a mandatory housing policy requiring all first year students 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 fees 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 first year students 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 in 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 on 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 fund raising 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 FAMILIES**

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 upperclass 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 \$230 to \$340 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 Department of Residence Services.





# WATER SURVEILLANCE



# 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 environment 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 Office 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 Hearing Panels 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 govern-

ment, 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 for the consequences of the act.

**Judiciary:** The Judiciary is composed students and faculty members. An individual hearing panel is composed of three (3) students and one (1) non-voting faculty hearing officer. An appellate judicial board is constituted of faculty and students.

**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:** 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.

Marshall University's student based judicial system is designed in such a way as to give students a major role in the formulation of basic policy concerning student conduct and in the adjudication of cases arising under that policy. Upon enrollment at the University, each student becomes responsible for acting in accordance with the provisions of the Code and all other applicable University and community standards. Official University action will be taken when a student's behavior violates these standards and interferes either with the University's educational purpose, or with its duty to protect individual health, welfare, and property.

A student or organization suspected of misconduct may be referred by any member of the University community to the Office of Judicial Affairs. If there is sufficient evidence of a violation, the student will be given the opportunity to have the case adjudicated informally. If there is an informal hearing, there is an option of having his or her case heard by either the Student Judiciary or by an administrative hearing officer.

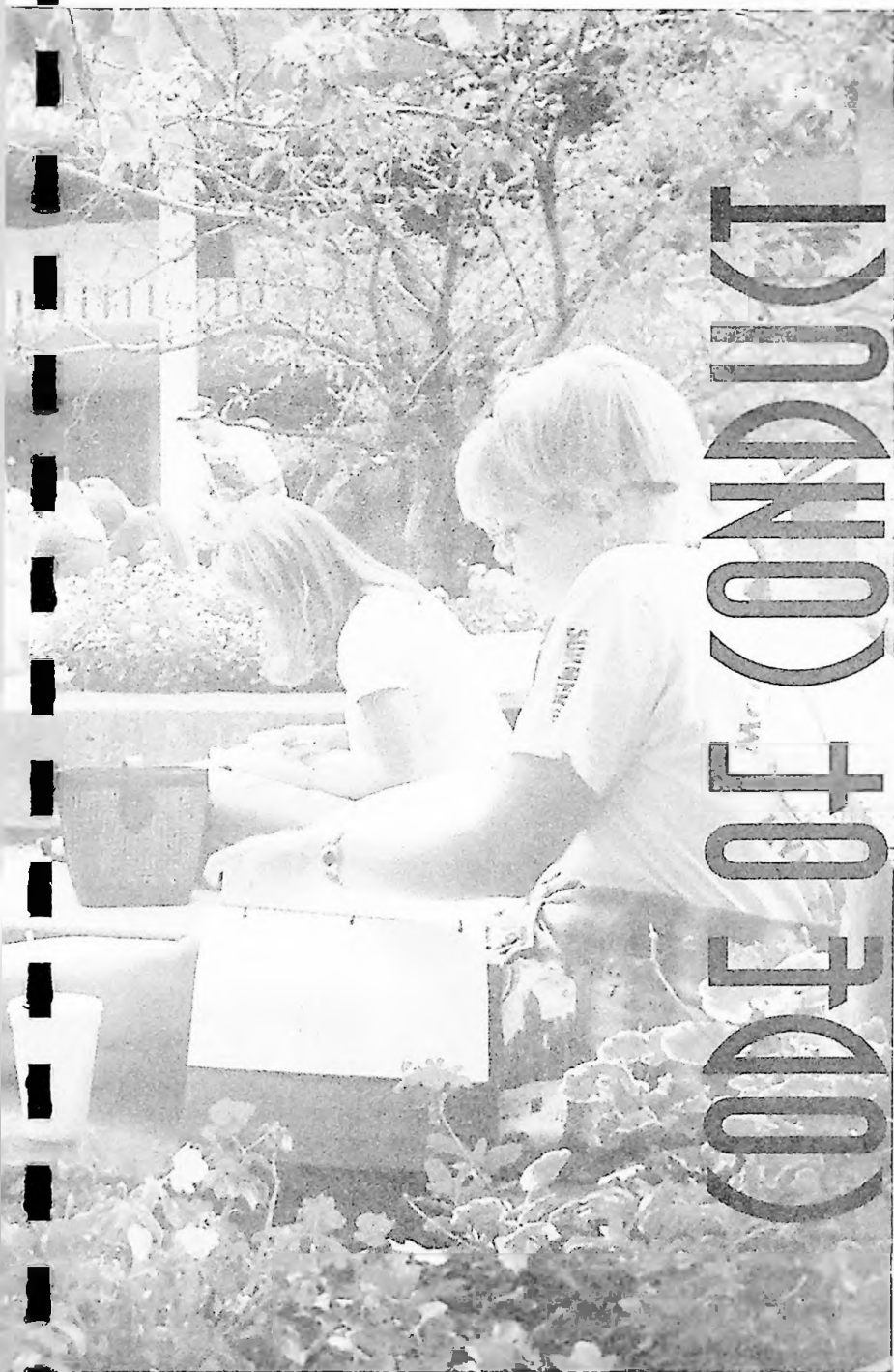
Regardless of the hearing option, a student advocate will present the University's case, and the accused will have the right to student

representation, as well. Members of the Student Judiciary and all student advocates have studied and received extensive training regarding the procedures for University judicial hearings and the University Code of Conduct regulations.





# LEARNING TO LEAD



# 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 Statement of Student Academic Rights & Responsibilities. 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 as defined in Section 3 of the Marshall University Sexual Harassment Policy and the section of the **Student Handbook** on 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.

(4) Stalking

#### 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.

(5) Violation of University Computer Abuse policies as defined in the **Student Handbook**.

**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:*

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

2. Misuse of any university building or facility. This includes violations of the policies set forth by the Student Center Governing Board and/or the Facilities Scheduling office.

### 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. Stu-



dents present during commission of 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. *Misuse of Any University Identification Material:*

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

#### J. *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.

#### K. *Unauthorized Animals on Campus:*

Violation of the University Policy Concerning Animals on Campus.

#### L. *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/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 Office of Judicial Affairs at the end

of the suspension period specified by the judicial action. The Office 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 prepared to become again a responsible member of the University community. 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.

**Two additional forms of suspension exist:**

**(1) Probationary Suspension:**

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

**(2) Deferred Suspension:**

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

**C. Probation:**

This action involves a specified pe-

riod 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, University theater, band, etc.; however, the student may participate in informal activities of a recreational nature sponsored by the University.

**(2) Self Improvement:**

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

**(3) Surrender of Student Activity 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 where attendance at such events is required by academic courses or programs.

**(4) Dismissal from University housing:**

In the event of serious or repeated violations of University regulations occurring in a residence hall, a student may be dismissed from University housing for a specified length of time. Such dismissal may result in percentage refund of housing or dining service fees in accordance with the regular University housing refund policy. The student may reapply for housing following the period of dismissal, in accordance with normal procedures established by the Office of Residence Services and with the written permission of the Office 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 employees of Marshall University acting in their official capacities may appeal the decision. The appropriate channels of appeal are:

1. Appeals from decisions of Resident Directors should be directed to the Student Program Advisor for Judicial Affairs.

2. Appeals from decisions of the Student Program Advisor for Judicial Affairs, Student Hearing Panel, or Hearing Examiner should be directed to the Appellate Judicial Board.

3. Appeals from recommendations of the Appellate Judicial Board should be directed to the President or Dean of Students as indicated below:

a) In those cases where the recommended sanction is 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 from a recommendation of the Student Hearing Panel, Hearing Examiner, or Appellate Judicial Board must be submitted in writing on an Intent to Appeal Form to the Office 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

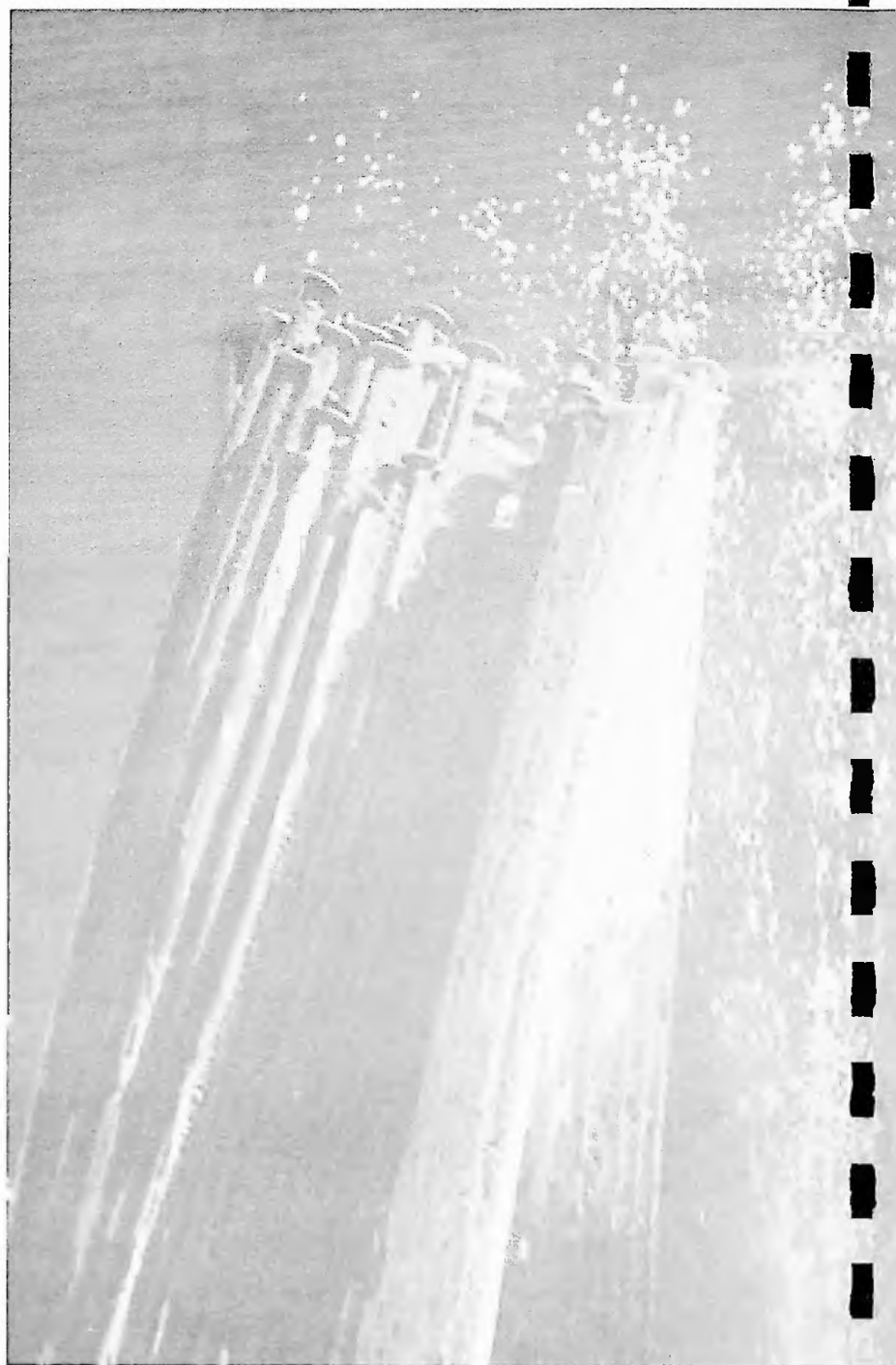
agreement cannot be reached through mediation, the complainant may refer the complaint to the Office of Judicial Affairs for judicial action.

#### 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.



# UNIVERSITY POLICIES STIMULATING DISSEMINATION





# 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 environ-

ment 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 is 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 cam-

pus should conform to the Student Code of Conduct of Marshall University, and 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 Student Program Advisor 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 illegal purposes;
- personal advertisements.

### **Software and Intellectual Rights**

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

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of pri-

vacancy, 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 in 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 Student Legal Aid Student Program Advisor, 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 /she 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, except for expected ordinary wear and tear. 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 Facilities Scheduling Office by Public Safety personnel. A complaint stating violation, damages, estimated cost of repair, etc., will be filed with the Student Program Advisor of Judicial Affairs seeking payment for damages and loss of privilege to schedule facilities or other penalties deemed appropriate by the Student Program Advisor 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 re-

quired 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 Facilities Scheduling 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 Facilities Scheduling Manager. Material such as nails, hooks, adhesive fasteners, tacks, or screws are prohibited. The Facilities Scheduling 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 2018 Henderson Center. 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 Facilities Scheduling Office, (696)-3125:

#### **GULLICKSON HALL**

Main Gym (124)  
Room (210)

#### **HENDERSON CENTER**

Arena  
Natatorium  
Instructional Gymnasium

#### **OUTDOOR FACILITIES**

Walter "Lefty" Rollins  
Track and Field  
Tennis Courts

Memorial Student Center  
Plaza

#### **MEMORIAL STUDENT CENTER**

All rooms



## AUDITORIA

Fine and Performing Arts  
Center

Smith Recital Hall

Smith Hall 154

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 Facilities Scheduling Office at least two weeks prior to the desired date of use.

The Facilities Scheduling 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 Univer-

sity 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 pre-condition of conducting activity (e.g., an applicant may be asked for information regarding the anticipated number of participants and spectators, security arrangements, and sanitary facilities).

## GRIEVANCE PROCEDURE 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 Chair 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 Student Legal Aid Program Advisor 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 Student Legal Aid Program Advisor 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 Student Legal Aid Program Advisor in Room 2W23 of the Memorial Student Center (forms are available in said office).

2. After the Student Legal Aid Program Advisor 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 Student Legal Aid Program Advisor 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 Student Legal Aid Program Advisor presents all the information submitted by the stu-

dent 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 Student Legal Aid Program Advisor 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 Student Legal Aid Program Advisor 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 Student Legal Aid

Advisor within five (5) working days after its receipt.

2. The Student Legal Aid Program Advisor 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 Student Legal Program Aid Advisor 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 Student Legal Aid Program Advisor 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 Student Legal Aid Program Advisor 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 the Marshall University Judicial Board, through the Judicial Affairs Office.

#### **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 chair 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 fire-proof 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, buildings, lamp post and trees.

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. Campus Security will be notified of approval.

6. Materials may not be stuffed in residence hall mail boxes, nor may they be distributed in the residence halls without approval of Residence Services.

## **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**

The residence halls may not be used for business purposes of any nature.

Recognized student organizations (or those in the certification process, at the discretion of the Hall 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 Hall

Coordinator's Office is in The Twin Towers East Lobby.

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.

### **Section 1. GENERAL**

1.1 **Scope.** This policy defines sexual harassment, provides guidelines for the filing and processing of complaints, provides for disciplinary action and administrative remedy in case of sexual harassment and outlines educational programs aimed at prevention and/or eradication of sexual harassment.

1.2 **Authority.** Policy Bulletin No. 9 issued by the West Virginia Board of Regents on May 17, 1987.

1.3 **Coverage.** This policy applies to situations where the alleged harasser is an applicant for employment, an employee, a guest, invitee or licensee, or a contractor of the University and where the complainant is an applicant to an educational program, a student, an appli-



cant for employment, an employee, guest, invitee or licensee, or a contractor of the University.

It does not apply to situations where the alleged harasser is a Marshall student; such situations are covered by the Student Code of Conduct.

1.4 This policy shall be construed in a manner consistent with academic freedom, as well as the rights to free speech, privacy, and association.

1.5 Effective date: **May 10, 1993**

## Section 2. **POLICY STATEMENT**

2.1 Sexual harassment is prohibited by federal and state legislation. In the employment context, it is prohibited by Title VII of the Civil Rights Act of 1964; in the education context, it is prohibited by Title IX of the Education Amendments of 1972; and it is prohibited in both employment and public accommodation contexts by the West Virginia Human Rights Act of 1961, as amended. Sexual harassment in any manner or form is expressly prohibited by the University. The University is committed to the prevention and/or eradication of sexual harassment. It is the responsibility of students, employees and contractors of the University to maintain a work and educational environment free from sexual harassment. It is the responsibility of all academic and administrative supervisory employees to provide educational opportunities to foster such environment; it is also their responsibility to take immediate action whenever sexual harassment is reported or becomes known.

## Section 3. **DEFINITION**

3.1 Sexual harassment is a form of sex discrimination. For the purpose of this policy, it is defined in conformity with the guidelines published by the U.S. Department of Education and the U.S. Equal Employment Opportunity Commission. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

3.1.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;

3.1.2 Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or when

3.1.3 Such conduct has the purpose or effect of:

3.1.3.1 Unreasonably interfering with an individual's academic or work performance, or

3.1.3.2 Creating an intimidating, hostile or offensive working educational environment.

3.2 Examples of acts that may, in the work or educational environment, rise to the level of sexual harassment include, but are not limited to:

3.2.1 Display of sexual suggestive or derogatory materials;

3.2.2 Inquires about a person's sex life by her/his instructor or supervisor;

3.2.3 Hazing, slurs, or jokes which convey insulting, degrading, demeaning and offensive sexist attitudes;

3.2.4 Unwelcome brushes, touches or other physical contacts

of a sexual nature.

3.3.1 In determining whether alleged conduct constitutes sexual harassment, the University will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances, the context, the relative status of the parties, the frequency or seriousness of the alleged incidents reported by each complainant. The determination of the legality of a particular action will be made from the facts, on a case by case basis.

3.4 Examples of acts that constitute sexual harassment include, but are not limited to:

3.4.1 Sexual coercion, threats or insinuations that granting of employment or education rights will be a function of submission to request for sexual favors;

3.4.2 Insinuations that refusal to grant sexual favors may result in reprisal;

3.4.3 Sexual assault.

#### Section 4. FILING AND PROCESSING OF COMPLAINTS

4.1 Any student, employee, applicant, guest, invitee, licensee, or contractor of the University who believes/he has been sexually harassed must follow the Sexual Harassment Complaint Procedures published by the Office of Affirmative Action. The procedures may be obtained from deans, directors, academic chairpersons, area coordinators (hereafter referred to as academic and administrative supervisors), members of the Equal Opportunity Grievance Panel, or the Office of Affirmative Action.

4.2 Complaints of sexual harassment must be filed within one

hundred and sixty working days (160) of the alleged incident. The time period for filing may be extended by the Office of Affirmative Action, for good cause.

4.3 A third party may file a complaint under this policy when sexual harassment of another person has the effect of:

4.3.1 Unreasonably interfering with that third party's academic or work performance, or

4.3.2 Creating an intimidating, hostile or offensive working or education environment for the third party.

4.4 The University reserves its right to assume the role of a complainant and investigate sexual harassment incidents whenever it deems appropriate.

4.5 The Sexual Harassment Complaint Procedures, published by the Office of Affirmative Action of the University, will be used to process sexual harassment complaints.

4.6 Deans, directors, department chairpersons, area coordinators and supervisory employees shall receive training in the processing of informal complaints.

4.7 Members of the Equal Opportunity Grievance Panel shall receive training in the processing of informal and formal complaints.

4.8 Nothing in this policy shall affect the right of the complainant to file his/her complaint with external law enforcement agencies. Complaints may be filed concurrently with external agencies, to meet state and federal agency deadlines without jeopardizing complainant's rights to an investigation by the University.

## Section 5 **DISCIPLINARY ACTIONS & ADMINISTRATIVE REMEDIES**

5.1 At the discretion of the President, appropriate corrective and/or disciplinary actions, ranging from a warning up to and including termination, will be taken against:

5.1.2 Any academic or administrative supervisor who fails to take corrective action when there is probable cause to believe that s/he should have known, that one of the persons protected by this policy was being or had been subjected to sexual harassment by one of his/her guests, employees, or contractors.

5.1.3 Any applicant, guest, invitee, licensee, contractor or employee of the University when there is probable cause to believe that s/he had sexually harassed any person protected by this policy;

5.1.4 Any employee who breached the confidentiality of matters pertaining to a sexual harassment;

5.1.5 Any complainant found to have been dishonest in making an allegation of sexual harassment; and

5.1.6 Any person who retaliated against an individual because that individual complained of sexual harassment, testified on behalf of someone who filed a complaint, or assisted in the implementation of this policy.

5.2 The nature of the corrective and/or disciplinary actions must be commensurate with the nature of the violation of the policy.

## Section 6. **RECORD KEEPING**

6.1 All files pertaining to formal complaints of sexual harassment will be kept, in strict confi-

dence, in the Office of Affirmative Action. Copies of informal complaints will be forwarded to the alleged harasser, but not kept on file.

6.2 Copy of the final decision of the President and of all appeal decisions will be filed in the personnel folder of the alleged harasser.

6.3 All formal complaints and all paperwork associated with such complaints will be destroyed after three (3) years unless there is compelling evidence that there is a pattern of activities on the part of the named individual. The Affirmative Action Officer will have the responsibility to notify the named individual whether the files are being destroyed or retained within 30 days of the third anniversary of the complaint. If the files are retained, the named individual has the right to file additional comments relative to the complaint. Files that are retained will be reviewed after an additional three (3) years to determine whether the pattern of activities still exists and, if not, the files will be destroyed. The named individual will be notified of the disposition of the files in accordance with the guidelines set down in this section.

## Section 7 **DISSEMINATION AND IMPLEMENTATION**

7.1 The Office of Affirmative Action is, hereby, charged with the responsibility of developing and monitoring a program for the dissemination and implementation of this policy. The program should include, but should not be limited to:

7.1.1 Dissemination of this policy to employees and students by di-

rectors, academic chairpersons, area coordinators, supervisory employees, and the Department of Human Resources;

7.1.2 Educational programs organized by the Office of Affirmative Action upon requests of vice-presidents, deans and directors;

7.1.3 Establishment and administration of standard operating procedures for responding to sexual harassment complaints;

7.1.4 Workshops on the processing of informal complaints of sexual harassment organized by the Office of Affirmative Action upon request of vice-presidents, deans and directors; and

7.1.5 Workshops on the processing of formal and informal complaints organized by the Office of Affirmative Action for the members of the Equal Opportunity Grievance Panel.

## Section 8. **NON-RETALIATION**

8.1 Any retaliatory action of any kind taken against someone because s/he has filed a complaint under this policy, or testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this policy, is prohibited. Said retaliatory action shall be regarded as a separate and distinct grievable manner.

## **COMPLAINT PROCEDURES**

### Section 1. **GENERAL**

1.1 Purpose. These procedures are to be used in the implementation of the Sexual Harassment Policy of the University.

1.2 Authority. Policy Bulletin No. 9 issued by the West Virginia Board of Regents on May 17, 1987.

## Section 2. **GRIEVANCE PROCEDURES**

The complainant may choose to use the informal procedure or the formal procedure described below; or s/he may use the informal procedure first and then, if not satisfied, the formal procedure.

### 2.1 **INFORMAL PROCEDURE**

2.1.1 Informal complaints need not be in writing but must be filed within one hundred and sixty (160) working days of the alleged incident. They may be resolved in consultation with and agent of the University, as described below:

2.1.1.1 Any applicant to an educational program, or person seeking employment with the University, who feels that s/he has been sexually harassed should contact the Office of Affirmative Action for counseling and other appropriate actions;

2.1.1.2 Any employee who feels that s/he has been sexually harassed should contact his/her supervisor for counseling, or a member of the Equal Opportunity Grievance Panel, or the Office of Affirmative Action for counseling and other appropriate actions;

2.1.1.3 Any student who feels that s/he has been sexually harassed should contact the chairperson of his/her department, or the dean of his/her college, or a member of the Equal Opportunity Grievance Panel, or the Office of Affirmative Action for counseling and other appropriate actions;

2.1.1.4 Any person who feels that s/he has been sexually harassed should contact the Office of Affirmative Action for counseling and other appropriate actions.

2.1.1.5 The agent of the Univer-

sity should attempt an informal resolution of the situation, within thirty (30) working days.

2.1.1.6 If the complainant(s) wish(es) to remain anonymous, the agent of the University should counsel the complainant(s) and discuss with him/her/them ways to remedy the situation without confronting the alleged harasser. The agent of the University shall forward all records to the Office of Affirmative Action. The Office of Affirmative Action will inform the alleged harasser that a complaint has been filed and provide the alleged harasser with a copy of the complaint with all data that could be used to identify the complainant(s) removed. No file of informal complaints will be kept at any level.

2.1.1.7 If the complainant(s) choose(s) to reveal his/her/their identity, the agent of the University shall refer the matter to the Office of Affirmative Action for further action. An agent of the Office of Affirmative Action shall meet with any parties and attempt to arrive at a mutually satisfactory solution. Such solutions may include dropping the charges, signing a consent decree, or reaching a no-fault settlement agreement. If any party is not satisfied with the results of this process, he/she may request that the incident be reviewed as a formal complaint.

## **2.2 FORMAL PROCEDURE**

The formal procedure is invoked by the filing of a written complaint with the Affirmative Action Officer. The complaint shall be filed upon forms available from the Office of the Affirmative Action.

2.2.1 Formal complaints must be filed within one hundred and sixty

(160) working days of the alleged incident. The time period for filing may be extended by the Affirmative Action Officer. The complaint shall be filed upon forms available from the Office of the Affirmative Action.

2.2.1 Formal complaints must be filed within one hundred and sixty (160) working days of the alleged incident. The time period for filing may be extended by the Affirmative Action Officer, for good cause.

2.2.2 Upon acceptance of a complaint, the Affirmative Action Officer shall select two (2) or more members of the Equal Opportunity Grievance Panel to constitute the Committee that will investigate the complaint.

2.2.3 Within five (5) working days of acceptance of the complaint, the Affirmative Action Officer will notify the alleged harasser of the allegations made by the complainant. In the notification letter, the Affirmative Action Officer will request the alleged harasser's response to the allegations; and provide him/her with the names of the members of the Sexual Harassment Committee that will investigate the complaint. The Affirmative Action Officer will also provide the complainant with a copy of the notification letter. Within three (3) working days of said notification, either the complainant or the alleged harasser may request that any member of the Committee be excused for good cause.

2.2.4 The complaint shall be investigated within the sixty (60) working days following notification of the alleged harasser; in the event of extenuating circumstances, this period may be extended by the

Affirmative Action Officer with authorization from the complainant.

2.2.5 The complainant may withdraw his/her complaint at any time. No-Fault settlement may be offered and accepted by either parties, at any time, but the University reserves its right to conduct its investigation.

2.2.6 During the course of the investigation, the Committee shall interview the parties, hear testimony from some of the witnesses offered by the parties, and gather evidence from any other appropriate source. The Committee shall conduct predetermination conferences with the complainant, the alleged harasser, and the Affirmative Action Officer.

2.2.7 Within the ten (10) working days following the predetermination conference with the Affirmative Action Officer, the Committee shall submit its report to the Affirmative Action Officer. The report should include the complaint, a summary of the relevant evidence, an analysis of the evidence, and a brief conclusion or determination.

2.2.8 Upon receipt of the report of the Sexual Harassment Committee, the Affirmative Action Officer will notify both parties of the determination of the Committee and invite them to a conciliation meeting.

2.2.9 Should the parties agree to conciliate, the Affirmative Action Officer will draft a Conciliation Agreement for signature of the parties; if any party does not agree to conciliate, the Affirmative Action Officer will ask the party to submit his/her reasons in writing, within three (3) working days.

2.2.10 Within the ten (10) working days following the invitation to conciliate, the Affirmative Action Officer shall submit the report of the Committee, and his/her recommendations to the President through the Vice-President for Executive Affairs and General Counsel. The Affirmative Action Officer shall inform both parties of his/her recommendations.

2.2.11 Within the ten (10) working days following notification of the recommendations of the Affirmative Action Officer, either party not satisfied with the recommendations may appeal to the President or his/her designee. The President may establish a committee to review the complaint and decide on the appeal. The decision of the President will be rendered within the twenty (20) working days following the appeal deadline. The decision of the President shall be the final decision of the University.

2.2.12 However, the complainant will have the right to file the same complaint with the appropriate local, state or federal agency; and the alleged harasser will have the right to appeal the decision of the President to the Board of Trustees.

### Section 3. CONFIDENTIALITY

3.1 All students and employees of the University will treat as confidential, to the extent permitted by law, the information that is disclosed to them in sexual harassment proceedings.

3.2 This provision does not apply to disclosures by investigator(s) to charging party, alleged harasser, or witness when disclosure is deemed necessary for securing

appropriate information.

3.3 The Affirmative Action Officer is authorized to provide the alleged harasser with a copy of the charges, and copies of all written statements submitted by the complainant; s/he is also authorized to provide the Complainant with copies of all statements submitted by the alleged harasser.

3.4 The Sexual Harassment Committee, and the Affirmative Action Officer are authorized to discuss their findings, conclusions, recommendations, and/or reports with the complainant and the respondent; only the President or his/her designee can authorize release of the above mentioned reports.

3.5 Upon written authorization of the President, or of his/her designee, records of sexual harassment cases may be made available for confidential review by persons involved in grievances arising out of the same incident.

3.6 Breach of confidentiality by the Affirmative Action Officer, by staff of the Office of Affirmative Action, by members of the Equal Opportunity Grievance Panel, or by any person entrusted with records of sexual harassment complaints is subject to appropriate sanctions, as provided for in the Sexual Harassment Policy of the University.

### **SMOKING POLICY**

Effective April 1, 1993, there should 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 stu-

dent 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 Counsel, 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 amplifiers" are not permissible in arenas or stadiums except for those amplifiers that are part of the official pep band. Such instruments will be removed from facility when discovered inside.

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

### **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 Confer-

ence Code of Spectator Conduct.

### **Derogatory Signs**

Signs of a 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 Chair, 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. 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 encourage 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**

#### **1. 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 have 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. (\*) Alcohol 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.

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

### **WEATHER STATEMENT**

Generally, it is Marshall University's policy to maintain its normal schedule, even when conditions are inclement. However, this is not always possible. In those instances when it is necessary to alter the schedule in response to weather conditions, every effort will be made to notify all those affected, students, faculty, staff, and general public, as expeditiously and as comprehensively as possible in the following ways:

1. Television stations in Huntington and Charleston will be notified.
2. Radio stations in Huntington and Charleston will be asked to announce the delay or closing.
3. Time permitting, newspapers in Huntington and Charleston will be notified. Often, however, decisions must be made after the deadlines of newspapers.
4. The Director of University Relations will communicate the specific details of the closing as follows:
  - a. To the Office of Public Safety and (696)-HELP.
  - b. To the AUDIX of the assistant vice president for operations at (696)-3335 and to the assistant vice president at his home.
5. The assistant vice president for operations will place the closing message on the entire university AUDIX system as well as the university response number (696)-3170.

#### **Definitions:**

**University Closed:** All classes suspended and offices closed.

**Classes Canceled:** Classes suspended; office open.

**Delay:** A delay in the beginning of activities, usually in the range of one to two hours. For example, since normal operations of the university begin at 8:00 am, a two hour delay would mean functions would begin at 10:00 am. As a result, Monday, Wednesday, or Friday classes beginning at 8:00 am would be canceled; 10:00 am classes would meet. Tuesday or Thursday classes beginning at 8:00 am would be canceled; those scheduled for 9:30 am would begin instead at 10:00 am in an abbreviated session. In most instances, delays on Tuesday or Thursday will be 90 minutes, enabling 9:30 classes to begin on schedule.

**Clarification:**

Since announcement in the mass media are subject to individual distortion, incompleteness or misunderstanding, clarification may be obtained by telephoning Marshall University (696)- 3170.

**Staff and Administrative Personnel:**

The university will completely close only rarely and in extreme situations since it is essential that public safety be maintained, that buildings and equipment be protected and that services be provided for those students housed in campus facilities. Therefore, although classes may be canceled, all university staff and administrative employees will be expected to report to work, unless notified otherwise.

In the event of critical need, certain employees may be required to work or temporarily reside on

campus to ensure human safety and preservation of university property and/or facilities.

Individual employment 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 supervisor and indicate they are:

1. taking annual leave that day, or
2. taking compensatory time, in the event compensatory time is owed them.

In the event a building, or a section of a building is closed (because of heat loss, power outage, etc.), employees' working in the effected 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, or take compensatory time off.

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 resident and communicated through supervisors.

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

**Faculty:**

Once operations are resumed, deans and department chairs must take steps to ensure that faculty meet their scheduled classes or substitutes secure so that class schedules are met.

**Decision-Making:**

Decisions on closing and /or delays will be made jointly by the senior vice president and provost and the senior vice president for operations following consultation with other appropriate officials, including the president. Should only one of those two senior vice presidents be available, that person will make the decision.

Every effort will be made to reach a decision to allow time for adequate notification to the news media, in turn those affected.







# WV 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 comple-

tion 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 instruc-

for, 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 judgment 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 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 judgment of faculty members through the established institutional appeals procedure within thirty (30) calendar days after written notice of the decision or judgment.

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

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 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.

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.



# STILLBISNOOSTER SITGIDIMJADU



## ACADEMIC RIGHTS & RESPONSIBILITIES

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.

### 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 also serves 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. **V.P. Academic Affairs:** refers to the Chief Academic Officer/Provost.

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 aca-

demical 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, pro-



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.

1. 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 stan-

dards, 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

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 chair-

person.

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 Curriculum Committee and the Budget and Academic Policy 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 V.P. Academic Affairs 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 mem-

ber 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, 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 Chair of the Curriculum Committee and the Budget and Academic Policy 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 V.P. Academic Affairs 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(s) who has judged his/her performance to be deficient, to discuss with this person(s) the information forming the basis of the

judgment 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 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 judgment to the V.P. Academic Affairs within thirty (30) days after receipt of written notice of the judgment.

d. The decision of the V.P. Academic Affairs 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(s) who have judged his/her performance to be deficient. The student must request such meeting in writing within ten (10) days from receipt of the notice. The student shall be given the opportunity to discuss with this person (s) the information forming the basis of the judgment 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 advisor may consult with but may not speak on behalf of his/her advisee, 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 Chair of the Curriculum Committee and the Budget and Academic Policy Committee, who shall refer the matter to the Academic Appeals Board. In such case 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 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 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 Curriculum Committee and the Budget and Academic Policy 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.

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 Curriculum Committee and the Budget and Academic Policy 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 mem-

ber, and one (1) non-voting Hearing Officer. The members of the Hearing Panel shall be chosen randomly by the Chairperson of Curriculum Committee and the Budget and Academic Policy 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 insure 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 receiving 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 Curriculum Committee and the Budget Academic Policy 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 Curriculum Committee and the Budget and Academic Policy Committee and the V.P. Academic Affairs by any Hearing Officer.

N. The findings of the Board, and any sanction, shall be announced at the conclusion of the hearing. The student, 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 proceed-

ings.

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 V.P. Academic Affairs 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 V.P. Academic Affairs is final. The student, the faculty member, the appropri-

ate 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**

#### **SCHOOL OF MEDICINE GRADE APPEAL:**

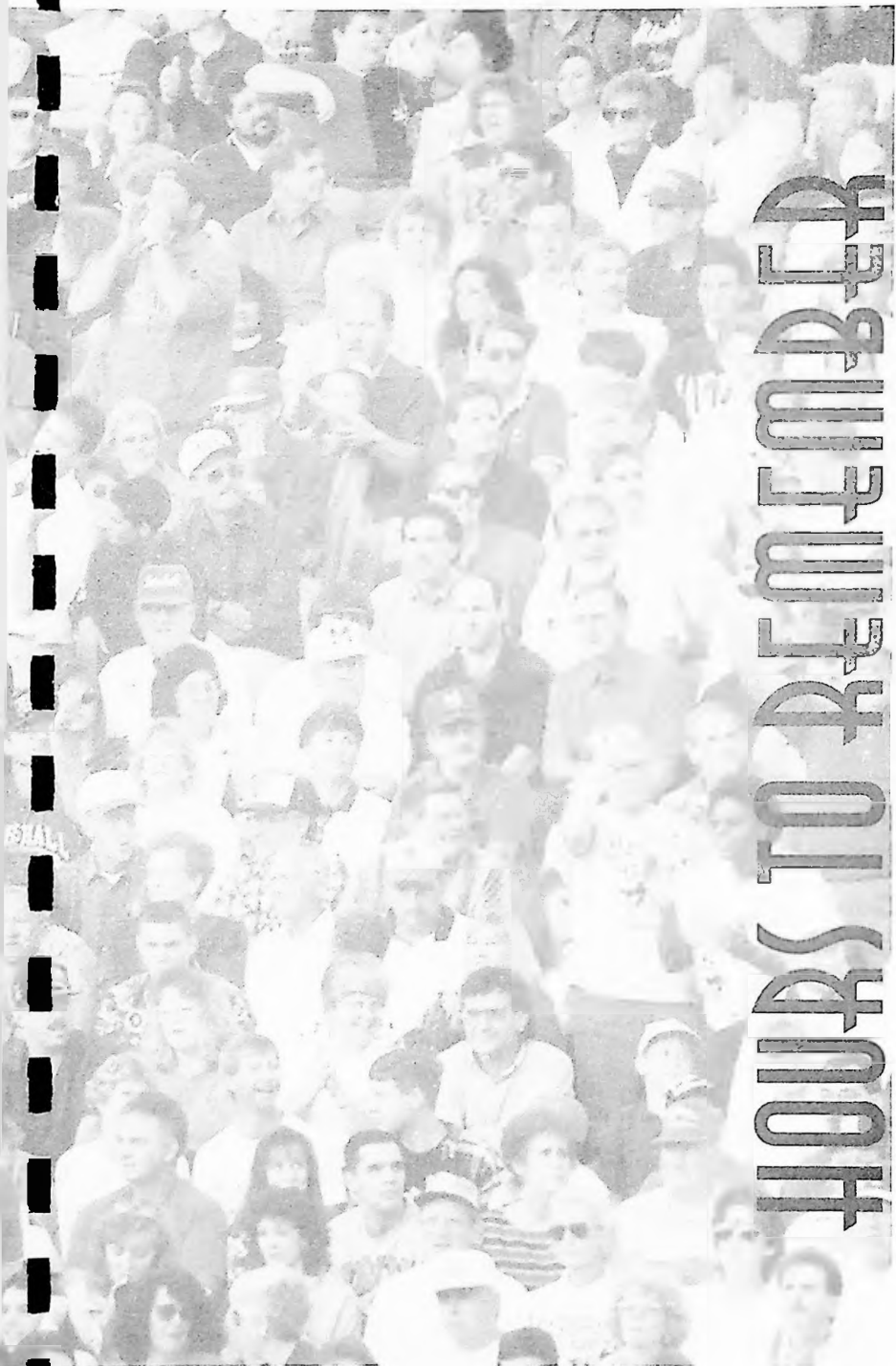
All School of Medicine grade appeals must be made in accordance with University Systems Board of Trustees Policy Bulletin Number 60. Copies of the Policy may be found in the Marshall University **Student Handbook** or from the School of Medicine Office of Student Affairs.

***Actions of the Curriculum Committee and the Budget and Academic Standards Committee:*** A student may appeal actions of the Marshall University School of Medicine Academic Standards Committee, which have been approved by the dean. Within 30 days following notification of such action, the student must notify the academic dean in writing of his or her intent to appeal. An opportunity to submit statements, and to appear before the Committee will be scheduled.

The Committee will act upon the appeal. The student will be notified of this action and will have an opportunity to further appeal to the Dean's Advisory Committee. The Dean's Advisory Committee will consider the appeal and make a recommendation to the dean, who will then decide upon the appeal.

A ***Final Appeal*** may be made to the President of Marshall University.





STUDENT BODY

# HOURS TO REMEMBER

*Note: The hours below are based on the best available information and are subject to change.*

## **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 - TH

8:00 AM - 4:30 PM F

10:00 AM - 2:00 PM S

Open Saturdays for special events

Summer:

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

8:00 AM - 4:00 PM F

Open Saturday for special events

## **COUNSELING SERVICES**

First Floor Prichard Hall

Phone: (696)-3111

(696)-HELP (after hours)

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

## **EDUCATIONAL RESOURCES INFORMATION CENTER**

(Eric Library)

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 - 5:00 PM SAT

1:00 PM - 1:00 PM 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

**Late Night Snack Bar:**

8:30 PM - 11:00 PM M-TH

**Weekends:** Closed

## **THE JOHN MARSHALL ROOM**

Second Floor

Memorial Student Center

Phone: (696)-3115

**Weekdays:**

Lunch 11:00 AM - 1:30 PM M - F

**Weekends:**

Brunch 10:30 AM - 2:30 PM Sun

### **LEARNING CENTER**

138 Community College

Phone: (696)-3016

Academic Year:

8:30 AM - 6:30 PM M

8:30 AM - 8:00 PM T

8:30 AM - 6:30 PM W

8:30 AM - 8:00 PM TH

8:30 AM - 2:30 PM F

### **LEARNING RESOURCES CENTER**

101 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 - 6:30 PM M-F

Summer:

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

### **MORROW LIBRARY**

Phone: (696)-2320

Academic Year:

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

7:45 AM - 4:30 PM Fri

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 FRI.

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 FRI.

12:30 PM - 4:30 PM SAT.

Summer:

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

Holidays and intercessions:

Schedule to be posted

### **PARKING & TRANSPORTATION OFFICE**

1705 Fifth Avenue

Phone: (696)-6406

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

### **PIZZA HUT**

Memorial Student Center  
Cafeteria

Phone: (696)-2534

10:30 AM - 6:30 PM M-F

### **PLACEMENT SERVICES**

1681 Fifth Avenue

Phone: (696)-2370

Academic Year:

8:00 AM - 6:30 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 Base-  
ment

Phone: (696)-6667

**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: (696)-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-S

*Dinner* 4:00 PM - 6:30 PM

**HEALTH AND FITNESS CENTER**

W. Don Williams

119 Gullickson Hall

Phone: (696)-3633

**Academic Year:**

7 AM - 9 PM M-TH

7 AM - 6 PM F

12 NOON - 6 PM SAT

1 PM - 6 PM SUN

**Summer:**

Hours posted

**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

7:00 AM - 12:00 AM SAT

7:00 AM - 11:00 PM SUN

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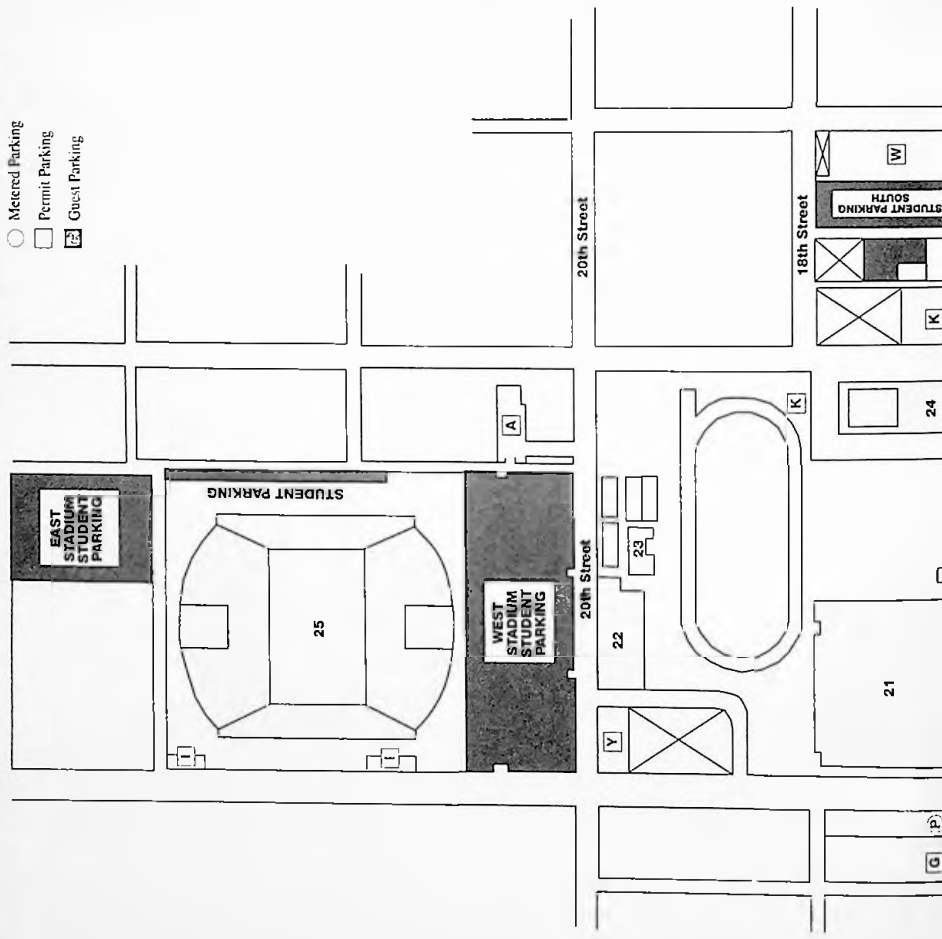
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- Metered Parking
- Permit Parking
- Guest Parking

- 1 Old Main
- 2 Smith Music Hall
- 3 Smith Hall
- 4 Communications Building
- 5 James E. Morrow Library
- 6 Science Building
- 7 Harris Hall
- 8 Landley Hall
- 9 Buskirk Hall
- 10 Prichard Hall
- 11 Community and Technical College
- 12 Hodges Hall
- 13 Former H.E.L.P. Center (see 31)
- 14 Jenkins Hall
- 15 Holderby Hall
- 16 Campus Christian Center
- 17 Memorial Student Center
- 18 Coby Hall
- 19 Nordcott Hall



Cumerson Hall

Cam Henderson Center

Sorell Maintenance Building

Sorell Annex

Twin Towers

Stadium and Facilities

Public Safety Building

Ericsson Alumni Center

Placement Services

Fine Arts Building

Doctor's Memorial Building

Myers Hall (New H.E.L.P. building)

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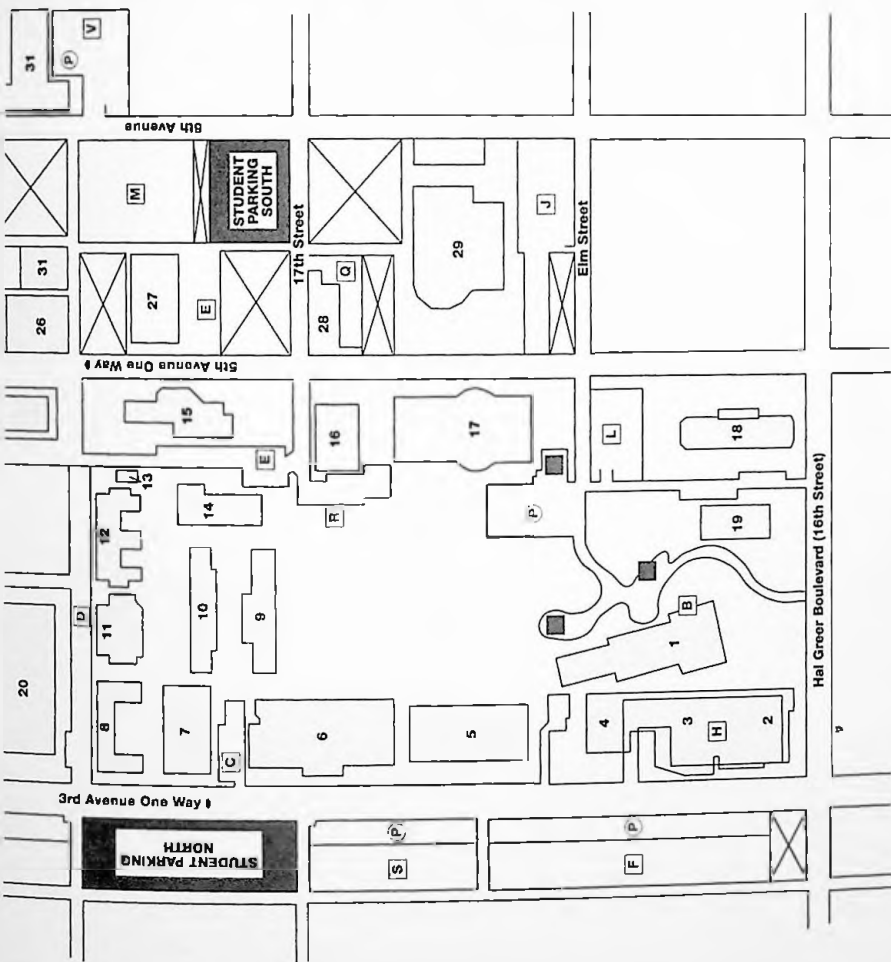
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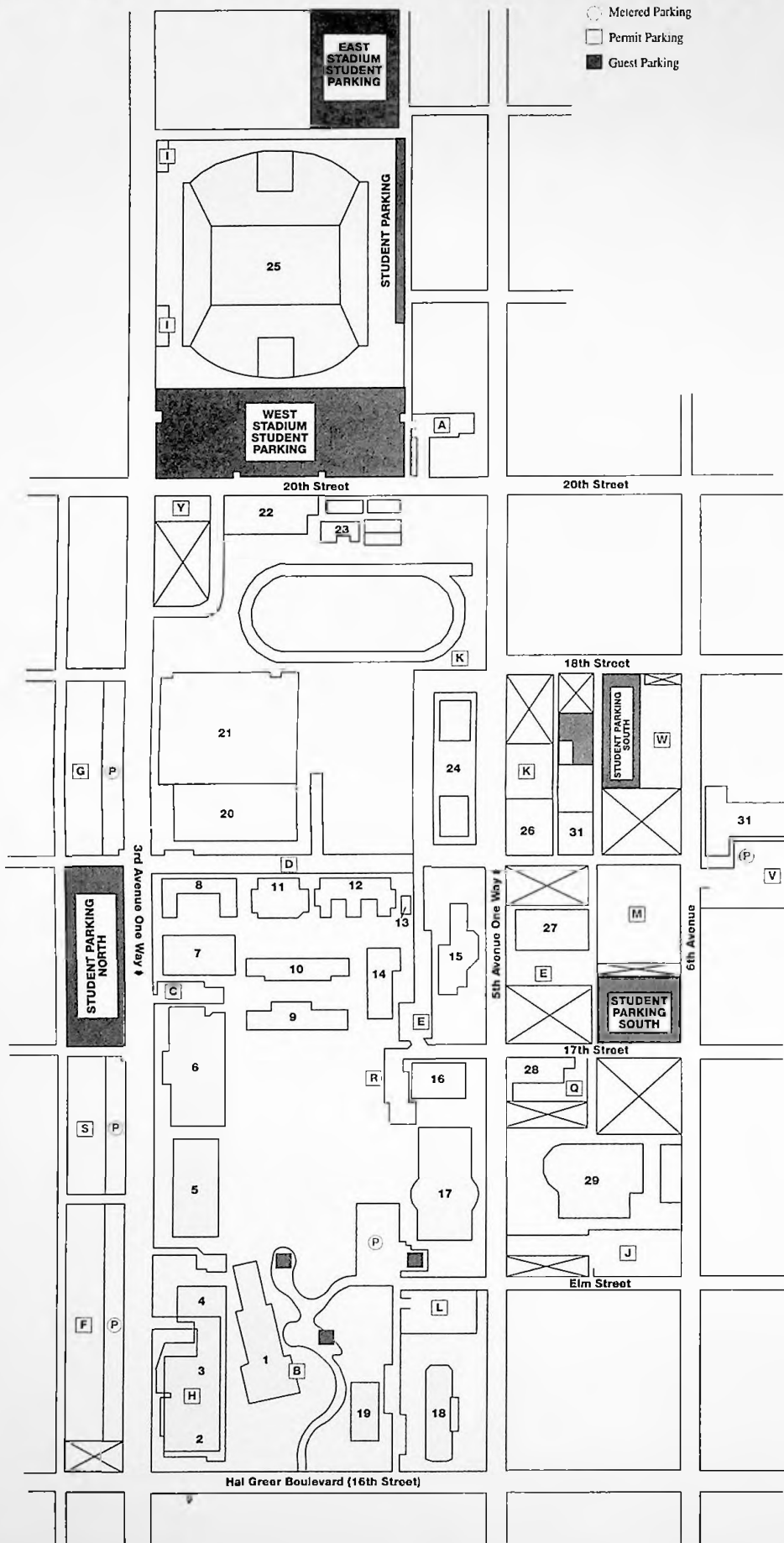
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- 1 Old Main
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- 12 Hodges Hall
- 13 Former H.E.L.P. Center (see 31)
- 14 Jenkins Hall
- 15 Holderby Hall
- 16 Campus Christian Center
- 17 Memorial Student Center
- 18 Corbly Hall
- 19 Northcott Hall
- 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 Doctor's Memorial Building
- 31 Myers Hall (New H.E.L.P. building)



## Identification of Areas of Current Emphasis

The following areas of emphasis will command the commitment of institutional resources.

A commitment of high quality undergraduate liberal arts education, broadly defined.

A commitment to rural health care, including medicine, nursing, nutrition, health education, health care management, etc.

A commitment to schools and schooling, including teacher education and the setting of the agenda for education in southern West Virginia.

Economic development, which would include programs in education, science, business, the Community and Technical College, perhaps engineering, and a broad range of others.

A commitment to the fine arts and humanities because Marshall is — and should be — the cultural center of this community.

A new commitment to high quality graduate programs (masters, specialists, and doctoral degrees).

Finally, a university concerned with environmental issues which, unquestionable, will be a dominant factor of life in the 21st Century.

In accord with the first and most basic commitment of Marshall University as outlined in the Statement of Philosophy of the Mission Statement and the above seven areas of emphasis, Marshall University will strive to develop programs that will be recognized nationally for their excellence. Toward this goal strong emphasis will be placed on high quality teaching and interaction with the individual student. Uniform guidelines for monitoring instruction and corrective measures will be developed and implemented by college deans. Programs that have University commitment to independent accrediting will be brought into compliance and maintain accrediting agency guidelines.

## Affirmative Action 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 nondiscrimination policy also applies to all programs and activities covered under Title IX, which prohibits sex discrimination in higher education.

The university ensures equality of opportunity and treatment in all areas related to student admissions, instructions, employment, placement accommodations, financial assistance programs and other services.

Marshall University also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, sex, religion, age, sexual orientation, handicap, or national origin.



MU