

Marshall University

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Marshall University Student Handbook

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The Student Handbook of Marshall University, 1997-1998


Marshall University

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MAKING THE CONNECTION



Stanford University

1997-1998

1997-1998

ALMA MATER

Marshall gracious Alma Mater,

We thy name revere:

May each noble son and daughter

Cherish thine honor dear.

May thy lamp be ever bright

Guiding us to truth and light;

As a beacon o'er dark water

This is for thee our prayer.

May the years be kind to Marshall;

May she grow in fame;

May her children fail her never

True to her beacon flame.

May her spirit brave and strong

Honor right and conquer wrong;

This the burden of our song

Ever her truth proclaim.

C.E. and James Haworth

**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.

Marshall University's fourth tenant is its 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.

1997-98 Student Handbook
Produced by the Office of Student Affairs
2W31 Memorial Student Center
304-696-6422
Email: [http://www.marshall.edu/
student-affairs](http://www.marshall.edu/student-affairs)

Editors:

Dr. Donnalee Cockrille,

Dean of Students

Lesley Clements,

Special Assistant to the Dean

Photography:

Lesley Clements and Kim Reece



June 1997

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.

One of the most exciting facets of your Marshall experience will be "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, writing proficiency and combining "real world" and academic experiences. It will challenge you, but we believe you will find the rewards far outweigh the challenges.

During your time here, you will see completion of the new library which will 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,

A handwritten signature in cursive script that reads "J. Wade Gilley".

J. Wade Gilley President

MARSHALL UNIVERSITY ADMINISTRATION



President
Dr. J. Wade Gilley

Vice-Presidents



Dr. Sarah Denman
Interim VP of Academic Affairs



Dr. Betty L. Kyger
Provost Community & Technical College



Mr. Frank Justice
Development



Mr. F. Layton Cottrill, Jr.
Executive Affairs

Vice-Presidents



Herbert Karlet
Finance



Dr. Charles McKown
School of Medicine



Dr. Betty Cleckley
Multicultural & International Affairs



Dr. Ed Grose
Operations

Deans



Dr. H. Keith Spears
Adult & Extended Education



Dr. Calvin Kent
Business

Deans



Dr. Betty Kyger
Community & Technical



Dr. Larry Froehlich
Education



Dr. Warren Lutz
Enrollment Management



Mr. Donald VanHorn
Fine Arts



Dr. Leonard Deutsch
Graduate School



Dr. Joan Meade
Liberal Arts

Deans



Dr. Charles McKown
School of Medicine



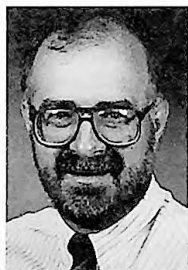
Dr. Lynne Welch
School of Nursing



Dr. Thomas Storch
Science



Dr. Donnalee Cockrille
Dean of Student Affairs



Mr. Stephen Hensley
Associate Dean of Student Affairs

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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 and Human

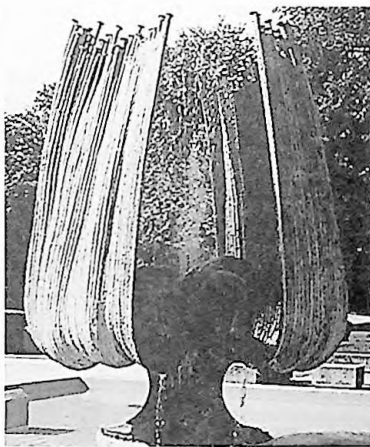
Services, Elizabeth McDowell Lewis College of Business, Graduate School, School of Medicine, Community and Technical College, College of Fine Arts, School of Nursing, School of Journalism and Mass Communications.

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

About the fountain

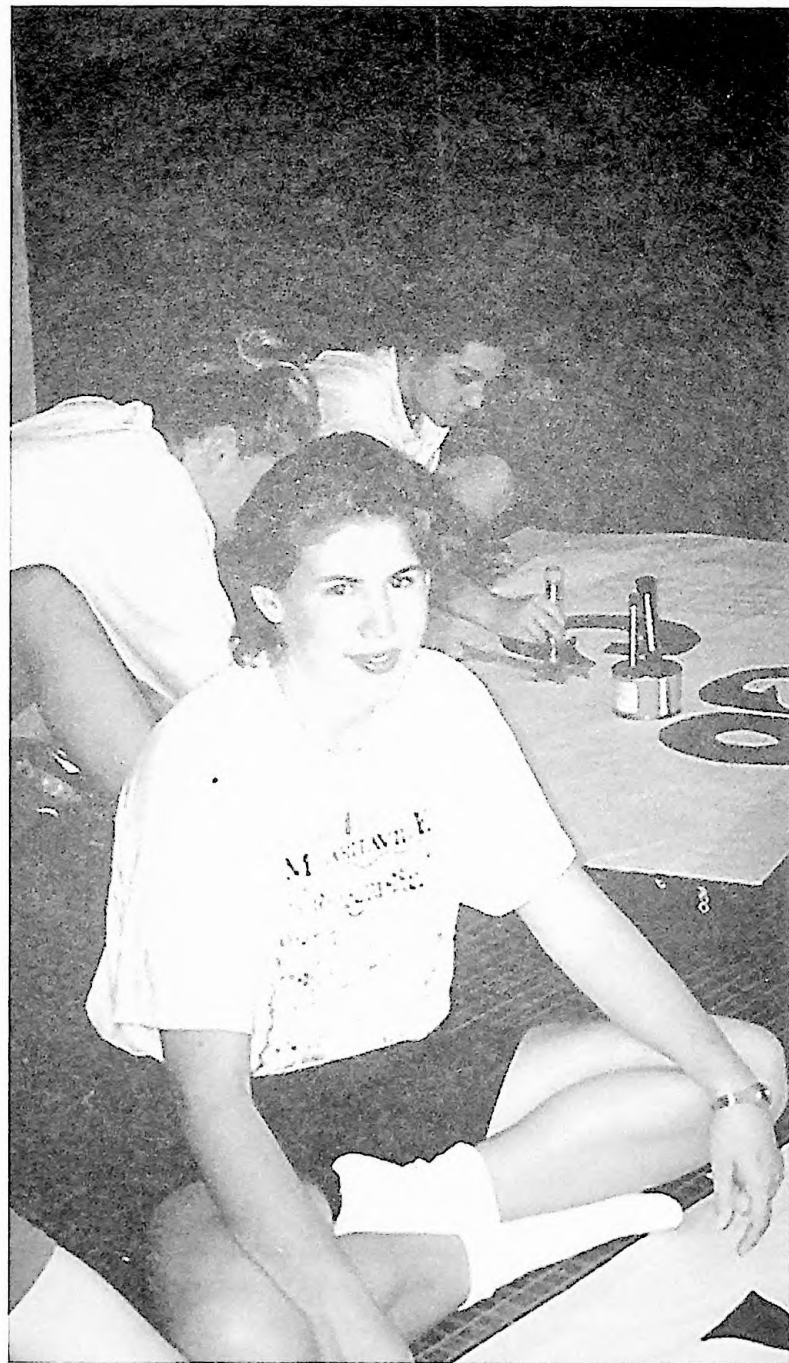
The 6,500-pound fountain that stands 13 feet high was designed and created by artist and sculptor Harry Bertoia and was delivered to Marshall in mid-October of 1972.

Dedicated to the Marshall community by Marshall President John G. Barker Nov. 12, 1972, the fountain stands to remind the community of the lives that were taken on the night of Nov. 14, 1970 when the Marshall University football team plane crashed. The points atop the fountain represent each of the 75 lives lost.





Calendar



FIRST SEMESTER 1997-98

August 18, Monday - August 22, Friday Registration/Schedule Adjustment
 August 23, Saturday, 9 a.m Residence Halls Open
 August 25, Monday, 8 a.m First Day of Classes
 August 25, Monday - August 29, Friday Late Registration and Schedule Adjustment
 August 30 - September 1 University Computer Services Unavailable
 August 30, Saturday Saturday Classes Dismissed - Labor Day Weekend
 September 1, Monday Labor Day Holiday - University Closed
 September 2, Tuesday "W" Withdrawal Period Begins
 September 19, Friday Application for December Graduation
 Due in Academic Dean's Office
 September 26, Friday Last Day to Drop 1st 8 Weeks Course
 October 4, Saturday - October 7, Tuesday Fall Break - Classes Dismissed
 October 16, Thursday Mid-Semester, 1st 8 Weeks Courses End
 October 17, Friday 2nd 8 Weeks Courses Begin
 October 20, Monday Deadline for Submitting Freshmen Mid Term Grades
 October 31, Friday Last Day to Drop a Full Semester Individual Course
 (November 3 - December 5) Complete Withdrawals Only
 November 5, Wednesday Student Government Elections
 November 8, Saturday Homecoming
 November 10 - November 21 Advance Registration for Spring Semester
 for Currently Enrolled Students
 November 21, Friday Last Day to Drop 2nd 8 Weeks Course
 November 24 - December 12 Advance Registration for Spring Semester
 Open to All Admitted/Re-Admitted Students
 November 25, Tuesday, After Last Class Thanksgiving Recess Begins
 November 26, Wednesday Classes Dismissed
 November 26, Wednesday, Noon Residence Halls Close
 November 27, Thursday Thanksgiving Holiday - University Closed
 November 27 - November 30 University Computer Services Unavailable
 November 28, Friday University Holiday - University Closed
 November 30, Sunday, Noon Residence Halls Open
 December 1, Monday Classes Resume
 December 3, Wednesday - December 9, Tuesday "Dead Week"
 December 9, Tuesday Last Class Day and Last Day to
 Completely Withdraw for Fall Semester
 December 10, Wednesday Study Day - Exams for Wednesday Classes
 3 p.m. and After Will be Held
 December 11, Thursday Exam Day
 December 12, Friday Exam Day
 December 13, Saturday Exam Day for Saturday Classes
 December 15 - December 25 Advance Registration/Schedule Adjustment
 for Spring Semester is Suspended
 December 15, Monday Exam Day

MARSHALL UNIVERSITY STUDENT HANDBOOK

December 16, Tuesday	Exam Day - Fall Semester Closes - Official Graduation Date for Fall Semester
December 16, Tuesday, 6 p.m	Residence Halls Close
December 17, Wednesday	Deadline for Submitting Final Set of Grades
December 24, Wednesday - January 2, Friday	University Offices Closed
December 29, Monday - December 31, Wednesday	Telephone Registration Resumes
January 5, Monday	University Offices Open

SECOND SEMESTER 1997-98

January 5, Monday	University Offices Open	
January 5, Monday - January 9, Friday	Registration/Schedule Adjustment	
January 11, Sunday, 9 a.m.	Residence Halls Open	
January 12, Monday	First Day of Classes	
January 12, Monday - January 16, Friday	Late Registration/Schedule Adjustment	
January 17, Saturday	Saturday Classes Dismissed - Martin Luther King, Jr. Holiday	
January 19, Monday	Martin Luther King, Jr. Holiday - University Closed	
January 20, Tuesday	"W" Withdrawal Period Begins	
January 23, Friday	Application for May Graduation Due in Academic Dean's Office	
February 13, Friday	Last Day to Drop 1st 8 Week Course	
March 4, Wednesday	Mid-Semester, 1st 8 Weeks Courses End	
March 4, Wednesday - March 5, Thursday	Student Government Elections	
March 5, Thursday	2nd 8 Weeks Courses Begin	
March 9, Monday	Deadline for Submitting Freshmen Mid Term Grades	
March 20, Friday	Last Day to Drop a Full Semester Individual Course (March 23 - May 1)	Complete Withdrawals Only
March 20, Friday, 6 p.m.	Residence Halls Close	
March 22, Sunday - March 29, Sunday	Spring Vacation - Classes Dismissed	
March 29, Sunday, Noon	Residence Halls Open	
March 30, Monday	Classes Resume	
March 30, Monday - April 3, Friday	Advance Registration for Summer Session for Currently Enrolled Students	
April 6 - June 5	Advance Registration for Summer Session Open to ALL Admitted/Re-Admitted Students	
April 10, Friday	April Break - Classes Dismissed	
April 10, Friday	Last Day to Drop 2nd 8 Weeks Course	
April 20 - May 1	Advance Registration Fall Semester for Currently Enrolled Students	
April 27, Monday - May 1, Friday	"Dead Week"	
May 1, Friday	Last Class Day and Last Day to Completely Withdraw for Spring Semester	
May 2, Saturday	Exam Day for Saturday Classes	
May 4 - May 8	Advance Registration for Fall Semester Open to All Admitted/Re-Admitted Students	

May 4, Monday	Exam Day
May 5, Tuesday	Exam Day
May 6, Wednesday	Study Day - Exams for Wednesday Classes 3 p.m. and After Will Be Held
May 7, Thursday	Exam Day
May 8, Friday	Exam Day
May 8, Friday, 6 p.m.	Residence Halls Close (except for graduating students)
May 9, Saturday, 11 a.m.	161st Commencement Exercises
May 11 - May 17	Advance Registration/Schedule Adjustment for Fall Semester is Suspended
May 11, Monday	Deadline for Submitting Final Set of Grades
May 11, Monday	Summer Session A Begins
May 18, Monday	Registration/Schedule Adjustment Resumes for Fall Semester for All Students Except First Time Fall Undergraduates
May 23 - May 25	University Computer Services Unavailable
May 25, Monday	Memorial Day Holiday - University Closed

SUMMER SESSIONS 1998

Session A

May 8, Friday, 8 a.m.- 4 p.m.	Session A - Regular Registration
May 11, Monday	Session A - First Day of Classes
May 11, Monday 8 a.m.- 4 p.m.	Late Registration and Schedule Adjustment Closes for Session A
May 23 - May 25	University Computer Services Unavailable
May 25, Monday	Memorial Day Holiday - University Closed
May 29, Friday	Last Day to Drop an Individual Course (June 1 - 4)
June 4, Thursday	Complete Withdrawals Only
June 4, Thursday	Last Class Day - Last Day to Withdraw for Session A
June 5, Friday	Final Examination Day - Session A Ends
June 8, Monday	Deadline for Submitting Final Grades for Session A

Session B

May 15, Friday, 8 a.m.-4 p.m.	Session B - Regular Registration
May 18, Monday	Session B - First Day of Classes
May 18, Monday, 8 a.m.-4 p.m.	Late Registration and Schedule Adjustment Closes for Session B
May 23 - May 25	University Computer Services Unavailable
May 25, Monday	Memorial Day Holiday - University Closed
June 19, Friday	Last Day to Drop an Individual Course (June 22 - July 9)
June 22 - July 9)	Complete Withdrawals Only
July 3, Friday	Independence Day Holiday - University Closed

MARSHALL UNIVERSITY STUDENT HANDBOOK

July 3, Friday - Sunday, July 5 University Computer Services Unavailable
July 9, Thursday Last Class Day - Last Day to Withdraw for Session B
July 10, Friday Final Examination Day - Session B Ends
July 13, Monday Deadline for Submitting Final Grades for Session B

Session C

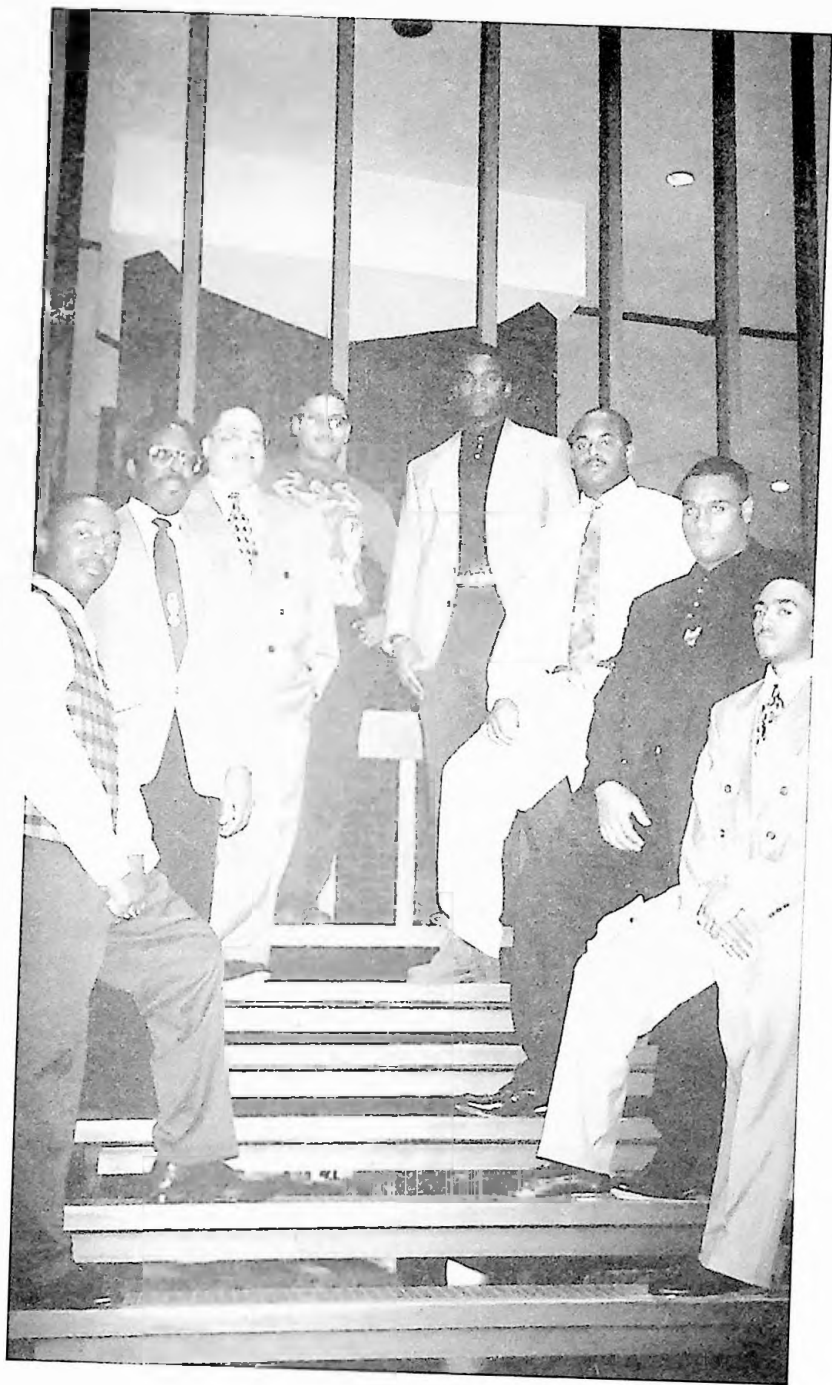
June 5, Friday, 8 a.m.-4 p.m. Session C - Regular Registration
June 7, Sunday, 9 a.m. Residence Halls Open
June 8, Monday Session C - First Day of Classes
June 8, Monday, 8 a.m.-4 p.m. Late Registration and Schedule Adjustment Closes for
Session C
June 12, Friday Application for July Graduation Due in Academic Dean's Office
June 26, Friday Last Day to Drop an Individual Course
(June 29 - July 9) Complete Withdrawals Only
July 3, Friday Independence Day Holiday - University Closed
July 3, Friday - Sunday, July 5 University Computer Services Unavailable
July 9, Thursday Last Class Day - Last Day to Withdraw for Session C
July 10, Friday Final Examination Day - Session C Ends -
Official Graduation Date for Session C
July 13, Monday Deadline for Submitting Final Grades for Session C

Session D

July 13, Monday, 8 a.m.-4 p.m. Session D - Regular Registration
July 14, Tuesday Schedule D - First Day of Classes
July 14, Tuesday, 8 a.m.-4 p.m. Late Registration and Schedule Adjustment Closes for
Session D
July 17, Friday Application for August Graduation Due in Academic Dean's Office
July 31, Friday Last Day to Drop an Individual Course
(August 3 - August 13) Complete Withdrawal Only
August 13, Thursday Last Class Day - Last Day to Withdraw for Session D
August 14, Friday Final Examination Day - Session D Ends -
Official Graduation Date for Session D
August 14, Friday, 6 p.m. Residence Halls Close
August 17, Monday Deadline for Submitting Final Grades for Session



Student Affairs



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 AND MISSION FOR STUDENT AFFAIRS

Overarching Mission: First and foremost we recognize that the Student Affairs department mission complements the institution's mission, with the enhancement of student learning and personal development and appreciation for the dignity of all people being the primary goals of student affairs programs and services (adapted from ACPA, 1994). At Marshall University this mission has four interrelated facets:

1. Student Affairs strives to preserve and promote students' physical, social, emotional, and cognitive wellness. This includes providing health and counseling services, academic support services, disabled student services, opportunities for service learning, women's and returning students' programs, campus entertainment, and other programs and activities designed to enable and enhance learning and personal development. (Student Development Area and Student Activities)

2. Student Affairs strives to

maintain appropriate standards for student behavior within the university community and to protect and promote students' rights and responsibilities. This includes interpreting and enforcing the student code of conduct, providing advocacy services and legal advice for students, and providing technical support to Marshall's student-based judicial system. (Judicial Affairs and Student Legal Aid)

3. Student Affairs strives to empower students and student groups and to assist them in developing their potential as citizens and leaders. This includes coordinating technical support, recognition, and advising services for student organizations, providing leadership training programs, coordinating community service and volunteerism opportunities, and promoting student involvement in the governance of the student body and the university. (Student Activities and Greek Affairs and Dean of Student Affairs)

4. Student Affairs strives to forge collaborative partnerships with faculty and other university divisions to create an environment which enhances student learning and personal development. This includes providing information to students and student groups about university services and providing information about student and student groups to other university constituencies. (Dean of Student Affairs)

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.

The Lesbian Gay Bisexual Outreach (LGBO) is a function of Counseling Services/Student Development. LGBO Center offers information on counseling referral, support groups, a 24 hour hotline and serves as a liaison for lesbians, gay and bisexual members of the university community.

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

DEAN OF STUDENTS

2W31 Memorial Student Center / (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, 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.

STUDENT DEVELOPMENT

Mission Statement

The division of Student Development exists to support the personal and

academic development of students at Marshall. Consistent with the educational mission of the University, the staff members within Student Development assist students in the acquisition of life management and problem solving skills, in goal setting, and in learning how to create more effective interpersonal relationships. Assisting students in the resolution of problems which interfere with their educational progress is an important function of all units within Student Development.

Goals of Student Development:

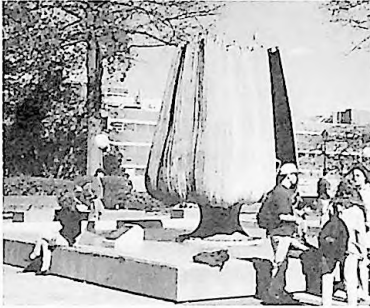
1. To assist students in learning strategies to maintain their personal health.
2. To assist students in the resolution or recognition of personal concerns which interfere with their educational progress.
3. To help students who are disabled succeed in school and matriculate to either employment or postgraduate studies.
4. To provide a supportive environment for women students to fully access the school and empower these students to succeed in the larger community.
5. To assist students to acquire the academic skills they need to succeed in college.
6. To provide information to students to encourage responsible use of alcohol.

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 first year and sophomore level courses.

- **STUDY SKILLS/READING IMPROVEMENT INSTRUCTION**

- **LECTURE NOTE-TAKING ASSISTANCE** for students with hearing and visual impairments or upper-body mobility restrictions.

- **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 provide documentation that a disability exists and that an exception in testing procedures has been prescribed by a qualified professional. Accommodations in testing may include time extension, isolation in a separate room to avoid distraction, a reader, or a person or tape recorder to record the student's responses.

Consultation in developing testing accommodations may be obtained from Disabled Student Services. The Office of Disabled Student Services is located in the Student Development Center on the first floor of Prichard Hall. For information or assistance, call or stop by the office.

EDUCATIONAL SUPPORT SERVICES 134 Prichard Hall / (696)-6622

The Assistant Coordinator of Tutorial Services trains peer tutors and maintains a list of those 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 life-long friendships among their members.

Marshall's Greek system offers seventeen (17) 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, contact the Office of Greek Affairs.

JUDICIAL AFFAIRS

2W31 Memorial Student Center / (696)-2495

The Director of Judicial Programs is responsible for the campus-wide implementation of the Student Code of Conduct, a student-based judicial system.

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.

PARENT'S ASSOCIATION

2W31 Memorial Student Center / (696)-6422

In its fourteenth year, The Parent's Association is an active and important constituency of Marshall University. Organized through the Division of Student Affairs under the leadership of Dr. Nell Bailey, former Vice President of Student Affairs, and Institutional Advancement in 1983, The Parent's Association provides a significant linkage between students, external publics, and the university. It participates in a variety of activities such as recruitment, New Student Orientation, public relations, and fund raising, and scholarship development.

Each Fall a weekend devoted to parents of Marshall students is held. Opportunities are provided during the weekend for parents to meet and greet faculty, staff, administrators, friends of their sons and daughters, and each other. Many students look forward to Parent's Weekend so they can "dine-out", shop, and accompany them to a football game.

Co-Presidents of The Parent's Association since its inception have been



the following: 1983-85 Charles and Phyllis Romine, Huntington; 1985-86 David and Pat Daugherty, Huntington; 1986-88 Charles and Phyllis Romine, Huntington; 1989-90 Connie and Barbara Thymius, Lewisburg; 1990-91 Thomas and Jeannie White, St. Albans; 1991-93 Woody and Betsy Ehret, Parkersburg; 1993-1995 Bill and Jane Norris, Hurricane; 1996-Present Virginia Lambert and Jane Norris.

A newsletter entitled *In Touch* keeps parents up to date during the year.

RETURNING STUDENTS' PROGRAM
143 Prichard Hall / (696)-3112/3338

"Returning student" is Marshall University's term for students who enter college after a break in their education and/or are 25 years or older upon returning to school. 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: informational programs for adults interested in returning to school; individual career and academic counseling; and support groups and seminars on success in college.

Marshall has established a chapter of PINNACLE, the national Honor Society for Returning Students. Returning students who have achieved at least junior status, have a

3.0 GPA (3.4 for graduate students), and at least 3 campus/community activities, are eligible to apply.

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

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 affect the entire student body.

Student Government consists of three divisions: Executive, Legislative, and Judicial. Under the Constitution, Senate elections are held twice yearly, in November and March. This allows for a revolving membership as in the United States Senate.

Constituencies include representatives from the various academic colleges within the University. The Student Court, appointed by the Student Body President, is charged with two main functions: (1) the interpretation of the Student Government Constitution and (2) the exercise of judicial review over all actions of Student Government. Students are represented on every major standing committee of the University.

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
 2W23 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 treatment of students within all areas of the University.

The program advisor will assist students in locating attorneys when that action is deemed necessary.

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.

UNIVERSITY 101

University 101 (formerly CR 107) is titled "New Student Seminar." It is an introduction to college life and is intended for first year students and new transfer stu-

dents. Taught by faculty, administrators and staff, the course provides students with an opportunity to adjust to the academic and social environment of college under the guidance of a faculty/staff mentor and in the presence of a small group of peers.

Among the topics covered in the course are study skills and test taking, time management, student activities, classroom strategies, stress management, registration, health and wellness, careers, rights and responsibilities, and relationships.

Some sections of the course last 8 weeks and meet twice a week; others last 16 weeks and meet once a week. The course is one credit hour and is graded Credit/No Credit. Some sections of the course are for particular students only, such as Student Athletes and African-American students; some are for students in designated colleges, such as the College of Liberal Arts and the College of Science; and some sections are open enrollment. Students will choose the appropriate section in consultation with an academic advisor.

Students who successfully complete University 101 will be better prepared for the academic challenges of college and equipped to navigate the social and cultural adjustments of adult life. For that reason, students are strongly encouraged to take this important course.

VOLUNTEER SERVICES

**2W32 Memorial Student Center/
(696)-2292**

The Office of Volunteer Services serves as a clearinghouse and referral service for students and staff who are interested in community service. The program provides direct referrals and sponsors outreach programs. Groups and individuals can meet

with the coordinator to discuss their interests, skills, and time commitments. Referrals are then made for local community agencies and schools. Special outreach



programs are an important facet of the Volunteer Services office which provide students an opportunity to participate in short-term projects.

Students who provide service to the local community gain valuable hands-on work experience, meet new friends, and feel great about what they are doing for others.

To find out more about the Office of Volunteer Services, stop by MSC 2W32 or call 696-2292.

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

2W32 Memorial Student Center / (696)-3112 or (696)-3338

The Women's Programs/Women's Center strives to ensure a campus community in which women and men can live and work together in a mutually respectful and supportive environment where equality, responsibility, and personal empowerment are encouraged and fostered. The Women's Center is open weekdays and evenings and offers a quiet atmosphere where students can relax, collect themselves and study. Computers and typewriters are available for use at no cost.

The following services are also available through the Women's Center:

- **Lunch Bag Seminars:** weekly programs/seminars presented by local and nationally known speakers, on topics of interest to women.
- **Counseling and Advocacy:** individual and group counseling. All counseling provided in conjunction with the Student Development Counseling Center.
- **Education Programs:** sexual assault/date rape, sexual harassment, domestic violence, healthy relationships, and sex roles and stereotypes. For more information on other program topics contact the Women's Center Coordinator.
- **Information and Referral Services:** for academic, career and social service resources.
- **"A Woman's View":** a semester calendar which announces ongoing

activities presented by the Women's Programs/Women's Center, including; festivities and entertainment focusing on Women's History Month; lunch bag seminars; award dinner/luncheons for the Celebration of Women leaders; programs, forums, speeches, conferences, art displays, support groups, scholarships, and leadership retreats.

- **Ms. Quotes:** a regularly published newsletter provides news, editorials, health, legal and entertainment features as well as



providing an opportunity for women of Marshall to publish their material and comments.

- **Leadership Retreat:** a weekend empowerment retreat for Marshall's female students which focuses on the development of leadership skills. Contact the coordinator for more information.
- **Scholarships:** Women's Programs also sponsor the Women of Marshall Scholarships and the Eugene Crawford Memorial Scholarship. Information on the criteria is available from the coordinator.
- **Sexual Assault Survivor's Support Groups:** a peer support group

which provides a safe place for sharing experiences, feelings and coping skills for survivors of sexual assault/abuse. These group are opened on an as need basis. For further information contact the Women's Center Coordinator.

- **Women's Peer Support Group:** general support group geared towards the non-traditional student, with focus on improving problem-solving skills, coping with divorce, single parenthood, relationship issues, time management etc.... Call the Women's Center for further information.

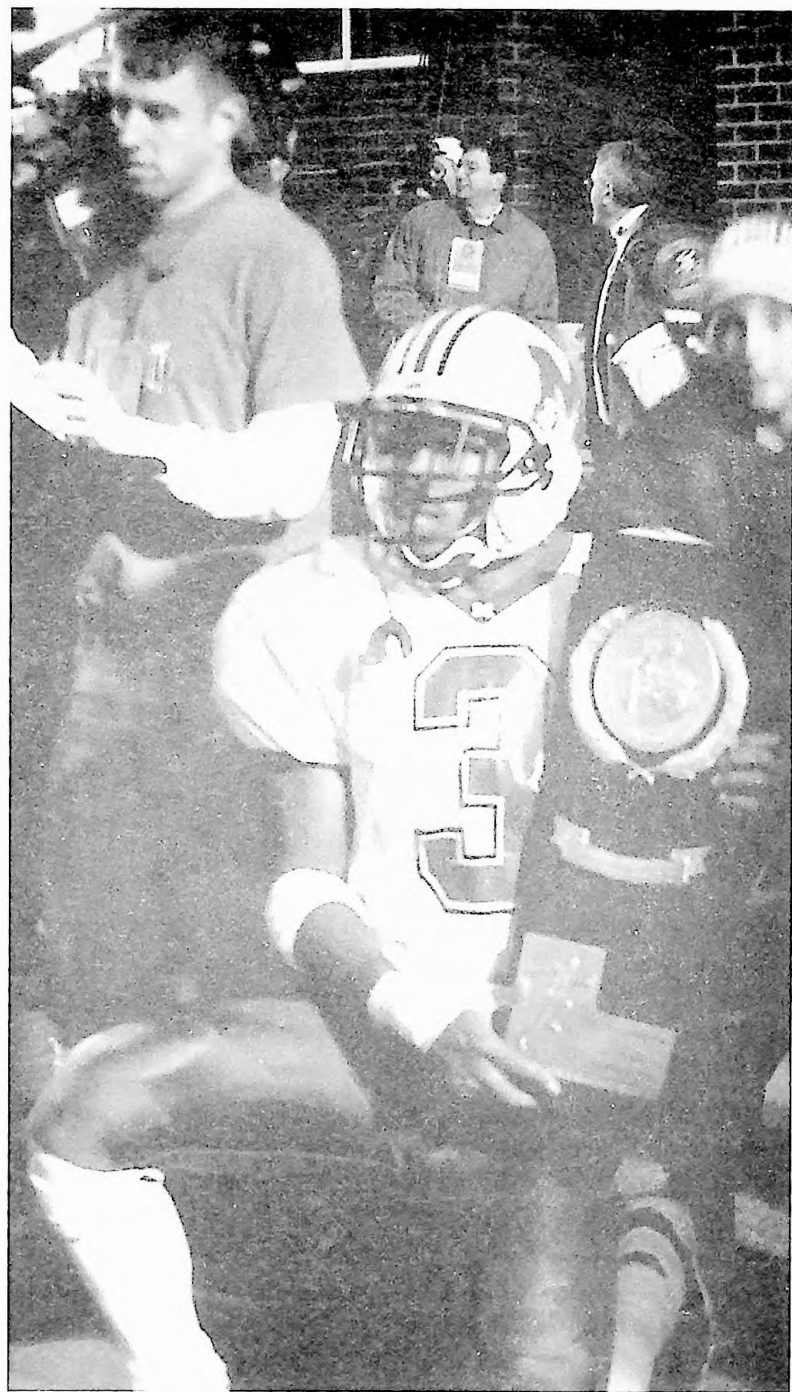
- **P.O.W.E.R. (emPowerment of Women through Education and Reform):** a recognized student organization of Marshall University founded in the fall

semester of 1995 by an enthusiastic group of Marshall women. P.O.W.E.R. seeks to further the position and opportunities of women in today's society through education and reform. The group focuses on gender issue which concern Marshall students and faculty while encouraging solidarity and participation with the greater Huntington community. Students interested in receiving additional information may contact the Women's Center.

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



Campus Activities

ACTIVITY FEES

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

Students enrolled for twelve or more hours pay institutional activity fees. Upon payment of these fees, the student's I.D. card is magnetically programmed so that upon presentation 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)

The University pro-rates student fees for those students enrolled for less than twelve hours. Students will pay a discounted amount for tickets and services based on the number of enrolled hours.

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

BIRKE ART GALLERY

First Floor Smith Hall / (696)-2296

The Birke Art Gallery is administered by the Art Department in the College of Fine Arts. A wide variety of programming is

offered each year, including exhibitions of works by Marshall University undergraduate and graduate students; individual and group shows by regionally, nationally and internationally recognized artists; and slide lectures by visiting artists and art educators.

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

CAMPUS ENTERTAINMENT UNLIMITED

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

Campus Entertainment Unlimited (CEU) is the primary student organization on campus responsible for planning events for the entertainment of the University community. 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 / (696)-3127

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 P.M.

Monday-Wednesday-Friday

Choral Union / (696)-3127

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 P.M.

Monday-Wednesday-Friday

Opera Workshop / (696)-2347

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 P.M. / Tuesday-Thursday

2:00 - 3:15 P.M. Friday

University Chorus / (696)-3127

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 P.M.

Monday-Wednesday-Friday

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

**DEBATE AND INDIVIDUAL
EVENTS TEAMS**

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

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

**HENDERSON CENTER
RECREATIONAL FACILITIES****Henderson Center / (696)-6477**

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

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

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

During student holidays, the Henderson Center and Gullickson Hall are open from 8:00 A.M. to 4:30 P.M. 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 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

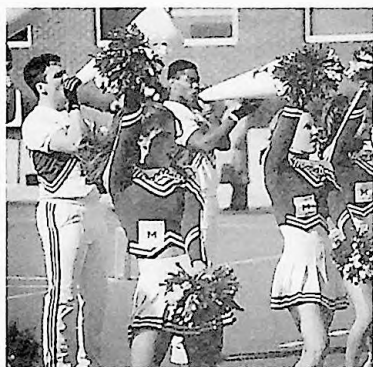
The softball team opened the 1994-95 season on their new, fully equipped, lighted field, and the tennis team will play all home matches on six new lighted courts.

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

In 1992 and 1996 Marshall University became the home of the 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. December 21, 1996, Marshall University defeated the University of Montana Missoula 49-29 and captured its second NCAA-I-AA championship. This fall Marshall University returns to the Mid-American Conference (MAC).

Marshall University's 30,000 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, 1995 and 1996. 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 may also purchase two (2) student guest tickets. 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)-3147**

Participation in the Jazz Ensemble requires permission of the director.

For more information, contact Dr. Edward Bingham.

Rehearsals: 10:00 - 10:50 A.M.
Monday-Wednesday-Friday
AND 12:00 - 1:30 P.M.
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 two weeks before the fall semester begins.

Auditions are necessary, and no fees are charged for the use of equipment or instruments.



Directed by Baruch Whitehead.
Rehearsals: 3:30 - 5:30 P.M.
Monday- Wednesday-Friday

Auxiliary Units

Members of the Color Guard, 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.

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, and film are presented throughout each semester. All events are held 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 intramurals.

Approximately 80 percent of the total

student body of Marshall competes in some form of recreational and intramural activities. Racquetball clinics are held the first Wednesday of each month, and at present the intramural program includes the following:

Intramural Activities

Fall	Spring
Managers' Meeting	Managers' Meeting
Fall	Spring
Tug-of-War (M,W)	Basketball Freethrow (M,W)
Softball (M,W)	Racquetball Singles (M,W)
Tennis Singles (M,W)	Swimming (M,W)
	Indoor Soccer (M,W)
Volleyball (M,W)	Hula Hoop
Badminton	Golf (M, W)
Singles (M,W)	
Basketball (M,W)	Pickleball Doubles (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	Spring
Team Tennis*	Racquetball Doubles
2 on 2 Basketball*	Volleyball*
Darts*	4 on 4 Volleyball*

Pickleball Doubles* Indoor Soccer Team Pickleball*

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 P.M. / Monday

MARSHALL UNIVERSITY ORCHESTRA/ (696)-2399

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 Dr. Paul Balshaw
 Permission of conductor required
 Rehearsals: 6:30 P.M.- 9 P.M./Tues.
 3:30 P.M. - 5:00 P.M./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. Semester hours of operation are:

Monday - Thur.	6:30 A.M. - 9 P.M.
Friday	6:30 A.M. - 9 P.M.
Saturday	1 P.M. - 6 P.M.
Sunday	1 P.M. - 6 P.M.

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.

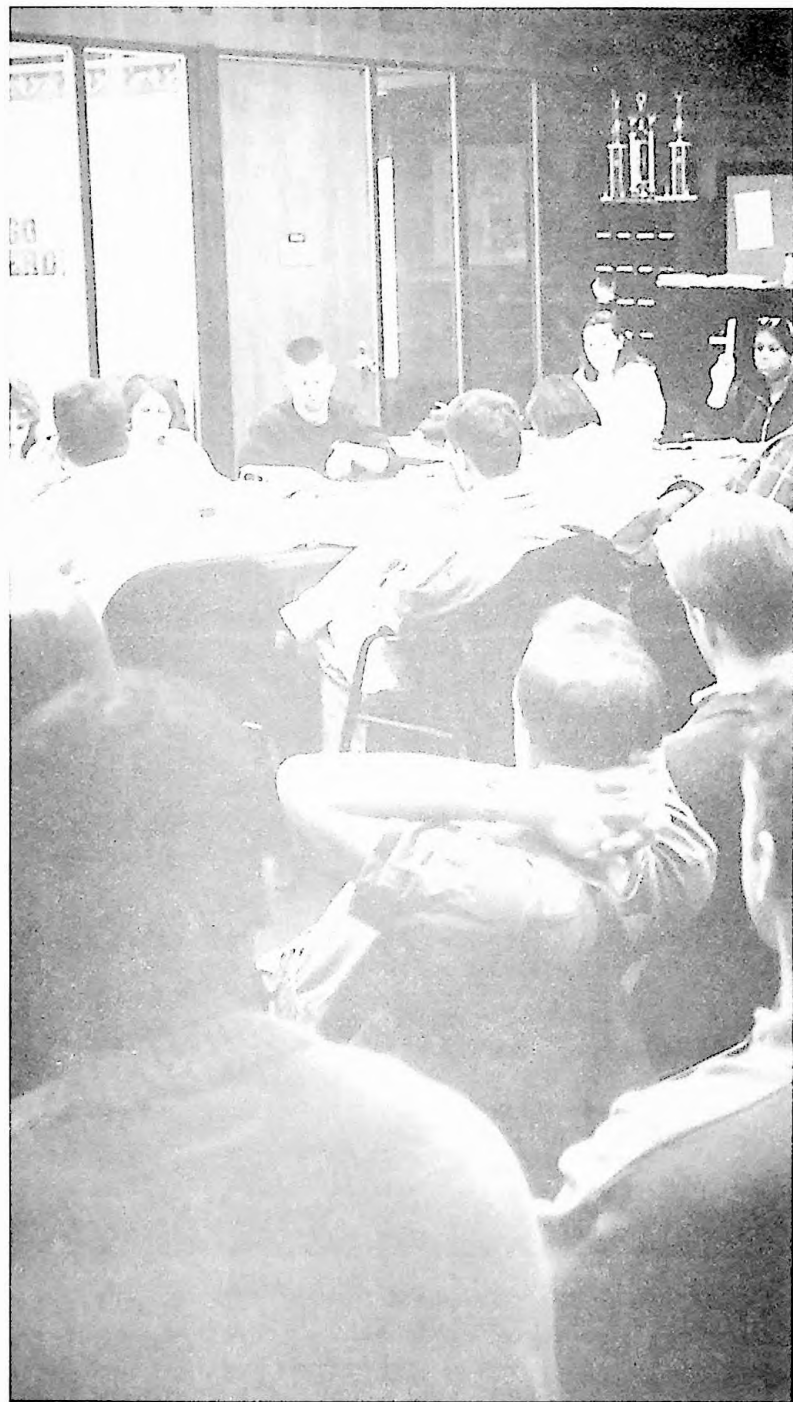
All major productions will be presented in the Fine and Performing Arts Center/Theatre, located on Fifth Avenue directly

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
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

Student organizations recognized by Marshall University are 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.

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 define; 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 Director of Student Activities and Greek Affairs (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 inferred 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. (exceptions must be submitted and approved in writing with the Dean of Students, or his/her designee).

G. 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).

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, organizations 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 organizations to use the Marshall name, apply for Student Government or Student Activity 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.

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.

RECOGNIZED STUDENT ORGANIZATIONS

Accounting Club

The purpose is to provide social events including speakers and activities for accounting majors.

Status: Professional

Alpha Chi Omega

Status: Greek Sorority

Alpha Chi Sigma, Gamma Eta Chapter

The purpose is to strive for the advancement of chemistry both as a science and as a profession.

Status: Professional

Alpha Epsilon Delta

The purpose is to encourage a high standard of class work and to promote fellowship among students who have chosen to devote themselves to the service of humanity in the practice of medicine

Status: Honorary

Alpha Kappa Alpha

Status: Greek Sorority

Alpha Kappa Psi

The purpose is to foster scientific research in the fields of commerce accounts, and finance.

Status: Professional

Alpha Phi Alpha

Status: Greek Fraternity

Alpha Psi Omega, Beta Cast of

National theater honorary.

Status: Honorary

Alpha Sigma Phi

Status: Greek Fraternity

Alpha Tau Omega

Status: Greek Fraternity

Alpha Xi Delta

Status: Greek Sorority

American Criminal Justice Association, Lambda Alpha Epsilon

The purpose is to advance professionalism



in all areas of criminal justice study.

Status: Professional

American Marketing Association

This group is for university students interested in learning about marketing .

Status: Professional

American Medical Women's Association

The purpose is to unite medical students and encourage women to study and practice medicine.

Status: Professional

American Society of Safety Engineers (ASSE)

The purpose is to promote the advancement of the safety profession and safety education.

Status: Departmental

Baptist Student Union

The purpose is to promote spiritual growth and present positive Christian witness.

Status: Religious

Black United Students

The purpose is to provide strong cultural, social and political growth for African American students.

Status: Interest/Social



Boost Alcohol Consciousness Concerning the Health of University Students (BACCHUS)/Greeks Advocating Mature Management of Alcohol (GAMMA)

College students encouraging their peers to develop positive attitudes toward alcoholic beverage use or nonuse. GAMMA is a BACCHUS national program for fraternities and sororities.

Status: Interest/Social

Campus Crusade for Christ

The purpose is to foster a knowledge of Jesus Christ and Biblical Christianity among the students of Marshall University and to provide an environment for the development of Christian discipleship.

Status: Religious Organization

Campus Light

The purpose is to spread the message of Jesus Christ.

Status: Religious

Christian Medical and Dental Society (CMDS)

The purpose is to unite Christian physicians, dentists, medical and dental students.

Status: Professional

The Church of Jesus Christ of Latter-Day Saints Students Association

The purpose is to assist its members in balancing and enriching their academic, social, cultural, and religious education.

Status: Religious

College Republicans

The purpose is to promote the principles of the Republican Party among college students.

Status: Interest/Social

Collegiate 4-H Club

The purpose is to provide leadership and service to Marshall University community as well as surrounding area through the fourfold development of Head, Heart, Hands, and Health.

Status: Interest/Social

Delta Epsilon Chi

Student organization of future teachers, specifically Marketing Education Teachers/Coordinators.

Status: Departmental

Delta Zeta

Status: Greek Sorority

Eta Sigma Phi

The purpose is to develop and promote further interest in the study of the classics.

Status: Departmental

Family & Consumers Sciences (FCS), Student Member Section

The purpose is to provide for and to promote the professional development of pre-professional/graduate students of home economics or related subjects.

Status: Professional



Financial Management Association

An organization for students interested in finance.

Status: Interest/Social

Gamma Beta Phi Society

A non-profit scholastic honor, educational service organization for students at MU.

Status: Honorary

Graduate Student Council (GSC)

Governing body for MU graduate students. Current goals include promoting research and organizing hooding ceremony.

Status: Departmental

Habitat for Humanity

MU Students work to build homes for low-income families to purchase.

Status: Interest/Social

Health Information Technology Student Association

A student organization to promote and further interest and understanding in the health information technology field and also to encourage participation in extra-curricular activities.

Status: Interest/Social

Intercollegiate Ice Hockey Club

The purpose is to provide an opportunity for students, faculty and staff to participate in the sport of ice hockey.

Status: Interest/Social

International Organizations Club

The purpose is to promote understanding through educational, cultural, and social activities.

Status: Interest/Social

Kappa Alpha Psi

Status: Greek Fraternity

Kappa Kappa Psi

The purpose is to honor outstanding band members.

Status: Honorary

Karamos Potter's Guild

The purpose is to teach students pottery and wheel techniques.

Status: Interest/Social

Kung-Fu Club

An organization dedicated to providing its members with instruction in Kung-Fu, Tai Chi (soft energy forms), Zen Meditation, self-defense, accupressure and massage therapy.

Status: Interest/Social

Lambda Chi Alpha

Status: Greek Fraternity

Literary Discussion Circle

The purpose of this group is to advance the study and enjoyment of literature through discussion groups, readings, and various other activities.

Status: Interest/Social

M.B.A. Association

An organization to prepare M.B.A. students for a career through exposure to members of the business world.

Status: Interest/Social

Marshall Classical Association

The purpose is to foster the knowledge of classical cultures.

Status: Professional

Marshall Lambda Society

The purpose is to promote interaction, education, and gay, lesbian, and bisexual rights.

Status: Interest/Social

Marshall University American Advertising Federation (MUAAF)

The purpose is to bridge the gap between the classroom and professionalism in the field of advertising.

Status: Professional

Marshall University Athletic Trainer's Association (MUATA)

The purpose is to enhance the awareness of sports medicine on campus.

Status: Interest/Social



Marshall University Emergency Medical Service (MUEMS)

The purpose is to assist the Department of Public Safety in their mission to provide efficient emergency medical care.

Status: Professional

Marshall University Society of English (MUSE)

The purpose of this group is to provide various programs where faculty, students and others can share and further their knowledge of English as well as exchange ideas and meet socially.

Status: Interest/Social

Multicultural Awareness Organization

The purpose is to promote awareness of cultural diversity within Marshall University.

Status: Interest/Social

Muslim Students Association (MSA)

The purpose is to promote understanding of Islam, support and offer friendship to Muslim students.

Status: Religious

National Broadcasting Society

The purpose is to unite students dedicated to the profession of broadcasting.

Status: Professional

National Student Speech Language Hearing Association (NSSLHA)

This group is for students who are interested in Speech Pathology.

Status: Professional

Newman Association

The purpose is to foster spiritual, intellectual, social, and cultural interests; Catholic basis.

Status: Religious



Omega Psi Phi

Status: Greek Fraternity

Omicron Delta Epsilon

The purpose is to promote interest and activity in the field of economics.

Status: Honorary

Outdoor Adventure Club

An organization that promotes outdoor adventure sports, ie., back packing, rock climbing, white water rafting, caving.

Status: Interest/Social

Parks and Recreation Organization for Students (PROS)

Unites students interested in parks and recreation and fosters high standards of professional qualifications and ethics.

Status: Interest/Social

People Reaching out with Love (PROWL)

The purpose is to promote fellowship in dealing with student needs, affiliated with Presbyterian faith.

Status: Religious

Percussive Arts Society

The purpose is to promote drums and percussion through network of teachers and performers.

Status: Interest/Social

Phi Alpha Theta

The purpose is to provide the opportunity for members to interact with other historians, both socially and intellectually, while supporting the serious and continued study of history.

Status: Professional

Phi Eta Sigma

The purpose is to encourage and reward high scholastic attainment among MU freshmen.

Status: Honorary

Phi Mu

Status: Greek Sorority

Philosophy Club

The purpose is to promote serious philosophical discussion.

Status: Interest/Social

Pi Kappa Alpha

Status: Greek Fraternity

Pi Kappa Phi

Status: Greek Fraternity

Pi Mu Epsilon

The purpose is to promote scholarly activities in mathematics.

Status: Honorary

Pi Sigma Alpha

National political science honorary.

Status: Honorary

(POWER) Powering of Women Through Education and Reform

The purpose is to address issues of concern and celebration for women through educational programming and networking.
Status: Interest/Social

Propeller Club

The purpose is to acquaint members with maritime matters.
Status: Interest/Social

Rationalists United for Secular Humanism (RUSH)

To provide supportive community for skeptical and nonreligious students and promote humanist ideals of freedom, responsibility and critical inquiry.
Status: Interest/Social

Sigma Delta Pi

The purpose is to honor students who seek and attain excellence in the study of the Spanish language and in the study of the literature and culture of Spanish-speaking people.
Status: Honorary

Sigma Phi Epsilon

Status: Greek Fraternity

Sigma Sigma Sigma

Status: Greek Sorority

Sigma Theta Tau, Nu Alpha Chapter

Honor society of nursing.
Status: Honorary

Soccer Club

The purpose is to provide students with an opportunity to play the sport of soccer for fun and competition.
Status: Interest/Social

Society of Professional Journalists (SPJ)

The purpose is to arrange professional meetings and activities related to the discipline of English.
Status: Professional

Student Council for Exceptional Children (SCEC)

The purpose is to promote the welfare and education of exceptional individuals.
Status: Departmental

Student Nurses Association

The purpose is to promote professional unity and encourage high educational and professional standards among student nurses.
Status: Professional

Student Organization for Alumni Relations (SOAR)

The purpose of this group is to serve as a liaison between students and MU alumni
Status: Interest/Social

Students for Christ/The Navigators

The purpose is to promote the gospel of Jesus Christ.
Status: Religious

Tae Kwon Do Club

The purpose is to teach Tae Kwon Do as a method of self defense and to promote physical fitness.
Status: Interest/Social

Taran Development Association

The purpose is to develop and promote role-playing games.
Status: Interest/Social

Tau Kappa Epsilon

Status: Greek Fraternity

Theta Chi

Status: Greek Fraternity

Theta Theta Omicron

The purpose is to expose students to technological advancements in the field of theater technology.

Status: Interest/Social

United Methodist Students

The purpose is to provide a nurturing environment for MU students, faculty, and staff, and provide community service and worship.

Status: Religious

Writing to Express our Diversity (WERD)

The purpose is to increase awareness and understanding of all forms of diversity.

Status: Interest/Social

Zeta Phi Beta

Status: Greek Sorority

Departmental Organizations

American Society of Safety Engineers (ASSE)

Delta Epsilon Chi

Eta Sigma Phi

Graduate Student Council (GSC)

Student Council for Exceptional Children

Greek Fraternities

Alpha Phi Alpha

Alpha Sigma Phi

Alpha Tau Omega

Kappa Alpha Psi

Lambda Chi Alpha

Omega Psi Phi

Pi Kappa Alpha

Pi Kappa Phi

Theta Chi

Sigma Phi Epsilon

Tau Kappa Epsilon

Greek Sororities

Alpha Chi Omega

Alpha Kappa Alpha

Alpha Xi Delta

Delta Zeta

Phi Mu

Sigma Sigma Sigma

Zeta Phi Beta

Honorary

Alpha Epsilon Delta

Alpha Psi Omega, Beta Cast of

Gamma Beta Phi Society

Kappa Kappa Psi

Omicron Delta Epsilon

Phi Eta Sigma

Pi Mu Epsilon

Pi Sigma Alpha

Sigma Delta Pi

Sigma Theta Tau,

Nu Alpha Chapter

Interest/Social

Black United Students

Boost Alcohol Consciousness Concerning
the Health of University Students
(BACCHUS)/Greeks Advocating
Mature Management of Alcohol
(GAMMA)

College Republicans

Collegiate 4-H Club

Financial Management Association

Habitat for Humanity

Health Information Technology Student
Association

Intercollegiate Ice Hockey Club

International Organizations Club

Keramos Potter's Guild
Kung-Fu Club
Literary Discussion Circle
M.B.A. Association
Marshall Lambda Society
Marshall University Athletic Trainer's
Association (MUATA)
Marshall University Society of English
(MUSE)
Multicultural Awareness Organization
Outdoor Adventure Club
Parks and Recreation Organization of
Students (PROS)
Percussive Arts Society
Philosophy Club
(POWER) Powering of Women Through
Education and Reform
Propeller Club
Rationalists United for Secular
Humanism (RUSH)
Soccer Club
Student Organization for
Alumni Relations (SOAR)
Tae Kwon Do Club
Taran Development Association
Theta Theta Omicron
Writing to Express our Diversity (WERD)

Professional Organizations

Accounting Club
Alpha Chi Sigma, Gamma Eta Chapter
Alpha Kappa Psi
American Criminal Justice Association,
Lambda Alpha Epsilon
American Marketing Association
American Medical Women's Association
Christian Medical and Dental Society
(CMDS)
Family & Consumers Sciences (Student
Member Section)
Marshall Classical Association

Marshall University American Advertising
Federation (MUAAF)
Marshall University Emergency Medical
Service (MUEMS)
National Broadcasting Society
National Student Speech Language
Hearing Association (NSSLHA)
Phi Alpha Theta
Society of Professional Journalists
Student Nurses Association

Religious Organizations

Baptist Student Union
Campus Crusade for Christ
Campus Light
The Church of Jesus Christ of Latter-Day
Saints Students Association
Muslim Student Assoc. (MSA)
Newman Association
People Reaching out with Love (PROWL)
Students for Christ/The Navigators
United Methodist Students

Greek Affairs

GREEK AFFAIRS

2W29A 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 eleven 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. 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 or Membership Intake. To learn more about the many benefits Greek life has to offer, please feel free to contact the Office of Greek Affairs.

THE MISSION

The Office of Greek Affairs will create an environment which will ensure that all students are comfortable with themselves, confident 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 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 helps 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.

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

1440 Fifth Avenue
Huntington, WV 25701
528-9893

LAMBDA CHI ALPHA

1440 Fifth Avenue
Huntington, WV 25701
522-6211

PI KAPPA ALPHA

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

SIGMA PHI EPSILON

1401 Fifth Avenue
Huntington, WV 25701
528-9031

TAU KAPPA EPSILON

1421 Fifth Avenue
Huntington, WV 25701
696-9830

**THE NATIONAL PAN-HELLENIC
COUNCIL**

The National Pan-Hellenic Council on Marshall University's campus is composed of undergraduate chapters of the nine 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.

For more information, contact:
**NATIONAL PAN-HELLENIC
COUNCIL**
c/o Office of Greek Affairs
Marshall University
Huntington, WV 25755-3209
(696)-2284

Fraternities

ALPHA PHI ALPHA

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

KAPPA ALPHA PSI

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

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.

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, **FIPG** 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)

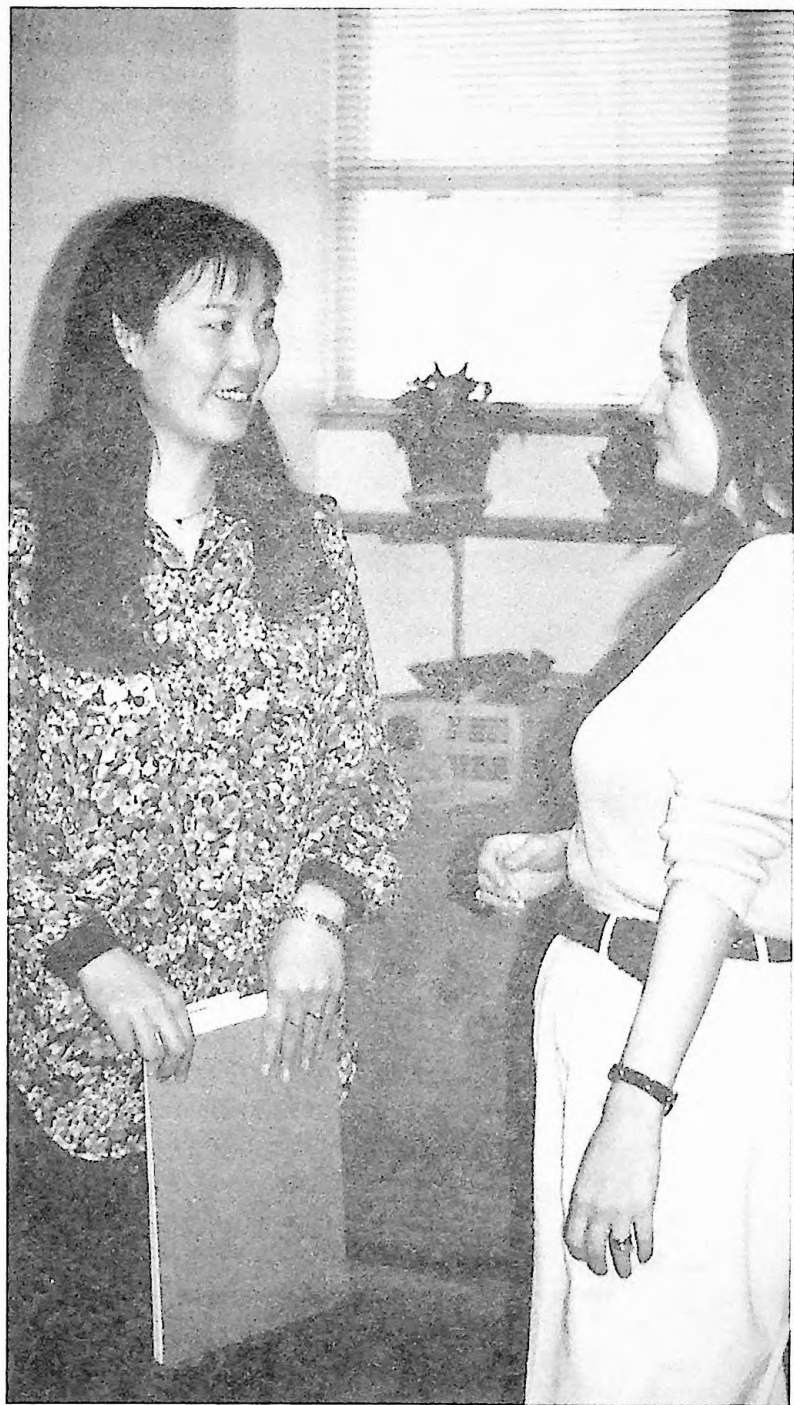
does/do not meet the minimum grade average requirements when elected will have one (1) month in which to replace him/her. Subsequent changes must be reported to the Office of Greek Affairs within one (1) month period.

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.

NOTES



**University
Services**



MU Services

ACADEMIC ADVISING CENTER B2 Old Main / (696)-3169

The Academic Advising Center (ACC) is located in B2 Old Main, next door to the registration windows. The Office is open and staffed from 8:00 A.M. to 4:30 P.M., every day except weekends and holidays. No appointment is necessary.

The ACC is a service of the Department of Enrollment Management and is the designated advisor for freshmen and sophomores in the College of Liberal Arts who have not declared a major. One of the two well qualified graduate students or their full-time supervisor is always available. The ACC make available catalogs, class schedules, and other reference materials to any Marshall student regardless of major or class status.

No academic concern is unsolvable or question unanswerable. That's the unofficial motto of the staff. They pride themselves in being through and most of all friendly. Check it out!

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 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 friends are encouraged to become "active" members of the Alumni Association. 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 of one's choice 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 Records and Research at (304) 696-4378 of addresses and information regarding Marshall alumni.

BOOKSTORE

**Memorial Student Center /
(696)-3622**

Marshall University's bi-level Bookstore operated by Follett College Stores is located adjacent to the main floor lobby, and on the lower level of the Memorial Student Center. The spacious, modern store was fully renovated during the 95-96 school year to provide full browsing access and open stacks in textbooks. All trade and medical reference books were merged into the main level sales area.

Over 10,000 academic and best-selling selections are stocked in Trade Department and more than 2,000 current textbook titles can be found in the lower level. Special orders for nonstocked books and merchandise are gladly accepted. Telephone orders for textbooks and other merchandise and are shipped via UPS and US Mail. Master, Visa, Discover, and American Express and personal checks are accepted with identification.

Used textbooks are purchased year around at national market values. The best prices are paid for books which are needed for use again on campus. Because books change and depreciate quickly, it is generally best to sell books as soon as you have finished the course.

Other major departments include school and art supplies, engineering instruments, computer software, Marshall clothing and gift items, Hallmark Cards, snack foods and soft drinks.

Bookstore Store Hours:

Monday-Thursday	8:00 A.M. - 6:30 P.M.
Friday	8:00 A.M. - 5:00 P.M.
Saturday	10:00 A.M. - 5:00 P.M.

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. Holderby also offers late night snacks. Monday through Thursday 8:30 P.M. to 11:00 P.M.

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, Chick-Fil-A, 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.

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. **Hours:** Mon-Thurs. 8:30 P.M. to 11 P.M.

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.

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 two days per week from approx. 4:30-6:30 P.M. 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.

HEALTH INSURANCE

First Floor Prichard Hall / (696)-3111

Marshall University strongly encourages every student to be covered by health insurance policy. The University has a student accident and sickness group insurance plan providing coverage for hospital and medical expenses. The plan provides annual coverage on campus and away from the University. For additional information, contact the Associate Dean of Student Affairs. 155 Prichard Hall, phone (696)-3111.

PSYCHOLOGY CLINIC

449 Harris Hall / (696)-2772

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

To arrange an appointment or to learn more about the clinic, call the clinic director at 696-2772 or stop by Room 449 Harris Hall.

PSYCHOLOGICAL EMERGENCIES

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

During the regular office hours of the Counseling Services (8:00 A.M. - 6:00 P.M., Monday through Thursday, 8:00 A.M. - 4:30 P.M., Friday), students should call (696)-3111 and ask for assistance from a staff counselor. When Counseling Services are closed, students should contact the MU Department of Public Safety, (696)-HELP, which will in turn contact the counselor on call.

All counseling services are available at no cost to enrolled students.

SPEECH AND HEARING CENTER

143 Smith Hall / (696)-3640

Students having speech, voice, or hearing concerns can get professional help at the Speech and Hearing Center. The Center offers professional diagnosis and treatment of communication problems without charge to full-time students and their immediate families (as space permits) and for a minimal fee to others.

STUDENT HEALTH SERVICE

1801 Sixth Avenue / (696)-7173

Student Health Service is provided by University Physicians and Surgeons Incorporated, an affiliate of the University's School of Medicine. The clinic is located at 1801 Sixth Avenue, one block Southeast of the main campus, and is open from 8:00 A.M. to 5:00 P.M. Monday through Friday. The clinic is closed on Saturday, Sunday, and Holidays. After 5:00 P.M. Monday through Friday, all students in need of health care may go to any Huntington hospital or emergency care unit. All emergency care expenses are the responsibility

of the student and/or the student's insurance carrier.

Student Health Service will be provided from the first day to the last day of each fall, spring, and summer class session to enrolled students, and to Marshall University students who present current validated identification cards are eligible to use this service. Part-time students may be required to pay fees for service. Students enrolled for 5 hours or less (regular term) are assessed a charge of \$15.00 per office visit, with no provision for Lab, X-Ray, or medication.

All students are seen on a walk-in, first-serve basis. However, appointments are available for family planning or contraceptive educational purposes, for which students may call (696)-7173. Emergencies will be seen immediately.*

Services provided include: diagnosis and treatment by a physician, and licensed practitioner or physician's assistant; limited routine laboratory procedures; routine physical therapy treatment, and injections for allergies (if vaccines and dosage directions are provided by the staff physician of the patient and approved by the staff physicians). Prescription medication is provided from a specified formulary, a \$3 co-payment is required.

New and additional services provided are: care for chronic illness; routine physical examinations on an appointment-only basis; and health care for children under the age of eighteen (18) of any student that has paid the full Student Activity Fee. Community ambulance service is available at the expense of the student and/or the student's insurance carrier.

*Policies and fees are subject to change.

STUDENT WORKERS AND INTERNATIONAL STUDENTS

All student workers and international students can receive care through the student Health Service between semesters as a Work Study, Student Assistant, and/or Graduate Assistant should obtain an identification form from Student Development Office, Old Main 212, or Financial Aid Office 124 Old Main.

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 semester to semester. For more information, please contact a Marshall Food Service Manager at (696)-2533.

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

LIBRARY

**James E. Morrow Library /
(696)-2320**

The Marshall University Libraries consists of the main library (James E. Morrow Library) and three branch libraries: the Health Sciences Library, the Music Library, and the Hoback Chemistry Library.

Access by author, title, subject and keyword searching is available to the 423,00+ volume collection through the library's online catalog. Those on the World Wide Web can also access the library's holdings via any Internet web browser

such as Netscape. Combined, the libraries receive over 2,700+ periodical subscriptions with an extensive government documents collection of over 929,000 titles. Microforms, video/audio recordings, CDS and other non-print materials bring the total library holdings to over one million items.

Coming soon, the John Deaver Drinko Library and Information Center. Construction is underway for the new library and information center that will house over 200,000 volumes, 2,000 periodical titles, 24-hour computer lab and multimedia rooms. The computer center and library will combine resources and staffs to offer Marshall University's students and faculty a state-of-the-art facility with networked periodical resources and software authoring facilities. Target date of completion is Summer 1998.

The Public Services Department, located on the first floor of the Morrow Library, provides a professional librarian all the hours of operation for assistance with the research and location of information. Adept at database searching and bibliographic instruction, this team of public service librarians are the first contact a student or faculty member encounters when entering the building. Public Services staff also provide general circulation, course reserves and audio/visual media assistance on the first floor. Phone: (696)-2321.

The Government Documents Department, located on level two, contains both print and electronic materials published by the U.S. Government Printing Office. (GPO) As a government depository, the Morrow Library acquires over 60% of all the materials the USGPO provides. Phone: (696)-2342.

The Special Collections Department, located on the third floor of Morrow, provides materials on West Virginia, the Tri-State area and the Appalachian region. Rare books, manuscripts, the MU Archives, Rosanna Blake Library of Confederate History and the Hoffman Collection of Medical History are all unique collections that have brought the department recognition. Phone: (696)-2343.

The Music Library is located in room 115 of Smith Music Hall. Recently renovated to include a state-of-the-art Macintosh music lab., the library also contains recordings, tapes, scores, music education materials and reference books. Students can obtain and listen to reserves for music courses and utilize the midi keyboards and music programs in the Mac lab. Phone: (696)-6647.

The Health Sciences Library is located in the basement of the Community College Building. The extensive specialized medical collection includes books, periodicals, indexes, and CD-rom resources useful for science, medical, nursing and psychology fields. By 1998, the library will move to its new facility adjacent to Cabell Huntington Hospital in the upcoming Rural Health Center. Phone: (696)-6426.

The Hoback Chemistry Library is located in the Science Building and contains primarily chemistry journals for students in that field. Please contact the Chemistry Department for hours of service and access to the collection. Phone: 696-2430.

Hours of service are listed in the HOURS TO REMEMBER section in this edition of the handbook.

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 featuring Pizza Hut, Sub City and Chick-Fil-A. The Center also houses the campus bookstore, the University computer store, AAA University Travel Center, City of Huntington Federal Credit Union, a sweet shop, Marco's (coffee house), game rooms, study areas, a commuter lounge with a large screen television, and an information center. In addition, students will find the office of Student Affairs, Student Government Association, the Attorney for Students, the Student Legal Aid Center, Student Activities, Volunteer Services, a leadership development center, Greek Affairs, the African-American Student's Program, Facilities Scheduling Office, and the Director of Auxiliary Services.



The Student Information Desk, off the first floor lobby, provides services such as Lost & Found and a dry cleaning service in

conjunction with White Way Cleaners. They can be reached at (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, (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
1801 Fifth Avenue / (696)-HELP (4357)

Located in the Welcome Center 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 blue uniforms and trooper-style hats. Specific protective services provided especially for students include the assignment of security personnel in all residence halls during most hours of the evening and night, a night escort service upon request to locations on and adjacent to the campus, and Project I.D., a program in which valuables are engraved at no cost and records maintained in the Public Safety Office.

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

residence hall rooms and vehicles locked, and by not leaving keys or valuables in cars.

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, 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)**.

Divisions of MU

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, gender, 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 their 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 initiatives and 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 (through conferences, speakers, discussion groups, seminars and workshops, among others; these contribute to better citizens who are prepared 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. The ultimate goal is to develop a campus climate of equality. (Adapted from MU Statement.)

AFRICAN-AMERICAN STUDENTS PROGRAM / 1W25 Memorial Student Center / (696)-6705

This program addresses specific educational, cultural, and social needs of African-American students. Programs related to the understanding of the African-American political perspective, life style, social life, and 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 / Old Main 212 / (696)-6265

Administered by the Office of

Multicultural and International Programs, the mission of the Center for International Programs is to globalize Marshall University through a variety of agendas. The Center offers administrative support for the international student with advising on immigration, cultural, and academic matters.

Cooperative agreements with international universities enable Marshall University to develop student and faculty exchanges, coordinate international research projects, and encourage student abroad to students. Current regions of cooperative interest include: Southeastern and Eastern Asia, South American, Western Europe, Southern Africa, Australia and the Middle East.

Through the English as a Second Language Institute (ESLI), the Center for International Programs is able to provide training on grammar, speech, and American culture to prospective Marshall University undergraduate and graduate students.

Marshall University's International Programs intend to establish a Center for Middle Eastern studies that would derive expertise from specialists and faculty. The Center's objective is to foster, enhance and promote the culture and heritage of the Middle East. The Middle East Center will include a university-based module, a local outreach component, and an international relations element.

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

The English as a Second Language Institute (ESLI) is directed by the Center for International Programs at Marshall University. The program operates year-round with two 15-week sessions beginning in September and January and two 5-week sessions beginning in June and July. Students who successfully complete the advanced level of the intensive English program can be admitted to Marshall University without the TOEFL.

The intensive English program offers 24 hours of instruction per week and provides international students with an excellent opportunity to improve their English and academic skills while also helping them adjust to a new culture and community. Multi-level courses in speaking, listening, reading and writing are designed to raise the English proficiency of students to a level enabling them to undertake undergraduate or graduate study while also preparing them with the necessary scholastic skills to reach their academic goal.

In addition to the intensive English



program, ESLI also boasts a cooperative branch program in Henan Province, China called HMC Language Institute; a teacher-training and teacher-sending program called Appalachians Abroad that certifies individuals to teach English as a foreign language in China; TOEFL and MELAB testing programs; a freshman composition course for non-native English speakers (ENG 101-A), and the Evening English Program for non-native English speakers living and working in the community.

For more information about the various programs offered by ESLI, contact the Director at 696-2465.

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.

CENTER FOR 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 via satellite, interactive TV 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. Offer fundamental courses to regional high school students in their home schools. This provides eligible students with the opportunity to gain college credit before graduating from high school. The Center for Adult Extended Education is open during evening hours Monday-Thursday until 6:30 P.M.. 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 109 / (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 Career 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, and measures academic progress.

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 A.M. and 2:00 P.M..

Questions about these services should be addressed to the Admissions Office.

NEW STUDENT ORIENTATION / ADVISING/BW14 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.

CAREER SERVICES

Seventeenth Street & Fifth Avenue / (696)-2370

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

- Career counseling and testing.
- Computers 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.

- Job search using the Internet.
- Workshops on resume writing, interviewing, job search strategies.
- Credential file service (\$7.00 for students, \$10.00 for alumni).
- Job Hotline: (696)-5627 (JOBS)
- Electronic resume posting.
- 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.
- Computerized job marketing.

All seniors (two-and four-year programs) and graduate students are encouraged to register with Career 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 Career Services staff invites all students to utilize the Career Center Services to maximize future career

success.

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

REGISTRAR'S OFFICE

Room 106 Old Main / (696)-6410

The Registrar's Office maintains all official academic records of the University. Services provided by this office include academic record keeping, distribution of grade reports, official transcripts, enrollment verifications, veteran certifications, address changes, name changes, and certification of graduation. Official transcripts are prepared at a cost of \$5 per copy.

Grades are available at the conclusion of a semester or summer term on the University's voice response system (MILO) and also on the Kiosk located in the lobby of the Memorial Student Center

REGISTRATION AREA

B1 Old Main / (696)-6413

The registration area handles all matters pertaining to registration for classes, schedule adjustment and course withdrawals. A telephone registration system (MILO) is available for registration and schedule adjustment. Course withdrawals after the designated schedule adjustment period must be processed in person at the registration area B-1.

For additional information, please visit the Registrar's Office web page at: <http://www.marshall.edu/registrar/>.

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, and personal development programs; and maintains data on student athletes to ensure eligibility.

STUDENT FINANCIAL ASSISTANCE

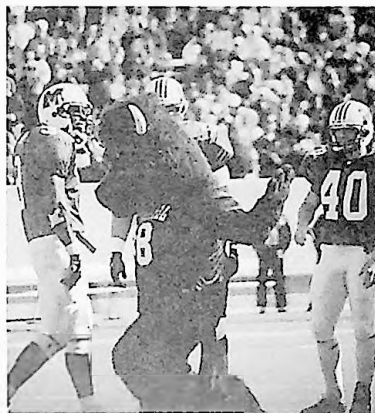
122 Old Main / (696)-3162

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

STUDENT SUPPORT SERVICES

Prichard Hall / (696)-3164

Student Support Services is a federally funded program that provides a wide range of academic 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.

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 1200, 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 Corby Hall.

MS. QUOTES

Women's Programs / (696)-3112

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 call 696-2736.

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 A.M. to 3:00 P.M. and is affiliated with the ABC-FM network.

An award-winning member of the Associated Press Wire Service, the National Association of College Broadcasters, and the Intercollegiate Broadcast System, WMUL-FM broadcasts a wide variety of programming for students and other listeners in Huntington including jazz, blues, new age, progressive rock, heavy metal, contemporary Christian, AOR, reggae, black gospel, and urban contemporary.

WMUL-FM provides one major newscast at 5:00 P.M. and local news briefs throughout the day. The station also broadcasts many Marshall sports events including football, men's and women's basketball, men's baseball, women's softball, and soccer.

All students are invited to participate in the Marshall University radio station. For more information, contact the 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 public school programming and college credit courses are part of the 130 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.



Safety & Security



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, Welcome Center, 1801 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 P.M. and 11:00 P.M. 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 colored jackets and shirts.

Emergency/Service Telephones

There are ten outdoor, two-way voice communication, emergency/service telephones strategically located throughout the campus which are directly connected to the University Police. Seven of these units are blue in color and mounted on buildings. Three are stand-alone units, green in color with a blue light attached which activates when used. All units provide the police dispatcher with an exact location of the caller and can be activated by pressing a single button.

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 Softball 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 University community at various times throughout the academic year. Some of the programs available through the department include: Sexual Assault Prevention, Burglary and Larceny Prevention, Alcohol and Drug Awareness, 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.

By virtue of West Virginia state law, University Police Officers have the same responsibilities and authority as that of any other law enforcement officers in the State.

Uniformed officers provide 24-hour-a-day patrol protection to the campus, adjacent University-owned facilities and parking lots.

University police officers must satisfactorily complete the thirteen (13) week mandatory basic police training course and be certified as law enforcement officers in

the state of West Virginia. All officers receive training in numerous public safety and law enforcement related subjects and additional in-service and specialized training in firearms, criminal investigation, legal matters, patrol procedures, etc.

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 and consumption of all alcoholic beverages to persons under the age of twenty-one (21). Accordingly, possession and/or consumption of alcoholic beverages by underage persons is not permitted on property owned or controlled by the University. The sale, possession, and consumption of alcoholic beverages is limited to non-intoxicating beer and/or wine coolers and only at designated locations. Distilled liquor is not permitted on campus at any time.

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

CRIME STATISTICS FOR THE UNIVERSITY

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

Number of Occurrences of Selected Crimes:

CRIME	1993	1994	1995
Murder	0	0	0
Rape	1	1	2
Robbery	0	0	1
Aggravated Assault	0	0	0
Burglary	1	0	1
Motor Vehicle Theft	2	3	1
Larcenies	141	152	162

Number of Arrests for Selected Crimes:

CRIME	1993	1994	1995
Liquor Law Violations	0	0	0
Alcohol Related/ Other	19	23	36
Drug Abuse Violations	3	7	13
Weapons Possessions	1	0	3

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	1993	1994	1995
Murder	1	0	0
Rape	8	3	7
Robbery	8	13	7
Aggravated Assault	18	8	12
Burglary	47	54	53
Motor Vehicle Theft	15	19	16

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 eight (8) 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 CONTROLLED BY MARSHALL UNIVERSITY

The Marshall University Medical

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

The University Research and Economic Development Center is located six-tenths of one 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 security officers, 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 security guards which are assigned exclusively to the six residence halls. Security Officers patrol the halls from 4 P.M. to 8 A.M., 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 P.M. 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/hostess. Overnight guests must be registered at the front desk. Residents must obtain their roommate's agreement before allowing a guest to stay overnight. Guests may not stay in the building if their host/hostess leaves the building, room, or floor.

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

Educational programs emphasizing security, and what residents can do to help protect themselves, are 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 courtesy, sensitivity, dignity, understanding and professionalism.

5. If you feel more comfortable talking with an officer of the same gender, we will accommodate your request whenever possible.

6. We will assist you in arranging for any hospital treatment or other medical needs.

7. We will assist you in privately contacting a counselor and any other available resource which may be of assistance to you.

8. We will fully investigate your case, and will help you to achieve the best possible outcome. You will be kept up-to-date on the overall progress of the case. In those instances where arrest and prosecution of the suspect appears likely, the Director, or Assistant Director, of Public Safety will discuss additional details of the case with you, particularly those related to

prosecution and other judicial procedures that are normally followed.

9. We will continue to be available for you to answer any questions you may have, to further explain the system and process involved if necessary, and to be a listening ear if you desire.

10. We will give your case full and serious consideration regardless of your gender, or the gender of the suspect.

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

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

SEXUAL ASSAULT

Victims of any sexual offense occurring on University owned or controlled properties should immediately report the incident to the Marshall University Office of Public Safety, 696-4357. In cases of sexual assault, it is critically important that victims:

- seek medical attention immediately
- do not bathe or douche
- preserve their clothing

These steps are essential in the preservation of evidence necessary to prove criminal sexual assault.

THE SEXUAL ASSAULT EDUCATION AWARENESS PROGRAM

The Sexual Assault Education Awareness program (SAEA), a joint effort on the part of Women's Programs and Public Safety, performs services that include crisis intervention, educational programs for women and men, educational resources, support groups and court/hospital intervention. SAEA promotes awareness and educates the campus community regarding rape, acquaintance rape, sexual abuse and other sex offenses.

SAEA strives to ensure fairness in procedures established for on-campus disciplinary action in cases involving sexual offenses. One of its many functions is to guarantee that both the accuser and accused be entitled to the same opportunities, i.e., to have others present during a campus disciplinary proceeding, and to be informed of the outcome of any campus disciplinary proceeding alleging a sexual offense. Following the final determination of an on-campus disciplinary procedure regarding rape, acquaintance rape, or other sex offense, forcible or unenforceable, sanctions to be imposed may include a formal warning, probation, suspension or expulsion. In the event that criminal charges of sexual offense are brought against the accused, SAEA will inform the student(s) concerned of their options: (a) to notify the proper law enforcement agency, including on campus and local police, and (b) to be assisted by campus agencies in notifying such authorities, if the student so chooses.

In addition, SAEA informs students of existing counseling, mental health or student services for victims of sexual offenses, both on and off campus. The program also

makes available to victims of a sexual offense such options as changing academic and living situations after an alleged sexual offense, should the student feel these actions are necessary and feasible.

For assistance, please call:

Office of Public Safety

696-HELP (4357)

Women's Center (PH 143)

696-3338

Women's Programs (PH 143)

696-3112

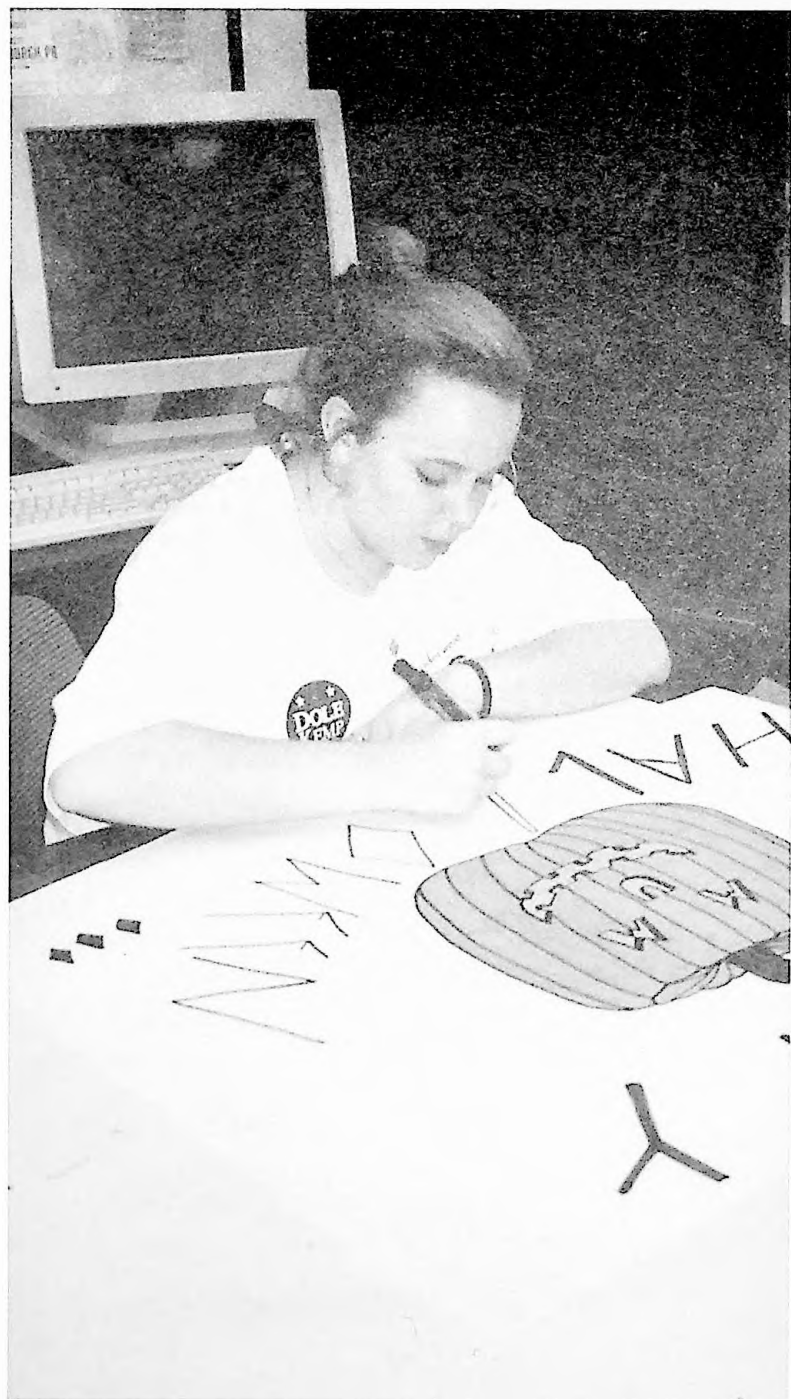
Counseling Services

Student Development (PH 117)

696-3111



Financial Aid



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 21 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 1996-97, Pell Grants are expected to range up to \$2,470.

3. **The Federal Supplemental Educational Opportunity Grant (SEOG)** is for undergraduate students who have not completed their first baccalaureate course of study and who financially need grant assistance to help them meet their educationally related expenses. Awards may range between \$100 and \$4,000 per year as determined by the institution. SEOG recipients at Marshall 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 1997-98

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 April 15 (prior to the award year) to be considered. The requirement is a 3.2 Grade Point Average (Freshmen must also have a 21 ACT Composite Score).

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 the student's address has not changed; 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.

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 Bursar's 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. Maintain 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 SSI/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 Assistance office to answer these concerns.

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

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

Financial Aid is 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. 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 in the

Bursar's Office. If the award is less than fees due, the student is responsible for paying the difference by the appropriate due date. 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 finan-

cial 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."

SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR FINANCIAL AID ELIGIBILITY FOR UNDERGRADUATE STUDENTS

Federal regulations require that financial aid recipients meet standards of academic progress. The standards established by the Office of Student Financial Assistance, consistent with the federal student aid requirements, are stated below. These standards measure progress in a given program of study. They include quantitative (percentage of courses completed) and qualitative (grade point average in those courses completed) measures. Continued compliance with the standards for academic progress policy is measured annually.

These standards apply to continuing and transfer students. A student not meeting the standards below will be ineligible for financial aid support until such a time that (s)he meets the provisions of the satisfactory academic progress policy. After reestablishing satisfactory academic progress compliance or successfully appealing eligibility, the student may again receive, if otherwise eligible, federal financial aid.

Eligibility as an undergraduate or graduate will cease with completion of the first baccalaureate or masters degree. However, students seeking second baccalaureate or masters degrees may appeal for continued eligibility.

Enrollment adjustments any time after the beginning of a term, withdrawals (W, WP, WF and/or incompletes) will be counted in attempted hours. The attempted

hours for purposes of this policy will include all hours. Marshall or transfer, that are reflected on the applicant's academic transcript.

Please review the specific policy for your student category listed below:

- Undergraduate (First) Baccalaureate Degree Students
- Community and Technical College Students
- Graduate Students

If you do not meet policy Standards:

Students not meeting the standards of academic progress policy should obtain an appeal form from the Office of Student Financial Assistance. You may submit a written appeal based upon the following:

- (A) The death of a relative of the student
- (B) An injury or illness of the student
- (C) Other special circumstances

Appeals should include appropriate documentation to support the basis of the appeal. All correspondence regarding appeals should be submitted to the Office of Student Financial Assistance. All appeals will be evaluated within five working days after submission.

If you are pursuing a second Baccalaureate or second Master's Degree:

Students seeking financial aid for second degrees should establish an appointment with the Director of Financial Aid to discuss continued eligibility. Students should bring to their appointment a letter of appeal stating their academic objectives, time needed to complete the program and reason(s) for choosing to pursue a second degree.

UNDERGRADUATE (FIRST) BACCALAUREATE DEGREE STUDENTS

- Students who have attempted 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 attempted 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 attempted 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 attempted 90+ credit hours must have completed 80% of the credits registered for and have a cumulative grade point average of 2.00.

- An academic major must be declared no later than the 58th credit hour.

The above limits eligibility to 160 attempted credit hours based on a program maximum of 128 hours, however, eligibility may be extended to 150% of the program length; for instance, program length = 128 hours x 150% = 192 maximum hours, based upon individual applicant circumstances. Further information regarding extension of eligibility beyond 160 credit hours may be secured by contacting the Office of Student Financial Aid.

COMMUNITY AND TECHNICAL COLLEGE STUDENTS

- Students who have attempted 0-30 credit hours must have completed 70% of the credits registered for and have a cumulative grade point average of 1.70.
- Students who have attempted 30+ credit hours must have completed 80% of the credits registered for and have a cumulative grade point average of 2.00.
- An academic major must be declared no later than the 26th credit hour.

All remedial course work must be

completed within the first 30 attempted credit hours. The above limits eligibility to 85 attempted credit hours based on a program maximum of 68 credit hours. Eligibility, however, may be extended to 150% of the program length; for instance, program length = 68 hours x 150% = 102 maximum hours, based upon individual applicant circumstances. Further information regarding extension of eligibility beyond 85 credit hours may be secured by contacting the Office of Student Financial Aid.

GRADUATE STUDENTS

- Students who have attempted 0-18 credit hours must have completed 80% of the credits registered for and have a cumulative grade point average of 2.50.
- Students who have attempted 18+ credit hours must have completed 80% of the credits registered for and have a cumulative grade point average of 3.00.
- A major must be declared at the time of admission into the graduate school.

The above limits eligibility to 54 attempted credit based hours based on a program maximum of 36 credit hours. Eligibility, however, may be extended to 150% of the program length; for instance, program length = 36 hours x 150% = 54 maximum hours based upon individual applicant circumstances. Further information regarding extension of eligibility may be secured by contacting the Office of Student Financial Aid.

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.

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 1997-98, student budgets utilized at Marshall in awarding financial aid for the 1996-97 nine (9) month academic year are as follows:

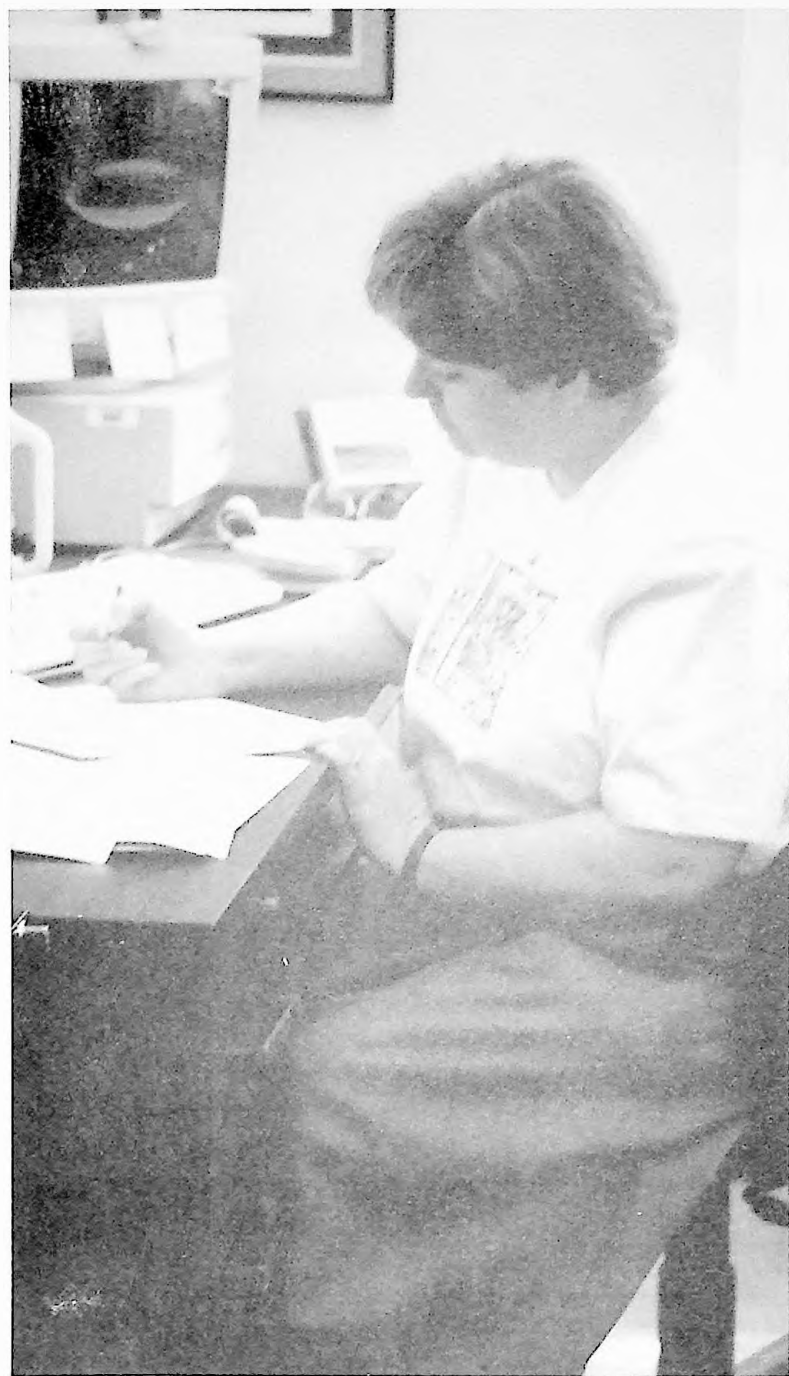
Example: In-State Undergraduate:

	Living at home	Living In Residence Hall or off-Campus
Tuition and Fees	\$2116	\$2116
Books & Supplies	700	700
Maintenance at home	1500	0
Room and Board	0	4010
Transportation	500	500
Personal Expenses	200	1000
Totals	\$5016	\$8326

- Metro Undergraduate Students - add \$1832 additional tuition.
- Out-of-State Undergraduate Students - add \$3,762 additional tuition.
- In-State Graduate Students - add \$180 additional tuition.
- Metro Graduate Students - add \$2208 additional tuition.
- Out-of-State Graduate Students - add \$4284 additional tuition.
- Medical School Students - \$9702 plus tuition, fees, and medical school supplies (10 months).



Judicial System



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 response to 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 government, and any residence hall governing bodies.

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



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 may be withheld pending determination of the charges.

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 -

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: Students and faculty members serve on the Judiciary. An individual hearing panel is composed of three (3) students or two (2) students and one (1) faculty member, plus one (1) non-voting hearing officer. The composition of the panel is related to the severity of the case. If suspension or expulsion is contemplated the panel must include both faculty and student members.

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

STUDENT BASED SYSTEM

Marshall University's student based 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 accept responsibility and have the case adjudicated informally by the Director of Judicial Programs. Or, the student may request that the case be heard by either a hearing panel or an administrative hearing examiner. Minor violations of Residence Hall policies are referred to the Residence Hall Director for adjudication.

Regardless of the hearing option, in most cases, 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, including all student advocates, have

studied and received extensive training regarding the procedures for University judicial hearings and the University Code of Conduct regulations.



Code Of Conduct



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. Students present during commission of act(s) by another which constitutes of 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 period of time, not to exceed one year, determined by the Judicial Board or the Judicial Affairs Office during which a student in violation of one or more University regulations is given an opportunity to prove that he or she can become a responsible and positive member of the University community.

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

Probation may include one or more of the following:

(1) Loss of Participation:

The student may not represent the University in any extracurricular activities such as intercollegiate athletics, debate teams, 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 hearing panel, Judicial Officer or

administrative hearing officer 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 to impose the sanction, inter alia, of suspension to a student or group of students who 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.

Emergency dismissals from University Housing and/or emergency suspensions or revocations of MUNET computing privileges resulting from violations of the Code of

Conduct will be handled in the same manner as emergency suspensions.

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



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)-2285. Copies of many of these policies are also available in this office.

ACADEMIC PROBATION

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

ACADEMIC RIGHTS AND RESPONSIBILITIES

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

ACTS OF INTOLERANCE

Marshall University provides more than an intellectual experience. It also provides the opportunity to further the social growth of students by maintaining an environment

conducive to learning how to get along with peers and how to handle differences such as race, ethnicity, and gender. Respect for other individuals and the ability to treat others in a civil manner is a basic tenet on which our society 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 Associate Dean of Students, 155 Prichard Hall, phone (696)-3111.

ALCOHOL/BEER MARKETING

Alcohol/beer beverage marketing programs specifically targeted for students and/or held on campus should conform to the Student Code of Conduct of Marshall University,

and should avoid demeaning sexual or discriminatory portrayal of individuals.

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

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

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

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

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

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

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

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

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

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

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

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

ANIMALS ON CAMPUS

All animals must be under the direct command of their owner or handler at all times; that is, on a leash of no more than six (6) feet in length in their owner's hands. No animals are allowed in University buildings except for animals assisting disabled persons.

APPEALS

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

Disciplinary Appeals-refer to the **UNIVERSITY JUDICIAL SYSTEM: CODE**

OF CONDUCT section in this edition of the **Handbook**.

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

CAMPUS DISTURBANCES

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

The individuals participating in an unacceptable activity will be notified by an authorized University official that their actions must cease. Such a notification will specifically cite the regulation and/or statutes being violated. The individuals participating will be asked to disband and desist in their actions. If the opportunity to disband and desist the unacceptable activity is not heeded, the University official will order the individuals to disband and desist, and will indicate clearly that a refusal to heed the order will result in disciplinary action.

Disciplinary proceedings will be instituted by the Director 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 principal applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publications and distribution.

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

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

Computer Usage Guidelines

1. You must have a valid, authorized account and you may only use those computer resources for which you are specifically authorized. You are responsible for safeguarding your own account. You should not allow another user to use your account unless authorized by the system administrator for a specific purpose.

2. You may not change, copy, delete, read, or otherwise access files or software

without the permission of the owner or the system administrator. You may not bypass accounting or security mechanisms to circumvent data protection schemes. You may not attempt to modify MUNET software except when it is intended to be customized by users.

3. You may not prevent others from accessing the system, unreasonably slow down the system by deliberately running wasteful jobs, playing games, or engaging in nonproductive or idle computer "chatting."

4. You should assume that any software you did not create is copyrighted. You may neither distribute copyrighted or proprietary material without the written consent of the copyright holder, nor violate copyright or patent laws concerning computer software, documentation, or other tangible assets.

5. You must not use the MUNET computer systems to violate any rules in the **Marshall University Employee Handbook**, or local, state, or federal laws.

6. You should promptly report misuse of computing resources, or potential loopholes in computer systems security, to the appropriate authorities (the UCC Director or UCC personnel), and cooperate with the systems administrators in their investigation of abuse.

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

Penalties for Computer Abuse

Abuse or misuse of MUNET computing facilities and services is a violation of network policy and user responsibility and also a violation of Marshall University Student Code of Conduct. Such acts 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. Actions may include, but are not limited to:

1. Suspension or revocation of computing privilege (MUNET account). Access to all computing facilities and systems may be denied on an immediate basis. Violations causing revocation of a student's account will be simultaneously referred to the Office of Judicial Affairs within 72 hours of notification of the decision to suspend and revoke the account.

2. Violations of policy not deemed emergencies in nature will be referred to the Office of Judicial Affairs for appropriate action.

3. Faculty and staff members violating the UCC policy will be referred to institutional authorities for appropriate 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 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 Director of Judicial Affairs seeking payment for damages and loss of privilege to schedule facilities or other penalties deemed appropriate by the Director of Judicial Affairs.

Organizations sponsoring pool parties in the Henderson Center are required to hire one Marshall University Public Safety Officer. Organizations sponsoring events with an estimated attendance of 100 are required to hire two Marshall University Public Safety Officers. Exceptions to this policy may be granted if the organization's advisor, or approved designee, will be in attendance. One officer and the advisor/designee will be required in lieu of two officers. Arrangements and assignment of officers will be confirmed by the Assistant Director of Public Safety, (696)-4357.

Officers are to be paid in advance 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 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: minimum of two (2) lifeguards 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, Memorial Student Center (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.).

Late requests will be subject to the availability of the space and personnel.

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

FUNDRAISING, SALES, AND SOLICITATION

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

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

The sale of items or the solicitation of funds on University property by recognized student organizations and/or their members or agents is prohibited unless written permission in the form of a Fundraising Permit is obtained from the Student Activities Office, 2W38 Memorial Student Center. ALL funds solicited must be solely for the use of the student organization. Fundraising Permits are issued for a maximum period of one week for a specific time and location on campus. Non-University individuals or groups planning sales or solicitation must make arrangements in advance through Conference and Facilities, 1W31 Memorial Student Center.

Recognized student organizations (or those in the certification process, at the discretion of the Student Activities Office) may solicit at reasonable times and places



on University property, and under reasonable conditions imposed by University officials charged with control of the areas, provided such solicitations are not inconsistent with the educational purposes of the University. The organization must comply with facility usage and scheduling policies, and arrangements for the solicitation of funds must be made with the supervisor of the building or campus area to be used. When soliciting funds, the organization must have a copy of the Fundraising Permit present at all times. The organization conducting the solicitation must be identified at every location by means of a sign or announcement.

In determining reasonableness of time, place, and manner of the solicitation activity planned, the Student Activities staff and University officials charged with the control of the areas where the activity is planned shall consider whether the proposed activity conflicts with regularly scheduled University activities or other scheduled events in the area. The effect of the activity on normal pedestrian and vehicular traffic, the availability of alternate facilities, and similar factors may also be considered in awarding fundraising permits. Other reasonable time, place, and manner

conditions may be imposed as a 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 student and the individual named in the grievance, the Grievance Panel does one of the following:

a. If the Panel finds in favor of the student, a recommendation for resolution of the grievance shall be forwarded to the head of the unit in which the individual named in the complaint is employed. If the head of the unit is party to the complaint, the recommendation shall be forwarded to the supervisor of the head of the unit.

b. If the Panel finds that the student did not receive unjust or injurious treatment, the student shall be advised that the Panel supports the decision/action(s) of the individual(s) named in the grievance.

c. If the Grievance Panel deems it necessary to obtain additional information, the Panel shall request the 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 Program 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.

GROUP RESPONSIBILITY

Marshall University is a community which exists to promote educational and academic goals. The standards of behavior set forth for students and organizations within this community may be higher than

those found elsewhere in society. Upon registration or recognition by the University, each student organization becomes responsible for acting in accordance with the provisions of the Code of Conduct and all other applicable University and community policies and standards. Official University action will be taken when the behavior of the members of a student organization violates community standards and interferes either with the University's educational purpose, or with its duty to protect individual health, welfare, and property.

Marshall University has established the following policy to ensure that leaders and members of student organizations understand and accept responsibility for the actions of their organization and all of its members. The following policy applies to all recognized or registered student organizations.

Student organizations may be held responsible for the acts of individual members. Acts include but are not limited to the following categories:

- when a member of an organization is violating local, state, or federal law or University regulations and other members present, by failing to discourage such activity, tacitly condone the behavior;
- when the acts grow out of or are directly related to the student organization's activities or an environment created by the organization;
- when the acts are those of guests of an organization, or by persons authorized or permitted to represent themselves as connected with the organizations;
- when an organization places prospective members in a subordinated status prior to achieving full membership, or imposes any kind of probationary period

prior to full membership, and hazing occurs.

Liability on the part of the student organization may be mitigated if members of the organization take reasonable steps to prevent infractions of University regulations by their fellow members. Such steps will usually include clear establishment of standards (preferably in writing), documented education of members as to the standards established, and documented enforcement of standards when violations occur. The specific steps necessary to avoid this liability (or to mitigate consequences) will vary according to the circumstances of the situation, the seriousness of the behavior, and the possible harms which could have arisen from the behavior. Where more serious behavior and harm is in question, the student organization has the duty to take clear and firm action that is reasonably calculated to prevent and/or stop the behavior in question.

Every member of any student organization is obligated to respond to the conduct of other members when those members engage in behavior which violates the law or University policies. The degree to which an organization is responsible for the activity of its members is not necessarily dependent upon the number of members engaging in the activity, but depends upon whether the activity is related to the organization as described in the four previously mentioned categories--in contrast to being the private activity of individuals who happen to be members. The factors to be considered include whether the activity is one normally considered part of student organization life and whether the atmosphere in the particular organization encourages or condones the particular group activity of the members. It is the duty of

every organization to create an atmosphere which makes misconduct during its activities inconsistent with membership in the organization.

The duty described in the previous paragraph applies not only to members who are directly involved in the activity, but also to passive participants and members who have knowledge of the activity. For example, a member who knows about and protects the identities of members involved in illicit activities can be held culpable for the misdeeds. All members must be on notice that their misdeeds may result in the sanctioning of their student organization through the Student Judicial System. In addition to the group being held culpable, members and officers may be cited and held responsible as individuals for their roles.

In summary, Marshall University's policy is that every student organization member has the duty to take all reasonable steps necessary to prevent infractions of University rules growing out of or related to the student organization's life. This policy pertains, but is not limited, to incidents involving hazing, discrimination, vandalism, theft, alcohol or substance abuse, dishonesty, disorderly conduct, violence, and misuse of organization or University funds. Specific policies governing student behavior are listed in the Student Code of Conduct.

For more information please contact the Office of Student Activities and Organizations, 2W38 Memorial Student Center, (304) 696-6770; the Office of Greek Affairs, 2W38 Memorial Student Center, (304) 696-2284; or the Office of Judicial Affairs, 2W31 Memorial Student Center, (304) 696-2495.

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 Director of Judicial Affairs.

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:

Equity 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 Resident Director of the hall, and the rules and regulations of that hall must be observed.

3. Departmental boards are clearly marked as such and no material is to be posted thereon except at the direction of the 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 wood-work, doors, windows, walls, or bulletin board frames or painted surfaces.

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

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

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

9. Courtesy and respect for the

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

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

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

B. Banners

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 2W31 Memorial Student Center. 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 office of Student Activities or with Associate Dean of Student activities. 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 Policy 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.

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 applicant 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 s/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 confidence, 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 directors,

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 University 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 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. With 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. A 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, smoking anywhere in any Marshall University vehicle or building, including the football stadium was banned with the following exceptions:

1. Smoking is allowed in University residence halls in individual student rooms that are designated as smoking rooms.
2. Smoking is allowed in properties leased by the University to others. Questions regarding this policy should be directed to University Legal Counsel, 216 Old Main, phone (696)-6295.

MAC CODE OF SPECTATOR CONDUCT

The Mid-American Conference and (institution) promotes good sportsmanship by its student-athletes, coaches and fans. We request your cooperation by supporting the participants and officials in a

positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, players, coaches or team representatives will not be tolerated and are grounds for removal from this arena. Also, the throwing of any objects onto the playing floor is prohibited.

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 the 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 MAC 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 MAC of Spectator Conduct.

Derogatory Signs

Signs of a derogatory nature directed towards an individual opponent, visiting team, or game official are not permitted in MAC 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. 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

I. Introduction

The purpose of this policy is to serve as a guide for the campus community in the use and abuse of controlled substances. Alcohol abuse or the use of illegal drugs is incompatible with the educational mission of Marshall University. The role of the University in pursuit, creation, and dissemination of knowledge requires that all

members of the University community function at their optimal level. The illegal use or abuse of drugs and/or alcohol has a clear and adverse effect on the educational environment. Accordingly, Marshall University is committed to promoting the responsible use of alcohol and preventing the use of illegal drugs.

Consistent with its mission, Marshall University will utilize educational strategies as the primary approach to substance abuse. However, all members of the University community should know that any violations of local, state, or federal laws will be subject to prosecution to the fullest extent of the law and of University policy.

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

II. Definitions

Alcoholic beverages includes those beverages defined under the State of West Virginia Code, Section 60-7-12a, as non-intoxicating beer, and under 60-8-20a as wine and other alcoholic liquors. This means beer, wine, wine coolers, and all other liquors.

Illegal drugs include those substances defined under Schedule I of the West Virginia Uniform Controlled Substances Act (60A-2-204). These include any opiates, opiate derivatives, and hallucinogens 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 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 A.M., a two hour delay would mean functions would begin at 10:00 A.M.. As a result, Monday, Wednesday, or Friday classes beginning at 8:00 A.M. would be canceled; 10:00 A.M. classes would meet. Tuesday or Thursday classes beginning at 8:00 A.M. would be canceled; those scheduled for 9:30 A.M. 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 announcements 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:

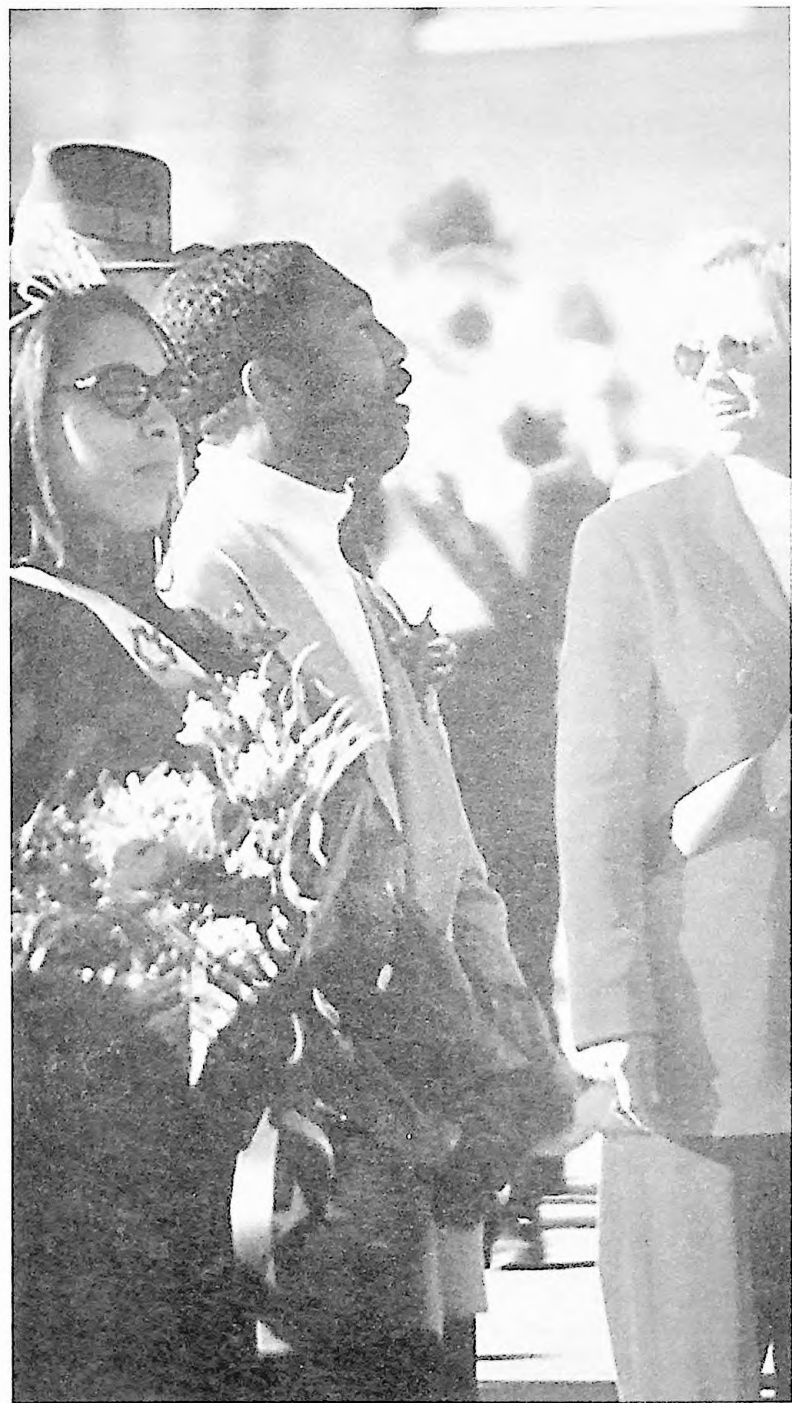
Decisions on closing and/or delays will be made jointly by the senior vice president and provost and the senior vice president for operations following

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 and in turn those affected.



**WV Board
Of Trustees**



WV Board of Trustees

The following are Policy Bulletin Numbers 57 and 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 INTERPRETIVE RULES WEST VIRGINIA BOARD OF TRUSTEES

SERIES 57 STUDENT RIGHTS AND RESPONSIBILITIES

Section 128-57-1. General

1.1. Scope.-Policies, rules and regulations regarding student rights, responsibilities and conduct in West Virginia State Universities and Colleges.

1.2. Authority. — W. Va. Code Section 18-26-8.

1.3. Filing Date. — April 10, 1985

1.4. Effective Date. - July 1, 1985

1.5. Repeal of former rule. — Revises and replaces Policy Bulletin No. 57, effective November 13, 1984.

Section 128-57-2. Purpose.

2.1. Purpose - The purpose of these policies, rules and regulations includes, but is not limited to, the following:

(a) To establish a general policy on student life, including a statement on student rights and responsibilities, at the state colleges and universities.

(b) To identify behavioral expectations of students and certain prohibited acts by students at the state colleges and universities.

(c) To prescribe penalties and sanctions for such prohibited conduct

(d) To define generally the powers, authority and duties to be

exercised under the control of the Board of Trustees, by the presidents and officials of the state colleges and universities in applying these policies, rules and regulations.

(e) To prescribe disciplinary actions and proceedings to be taken in cases of the violations of these policies, rules and regulations.

2.2 Effective Date - These policies, rules and regulations are effective immediately inasmuch as they cover any general or emergency situation that might arise at any State college or university, and they supersede any existing policies, rules and regulations that are in conflict with these policies, rules, and regulations.

2.3. Filing Date - These policies, rules, and regulations were filed in the Office of the Secretary of State of West Virginia on the Seventh (7) day of August 1970.

Section 12857-3. Definitions

3.1. Board of Trustees - The West Virginia Board of Trustees.

3.2. Institution or institutions - Any or all of the institutions of higher education, the state colleges and universities, or any branch or division thereof, over which the Board of Trustees shall have authority, responsibility or control.

3.3. President - The chief executive officer of the institution, whatever the title, 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 discretion, or at or by the direction of the Board of Trustees.

3.4. Property - Any property, whether owned, rented or otherwise held or used by the Board of Trustees, by an institution or by the institutional community.

3.5. Activity- All or any operations conducted, sponsored, promoted, operated or otherwise engaged in by an institution, including, by way of illustration and not as limitation of the foregoing, classroom and course activities, recreational and cultural program*, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research or service.

3.6. Facility - Any and all property of an institution used or usable in any activity of an institution.

3.7. Campus - All the property and facilities of any institution serving as the locus in quo of any activity of an institution.

3.8. Faculty - Those employees of the Board of Trustees who are assigned to teaching or research or service functions at an institution, and who hold academic rank.

3.9. Staff - Those employees of the Board of Trustees who are assigned to teaching or research or service functions at an institution, and who are not members of the faculty.

3.10. 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.

3.11. Member of the institutional community-Any officer, administrator, faculty member, staff member, employee, student of or at an institution, member of the

institutional Board of Advisors, as well as any person authorized to participate in an institutional activity at the time applicable.

Section 128-57-4. Policies Regarding Student Rights and Responsibilities

4.1. The submission of an application for admission to an institution represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the institution pursuant to the policies, rules and regulations of the Board of Trustees and the institution. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the institutional community and to remain a part of it so long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules and regulations of the Board of Trustees and the institution.

4.2. Freedom of expression and assembly The student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms the student has certain rights and responsibilities, including, but not limited to, the following

(a) To have access to campus resources and facilities;

(b) To espouse causes; evaluate;

(c) To inquire, discuss, listen to and

(d) To listen to any person through the invitation of organizations recognized by the institution;

(e) To have a free and independent student press which adheres to the canons of responsible journalism;

(f) To not violate the rights of others in matters of expressions and assembly;

(g) To abide by policies, rules and regulations of the Board of Trustees and

the institution and federal, state, and local statutes and ordinances pertaining to freedom of expression and assembly.

4.3. Freedom of association - Students may organize whatever associations they deem desirable and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the institution.

4.4. Right to privacy - The student is entitled to the same safe-guards of the rights and freedoms of citizenship as are afforded those outside the academic community, including, but not limited to, the following

(a) Privileged communication on a one-to-one relationship with faculty, administrators counselors and other institutional functionaries;

(b) Respect for personality, including freedom from unreasonable and unauthorized searches of student living quarters;

(c) Confidentiality of academic and disciplinary records;

(d) Legitimate evaluations made from student records.

4.5. Responsibilities of citizenship - The student is expected, as are all citizens, to respect, and abide by, local ordinances and state and federal statutes, both on and off the campus. As a member of the educational community, the student is expected to abide by the institution's code of student conduct which clarifies those behavioral standards considered essential to its educational mission.

4.6. Disciplinary proceedings - Disciplinary proceedings for students

accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings, the student shall be considered innocent until proven guilty of any charge. Each institution shall have authority for promulgating rules and regulations, consistent with policies, rules and regulations of the Board of Trustees.

Section 128-57-5. Standards of Conduct; Rules and Regulations

5.1. Conduct required in general - All students at the institutions are subject to, and are required to comply with, observe, and obey the following:

(a) The laws of the United States;

(b) The laws of the State of West Virginia;

(c) Local city, county and municipal ordinances;

(d) The policies, rules and regulations of the Board of Trustees and the institution;

(e) The directions and orders of the officers, faculty and staff of the institution who are charged with the administration of institutional affairs on campus.

5.2. Prohibited; disorderly conduct - Any and all students who behave in a disorderly or unlawful manner, such as the actions listed below, but not limited to those listed, in or about institutional property or facilities, are subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such violations in local, state or federal courts:

(a) Fights;

(b) Assaults or battery;

(c) Public disturbances;

(d) Unlawful assembly;

(e) The violation of any municipal, state or federal law, or the rules and regulations of the Board of Trustees or the institution.

5.3. Prohibited conduct; theft or damage of property - No student shall, individually or by joining with one or more others, misuse, steal, damage or destroy any institutional property or facilities or the property of any member of the institutional community on or in campuses, property or facilities of an institution. Students involved in any such prohibited actions or conduct shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions or conduct in local, state or federal courts.

5.4. Prohibited conduct; disruption - No student shall, individually or by joining with one or more other persons, do any of the following

(a) Disrupt or interfere with any institutional activity, program, meeting or operation;

(b) Interfere with the rights of any member of the institutional community;

(c) Injure or threaten to injure, or coerce by bodily harm or restraint or threats thereof or any other means, any member of the institutional community or persons lawfully on the institution's campus, property or facilities;

(d) Seize, hold, commandeer or damage any property or facilities of an institution, or threaten to do so, or refuse to depart from any property or facilities of an institution upon direction, pursuant to policies, rules and regulations of the Board of Trustees or the institution, by an institutional officer, faculty or staff

member, or other person authorized by the president.

Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts.

5.5. Prohibited conduct; hazing - No student shall, individually, or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community. The president of each college and university shall promulgate rules and regulations prohibiting hazing in any form. Such rules and regulations shall include provisions to:

(a) Prohibit any action which subjects a pledge, initiate, or member of a student organization to activities which are personally demeaning or involve a substantial risk of physical injury. This includes both organized rites of initiation and informal activities;

(b) Include the institutional hazing policy in the student handbook, or such other publications which are readily distributed to all students. The institutional policy shall provide that students involved in hazing activities are subject to institutional disciplinary action which may result in the sanctions of suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts;

(c) Identify, through student publications and other appropriate mechanisms, the sanctions which apply to student organizations engaged in prohibited hazing activities or prohibited rites of initiation. These sanctions may include, but are not limited to: a denial of the use of

institutional facilities, removal of some or all social privileges, removal of institutional recognition, and a recommendation to regional or national headquarters that the organizational charter be revoked. The president of the institution shall take steps to ensure that the chief officer of each student organization is informed at least annually of the institution's hazing policy and the sanctions which may be imposed upon offending organizations;

(d) Ensure that students accused of hazing offenses where the sanctions of suspension or expulsion may result are afforded the opportunity for a disciplinary hearing, as provided in Section 7.4 of these policies, rules and regulations.

5.6. Prohibited conduct; discrimination - No student shall, individually or by joining with one or more other persons, promote or demand action on their part or any other member of the institutional community that would constitute unlawful discrimination on the basis of race, sex, color, political affiliation, handicap or age. Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts.

Section 128-57-6. Powers, Authority and Duties of the President

6.1. General powers, authority and duties of the presidents - The chief executive officer of each institution shall be the president. The president shall be responsible for the entire administration of the institution, subject to the control of the Board of Trustees. It shall be the president's duty to attend to and administer the laws of

the State of West Virginia which may be applicable on the campus; the policies, rules and regulations of the Board of Trustees; policies, rules and regulations of the institution. Each such president is hereby vested with authority requisite to that end, subject to the control of the Board of Trustees.

6.2. Powers, authority and duties of the presidents; delegation of authority and responsibility - Any authority, responsibility, or duty granted to or imposed upon such a president by these policies, rules and regulations may be delegated by the president, subject to the control of the Board of Trustees, to another person or persons on the faculty, staff or student body of the institution.

All persons dealing in the matters so delegated by the president shall be required to deal with the persons to whom the president shall have delegated such authority, responsibility or duty and such persons shall be required to deal with the institution or the president through such designees, except on appeal to the president as specified by the president.

6.3. Powers, authority and duties of the president; promulgation of institutional regulations for student discipline - The president of each institution shall have authority and responsibility, subject to the control of the Board of Trustees, for the discipline of all students at the institution. The president, with the advice of faculty and students and subject to the control of the Board of Trustees, shall develop, promulgate and use disciplinary regulations and channels at each institution not inconsistent with the policies, rules and regulations of the Board of Trustees.

6.4. Powers, authority and duties of the presidents; activities on, and use of, institutional property or facilities - the use

by any person of the property or facilities of the institutions shall be controlled and governed by the policies, rules and regulations of the Board of Trustees.

Regulations governing the use of such property or facilities at a particular institution shall be promulgated by the president thereof, with the advice of faculty and students and shall conform to these policies, rules and regulations and be subject to the control of the Board of Trustees.

6.5. Powers, authority and duties of the presidents; public use of institutional property or facilities and restrictions imposed - Subject to the control of the Board of Trustees, notwithstanding any rule, regulation, policy or express or implied permission for the use of, or presence in or on, the property or facilities of any institution, any person who (a) is not a student presently registered for current classes or course work at the particular institution or is not an employee of the Board of Trustees currently on duty at the institution and (b) by his/her conduct or speech or expressions, causes or, in the opinion of the president of the institution or the president's delegate of authority, may be reasonably expected to cause harm to persons, property or facilities or disruption of, or interference with, any activity of the institution, is no longer authorized to be in or on the property or facilities of the institution. In such instance, the president of such institution, or the president's delegate of authority, shall cause such person to be ejected from, kept off, and kept out of the property and facilities of the institution. The president or delegate of authority, may take whatever legal or institutional action is necessary to effectuate this authority.

6.6. Powers, authority and duties of the presidents; use of institutional property or facilities; activities which interfere with, disrupt or inhibit institutional operations- The assertion by any person or persons of rights of speech, assembly, press or other expression with the intention to interfere with access to, or use of, the institution's property, facilities, activities, programs, or operations by those properly and regularly using the same is expressly prohibited, any rule, regulation or permission express or implied notwithstanding.

6.7. Powers, authority and duties of the presidents; limitations of assembly and student use of institutional property or facilities subject to the control of the Board of Trustees, when, in the judgment of the president of any institution, an assembly is not in the best interests of the institution or the individuals concerned, in that it presents a clear and present danger of harm to persons, property, or facilities or interference with or disruption of activities, such president or his delegate of authority shall prohibit such assembly and shall take measures to prevent harm to persons, property or facilities, or to prevent interference with or disruption of activities, as may be necessary in the circumstances or may be reasonably expected to come into existence.

6.8. Powers, authority and duties of the presidents; limitation of activities and emergency measures - When there has been harm or damage to persons, property or facilities, or when there has been disruption of or interference with institutional activities, or when there has been seizure or occupation of property or facilities by persons no longer authorized, then, subject to the control of the Board of

Trustees, when the president of an institution at which such occurrences happen or take place, deems it necessary to end or to control such occurrences and the circumstances caused thereby, that president shall take any or all of the following actions or other appropriate actions:

(a) Declare a state of emergency to exist on the campus; and

(1) Close down any part of the institution for any length of time, or limit use of certain parts of the campus, property or facilities to certain persons at certain times;

(2) Impose curfews on the presence of persons in or on institutional facilities or property;

(3) Place bans on gatherings of persons at places or times on or in the institution's property or facilities; or

(4) Enlist the aid of any public authority, police or otherwise, as may be necessary to restore order, protect persons, property, health, safety or welfare.

(b) Immediately suspend any student who is found involved in prohibited action or conduct and who is

(1) first advised, told or notified that a particular action or conduct is prohibited, and who

(2) continues such action or conduct in spite of the warning. Such immediate suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations.

(c) See to the enforcement of the laws of the State of West Virginia; the policies, rules and regulations of the Board of Trustees; and the policies, rules and regulations of the institution, including any emergency orders imposed as a result of the state of emergency so declared.

Section 128-57-7. Disciplinary Action; Proceedings.

7.1. Application to students - Any person who is a student as defined in these policies, rules and regulations shall be subject to disciplinary action by the institution at which he/she is a student if that person is involved on the campus of that institution in any of the actions or conduct prohibited by these policies, rules and regulations, notwithstanding the fact that at the time the student is also an employee of the Board of Trustees. In taking disciplinary action against a student, as defined herein, an institution may act to remove any status of such a person or to revoke or remove any right or privilege of such person as a student, or to withhold, remove, or cancel any benefit, recognition or certification, including the conferring of a degree, which such a person might yet not have received from the institution.

7.2. Sanctions in disciplinary action - The following sanctions may be imposed upon students as a result of disciplinary actions by a institution:

(a) Probation-exclusion from participation in certain institutional activities, property or facilities for a definite stated period of time, and may be conditioned upon compliance with policies, rules and regulations, or specified required activity during the period of probation.

(b) Suspension - exclusion from all institutional activities for a definite stated period of time up to one (1) academic year, and any condition on resumption of activities, if any, also may be imposed.

(c) Expulsion - termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, and

conditions for readmission, if any, may be stated in the order.

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. Sanctions of lesser severity, including restitution, may be imposed in any case, at the discretion of the president of the institution.

Each institution shall identify in its student ' handbook, or other similar publication, the offenses for which a student who is found guilty may be subject to the sanctions of suspension or expulsion.

A sanction of suspension or expulsion imposed by a college or university under the jurisdiction of the Board of Trustees shall apply to the person sanctioned not only at the institution where the sanction was imposed, but shall also be effective at all colleges and universities under the jurisdiction of the Board of Trustees. A student who is expelled from one (1) institution in the Board of Trustees' system may not be considered for admission to another institution in the system until one (1) year has elapsed after the student has been expelled.

When a sanction is scheduled for a particular semester and the time lapse during an appeal process makes enforcement in the designated semester impossible, then

the sanction shall be applied to the semester in progress at the time of completion of the appeal. In the event that sanction cannot be implemented during that semester, then it shall be applied during the next regular semester, except that if the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the grades and records of that student during the semester designated in the original sanction. In any event, the accused student may not be graduated during the process of appeal.

7.3. General requirements for disciplinary channels - Rules and regulations establishing disciplinary channels at the institutions, promulgated pursuant to Sections 4.5 and 6.3 of these rules, or any of the policies, rules and regulations, shall provide, among other things, at the least for the following

(a) There shall be a hearing board whose members shall be members of the institutional community, including student and faculty representatives, and whose number shall be at least three (3), and, in any event, on any panel hearing a case, shall be odd.

(b) The hearing board shall have jurisdiction of cases involving the alleged violations of Sections 5.2, 5.3, 5.4, 5.5 and 5.6 of these policies, rules and regulations, and of cases involving students suspended pursuant to Section 6.8 (b) of these policies, rules and regulations.

(c) The jurisdiction and authority of the hearing board shall be, in cases of disciplinary action against students:

- (1) To hear evidence;
- (2) To make findings of fact from the evidence presented;

(3) To make recommendations to the president of the institution, based upon such findings of fact, as to the disposition of the disciplinary action, including sanctions to be imposed, if any; and

(4) To refer for hearing to a lesser disciplinary channel in cases not involving potential suspension or expulsion. (In lieu of calling together the entire hearing board to decide on referrals, a referral board, including a faculty representative and a student representative selected from the hearing board, may decide the level of hearing by establishing hearing levels for categories of disciplinary infractions or by considering individual referral cases).

(d) The hearing board shall have such appellate jurisdiction as may be appropriate to the institution, from the determinations and recommendations of any lesser disciplinary channel.

(e) The student may then object or take exception to the recommendations of the hearing board under such procedures as the president may deem appropriate.

7.4. Procedural standards in disciplinary proceedings - In any disciplinary proceedings before a hearing board established pursuant to Section 7.3 of these rules brought against a student for alleged misconduct, actions, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed.

(a) Written charges of violation shall be presented to the accused student which shall include at least:

(1) A statement of the policy, rule or regulation which allegedly has been violated;

(2) A statement of the facts and evidence to be presented in support of the

charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and the actions or behavior complained of;

(3) A statement that a hearing will be held before the hearing board on the charges, together with notice of the date, time and place of the hearing; and

(4) In cases involving potential suspension or expulsion, as specified in institutional policies, the student must be informed of his/her right to have legal counsel present at the hearing (students retain attorneys in such cases at their own expense and must notify the hearing board at least forty-eight (48) hours prior to the hearing if the attorney will be present at the proceedings).

It is expressly provided, however, That such written charges shall not be fatally defective so as to prevent the set hearing or to require further amplification if such minimum requirements are met reasonably and in good conscience at the discretion of the hearing board.

(b) and written charges shall be served upon the student charged by one (1) of the following means:

(1) Handing a copy to the student in person, if he/she can be found, with reasonable diligence in the town where the institution is located and the hearing is to take place; or

(2) Mailing, via certified mail, a copy to the student at the residence used while in attendance at the institution, as last noted on his/her official records at the institution; or

(3) If the student is not presently registered at the institution, or in any event, by mailing, via certified mail, a copy to his/her last known permanent or home

residence as disclosed by official records at the institution.

It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden, refused mail, or shall have failed to notify the institution of his/her current address while attending the institution or of the current permanent home address, and the hearing may proceed without hindrance or delay.

(c) A hearing shall be held at the date, time and place specified (unless postponed by the hearing board for good cause shown) and shall provide the student at least five (5) days notice from the serving of the charges (unless such notice is waived by the student). The hearing shall be conducted in such a manner as to do substantial justice and shall include at least the following

(1) The accused student has the right to have an advisor. Such an advisor may be a parent or guardian, a student at the institution, or a member of the faculty or staff of the institution. An advisor may consult with the accused student, but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given specific permission to do so by the hearing board. In cases involving the potential for suspension or expulsion, legal counsel may be present as specified in Section 7.4 (a) (4) of this policy. Legal counsel may serve in an advisory capacity to the accused student in such cases. However, legal counsel may not speak on behalf of the student or otherwise participate directly in the proceedings. The college or university may request legal counsel through the Office of the Chancellor. Counsel retained by the

institution may participate only in an advisory capacity and may not speak on behalf of the institution or otherwise participate directly in the proceedings;

(2) All material evidence may be presented subject to the right of cross-examination of the witnesses;

(3) There shall be a complete and accurate record of the hearing. In the case of an appeal, a written transcript may be required;

(4) In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of and content of testimony of the witnesses against him and have them present at the hearing at appropriate times; and to present witnesses and any evidence on his behalf as may be relevant and material to the case.

(d) No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations shall be based solely upon the evidence in the case as a whole.

(e) After the hearing, the hearing board shall make findings of fact and recommendations for the disposition of the case and sanctions to be imposed, if any, and forward the same to the president of the institution. Within ten (10) working days following receipt of the hearing board recommendations, the president shall review the facts of the case and take such action as may be appropriate under all the circumstances. Except in cases which involve the sanction of expulsion, as defined

in Section 7.2 of these policies, rules and regulations, the decision of the president shall be final. 7.5. Review by the Board of Trustees - The Board of Trustees may, from time to time, require from the presidents, or any of them, reports on disciplinary actions or proceeding over a period of time or as to any specific case or cases. Such reports shall be in such form as the Board of Trustees may require.

In disciplinary cases where the institutional sanction is expulsion, the Board of Trustees may, pursuant to such procedures as it may specify, grant an appeal from the disciplinary action of any President on the record of the case submitted and on leave of the Board of Trustees first obtained. 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.

If the appeal is granted, the sanction imposed by the president's decision shall be stayed until the Board of Trustees makes a final decision after a review of the case. In the event the decision of the president is affirmed after such review, the person appealing and the president shall be notified by certified mail and the sanction shall be effective immediately upon receipt by the president of the decision rendered by the Board of Trustees.

In reviewing student appeals involving the sanction of expulsion, the Board of Trustees will review all relevant information and records of applicable institutional disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board of Trustees may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.

TITLE 128 PROCEDURAL RULE WEST VIRGINIA BOARD OF TRUSTEES

SERIES 60 STUDENT ACADEMIC RIGHTS

Section 128-60-1. General

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

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

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

requirements or criteria for any other academic endeavor; and the requirements for student honesty and originality of expression.

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

Section 128-60-3. Academic rights.

3.1. Concomitant with the academic standards and responsibilities established pursuant to Section 3 of these rules, each student shall have the following academic rights.

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

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

3.1.3. Each student shall have access to a copy of the college or university catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, time in residence requirements, minimum grade point average, probation standards, professional standards, etc.). Students have the right to receive from the instructor written

descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc.).

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

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

4.1. Student - any person who has been admitted to an institution to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the Rules, Regulations, or Policies of the Board of Trustees or the institution.

4.2. A student, as defined in this policy, shall be subject to any applicable penalties for failure to comply with the academic requirements and standards promulgated by the institution and/or its constituent colleges and schools according to Section 2.1 of these rules. Students are expected to adhere to these academic standards in all academic settings, classrooms, laboratories, clinics and any other activities which are part of academic requirements.

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

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

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

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

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

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

5.3. Academic dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at the institution, or a student may be academically dismissed from the institution

and not remain eligible to enroll in other courses or programs at the institution.

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

Section 128-60-6. Appeals.

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

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

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

6.2.2. Appeals of final course grades;

6.2.3. Appeals of imposition of academic probation;

6.2.4. Appeals of imposition of academic suspension;

6.2.5. Appeals of dismissal from undergraduate programs;

6.2.6. Appeals of dismissal from graduate programs;

6.2.7. Appeals of dismissal from

professional degree programs; and

6.2.8. Appeals of dismissal from the institution.

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

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

6.3.2. An opportunity for the student to meet with the faculty member(s) or other individual(s) who have judged his/her performance to be deficient, to discuss with these faculty member(s) or other individual(s) the information forming the basis of the 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.

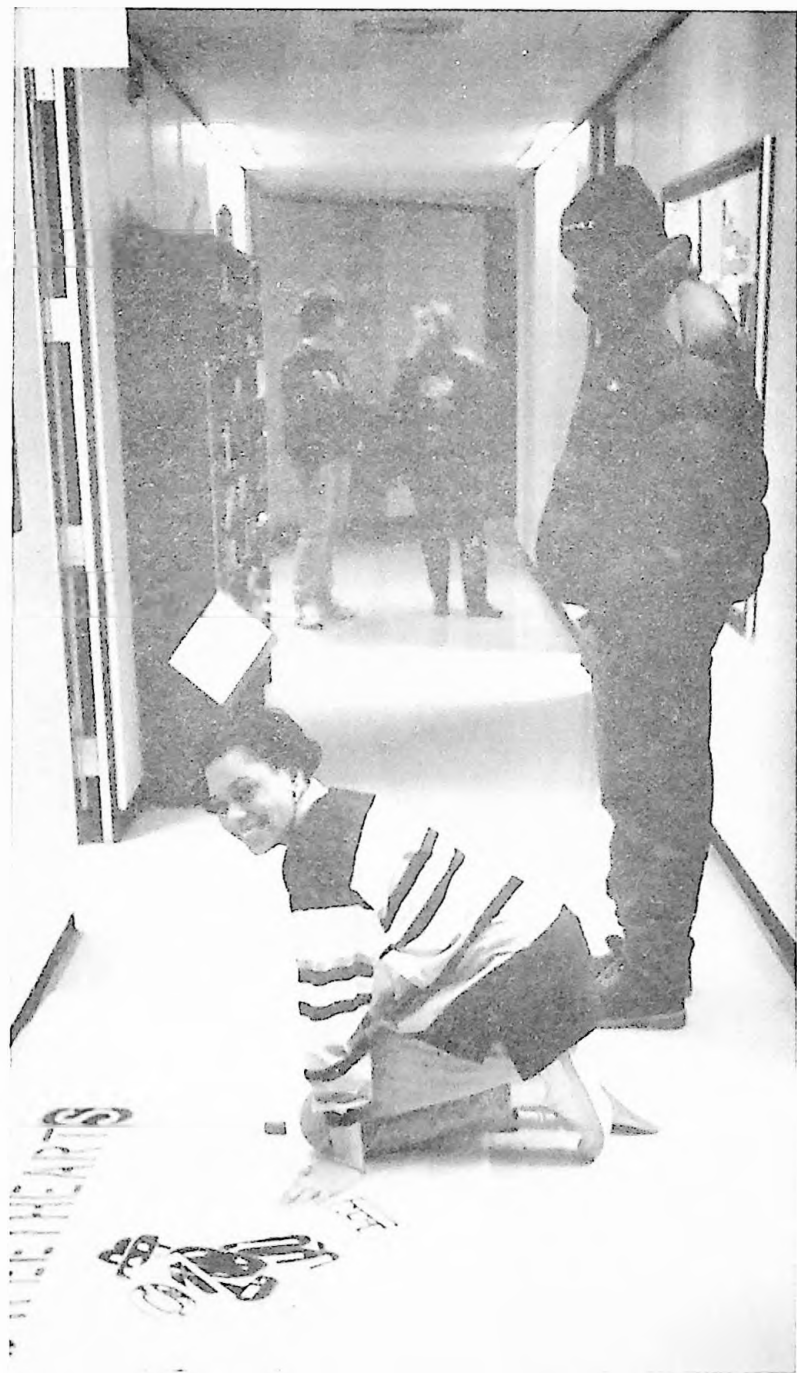
7.1.6. The decision of the President or his/her designee regarding academic dismissal is final.

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.



**Academic Rights
& Responsibilities**



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 in this Handbook. 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 academic standards and responsibilities established by Marshall University and its constituent

colleges and schools, each student shall have the following academic rights:

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

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

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

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

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

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

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

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

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

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

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

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

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 standards, or who fails to abide by the University policy on academic dishonesty, as defined by Marshall University and its constituent colleges

and schools may be subject to one or more of the following academic sanctions:

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

B. Academic Probation

1. For Academic Deficiency:

a. Undergraduate Students

Any student who has less than a 2.0 grade point average on course work attempted at Marshall University and/or any approved course work transferred from another institution shall be placed on academic probation. Normally, the student will be permitted to enroll in no more than thirteen (13) hours.

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

b. Graduate Students

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

c. Medical Students

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

2. For Academic Dishonesty

In those cases in which a student has been found guilty of academic dishonesty he/she may be placed on academic

probation for a period of time not to exceed one academic year. During this period the student is given an opportunity to prove that he/she can become a responsible and positive member of the University community. Conditions and restrictions for probation may be imposed, as deemed appropriate, including but not limited to:

a. Exclusion from representation of the University in any extracurricular activities such as intercollegiate athletics, debate teams, university theater, band, etc.; however, the student may participate in informal activities of a recreational nature sponsored by the University.

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

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

C. Academic Suspension

1. For Academic Deficiency

a. Undergraduate Students:

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

b. Graduate Students

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

c. Medical Students

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

2. For Academic Dishonesty

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

D. Academic Dismissal

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

Marshall University. Academic dismissal from a program or from the University may also be imposed for violation of the University policy on academic dishonesty.

V. Academic Appeals

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

A. Student Appeals for Instructor Imposed Sanctions:

The intent of the appeals process is to treat all parties fairly, and to make all parties aware of the appeals procedure.

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

1. Undergraduate Students

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

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

provide all criteria used for determining grades.

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

d. Should the issue not be resolved by the Dean, either the student or instructor may appeal in writing within ten (10) days of the action taken in Step 3 (c) to the 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/V.P. shall be final. Those students in the School of Nursing dissatisfied with the determination should file an appeal within thirty (30) days to either the V.P. for Academic Affairs or the V.P. for Health Services.

2. Graduate Students

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

3. Medical School Students

Medical School students who desire to

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

B. Appeals for Academic Dishonesty:

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

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

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

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

In those cases where the matter is referred to the department chairperson

the following procedures are applicable:

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

b. If the student denies guilt or disagrees with the sanction imposed, or if the faculty member, other complainant, or chairperson feels that the penalties in Step V (a) are insufficient for the act complained of, the case shall be forwarded in writing by the chairperson to the student's Academic Dean within ten (10) days from the date of the meeting. The Academic Dean shall bring together the student, 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 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/V.P. 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.

(The appeals process is currently under revision and may result in policy changes.)

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 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 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 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 member, and one (1) non-voting Hearing Officer. The members of the Hearing Panel shall be chosen randomly by the Chairperson of 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 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 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 proceedings.

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

Q. Within thirty (30) days following receipt of the Board's decision, the student may file an appeal with the 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. of Academic Affairs is final. The student, the faculty member, the appropriate Academic Dean,

and the Registrar shall be notified in writing of the Provost's decision.

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

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 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.

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for
Student
Handbook
1997-1998**

Go to this office for:

Academic Advising

- Advising

Admissions

- Admissions information (Undergraduate & Graduate) CLEP (College Level Exam Program) testing
- Information on correspondence courses

Adult and Extended Education

- Regents Bachelor of Arts Degree information

African-American Students Office

- Black United Students (BUS) information
- Mass Choir
- Mentoring program
- Minority Expressions newsletter

Artists Series

- Tickets to productions (Artist Series only)

Student Legal Aid

- Attorneys for students
- Counseling for legal matters
- Grade appeal or grievance facilitation

Bookstore

- Textbooks
- Class supplies
- Handbooks

Bursar's Office

- Tuition payments
- Parking permit payments
- Short-term emergency loans

Campus Christian Center

- Seasonal worship services
- Denominational social ministry
- Bible Study/Prayer services
- Wedding preparation information

Career Services

- Resume creation
- Full, part-time, and summer employment assistance
- Career & Job Fair information
- Skills workshops for interviewing
- Credential file service
- Job Hotline and Job Search Information
- Job Bulletin

Center for Academic Excellence

- Yeager Scholars Program
- Student Honors Program

Center for International Students & Scholars

- Advising for International Students
- ESLI Program

Center for International Students & Scholars (continued)

- TOEFL & MELAB Programs
- English Speaking Partners
- Study Abroad Program

Counseling Services

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- Health Seminars

Disabled Student Office

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- Reader Service
- Test Proctoring
- Study Skills Programs
- Note Takers
- New Students Orientation

Educational Support Office

- Tutoring Services
- Study Skills Workshops

Financial Aid

- Scholarship information
- Federal Pell Grant
- Federal Work Study
- Federal Perkins Loan Program
- Student Assistant Employment
- Federal Direct Stafford/Ford Loan Program
- Federal Direct PLUS Program (FDPP)
- WV Higher Education Grant
- Medical School Financial Aid Guide

Fine & Performing Arts

- Tickets (University sponsored events)

Greek Affairs

- Fraternity/Sorority Information
- RUSH Information

Graduate School

- Graduate Fee Waiver Forms
- Graduate School Catalogs
- Graduate School Information

HELP

- Testing to detect for learning problems
- Help with study & notetaking skills

Henderson Center

- Athletic Ticket information

ID Office

- Lost ID replacement

Judicial Affairs

- Campus complaints
- Student Hearing information
- Student Justice/Advocate information

Newman Center Catholic Services

- Catholic services
- Prayer meetings
- Retreats
- Adult Initiation/Convert instructions
- Marriage preparation information

Orientation

- Orientation activities
- New student orientation
- Campus tours

Psychology Clinic

- Psychological testing
- Testing/Evaluations

Public Safety/Security

- Police assistance
- Report crimes
- Night Escort service
- Project I.D.

Registrar

- Class registration information
- MILO
- Transcripts

Rehabilitation Office

- Disabled student assistance

Student Affairs

- Handbooks
- Student Advocacy
- Referrals
- Support services

Student Activities

- Campus Groups
- Campus Entertainment Unlimited (CEU)
- Homecoming Committee
- Springfest Committee
- Social Events
- Community Service

Student Development

- Health Insurance Information
- Counselors

Student Center

- Study area
- Commuter Lounge
- Bowling/Pool
- Marco's (Student Run Activities)
- Information Desk
- White Way (Dry Cleaning)
- AAA (Car & Travel Bureau)

Student Government Association

- Student Government information
- Off-Campus housing list
- Funding Packets

Student Health Program

- Wellness Ways information
- BACCHUS
- CHEC Programs
- Substance Abuse Seminars

Student Health Services

- Health Care/Examinations
- Flu Shots
- Medications

Student Support Services

- Tutoring
- Study skills

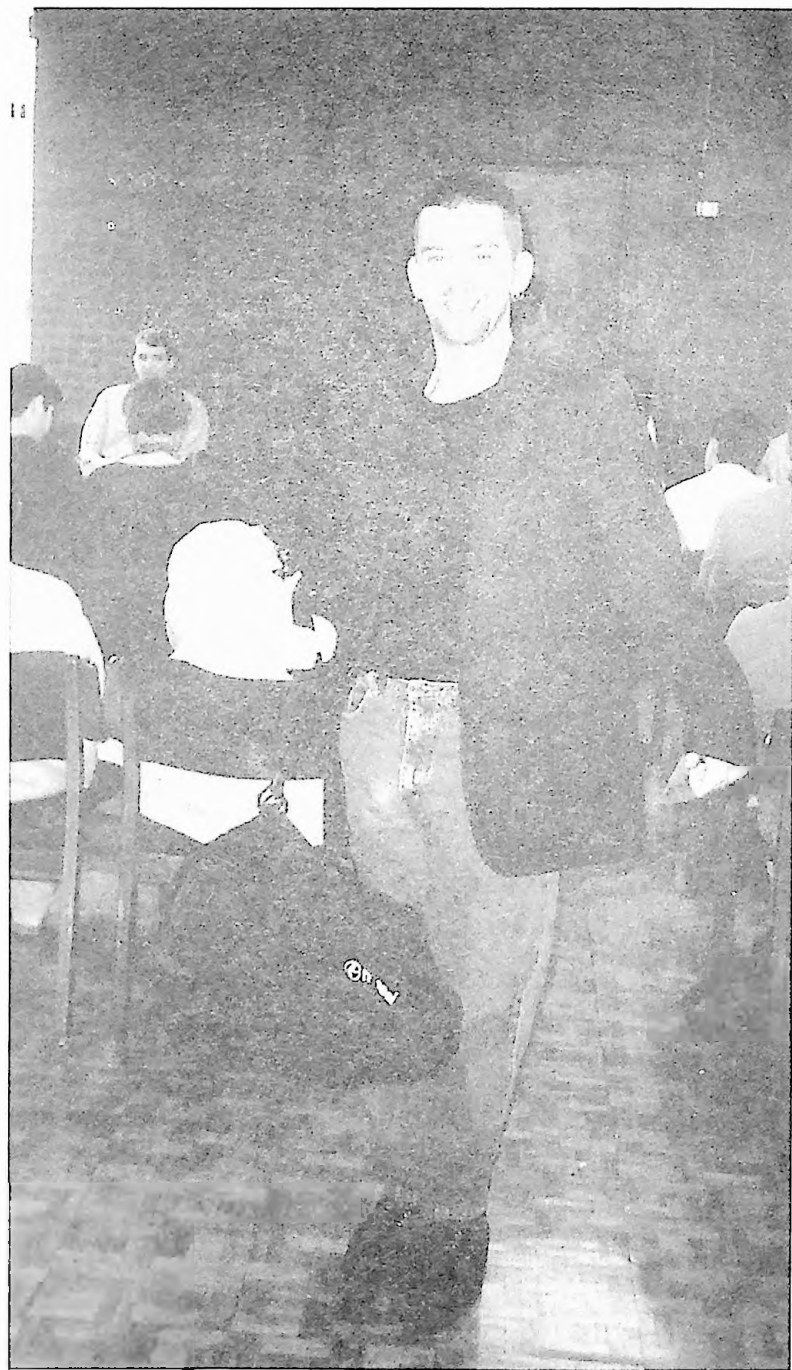
Women's Center/Returning Students

- Women's Center Activities
- Study Area
- POWER (Student Organization)
- 25 or older returning students
- Student Support services

NOTES



Hours To Remember



Hours To Remember

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

ADMINISTRATIVE OFFICES

8:00 A.M. - 4:30 P.M. M-F

ATHLETIC TICKET OFFICE

Henderson Center Main Floor

Phone: (696)-HERD

1-800-THE-HERD

8:00 A.M. - 4:30 P.M. M-F

Saturday hours vary with season

BIRKE ART GALLERY

First Floor Smith Hall

Phone: (696)-2296

10:00 A.M. - 4:00 P.M. M-F

7:00 P.M. - 9:00 P.M. M

1:00 P.M. - 4:00 P.M. SAT

BOOKSTORE

Memorial Student Center

Phone: (696)-3622

(696)-2461 (Textbooks)

Academic Year:

8:00 A.M. - 6:30 P.M. M - TH

8:00 A.M. - 5:00 P.M. F

10:00 A.M. - 5:00 P.M. SAT

Open Saturdays for special events

Summer:

8:00 A.M. - 5:00 P.M. M-TH

8:00 A.M. - 4:30 P.M. F

Open Saturday for special events

COMPUTER LAB HOURS

Corbly Hall

8:00 A.M. - 10:00 P.M. M-TH

8:00 A.M. - 4:00 P.M.

Harris Hall

8:00 A.M. - 10:00 P.M. M-TH

8:00 A.M. - 4:00 P.M. F

Smith Hall

8:00 A.M. - 10:00 P.M. M-F

1:00 P.M. - 5:00 P.M. SAT-SUN

COUNSELING SERVICES

First Floor Prichard Hall

Phone: (696)-3111

(696)-HELP (after hours)

8:00 A.M. - 6:30 P.M. M-TH

8:00 A.M. - 4:30 P.M. F

HEALTH SCIENCE LIBRARY

Community College Basement

Phone: (696)-6426

Academic Year:

8:00 A.M. - 11:00 P.M. M-TH

8:00 A.M. - 5:00 P.M. F

10:00 P.M. - 5:00 P.M. SAT

1:00 P.M. - 10:00 P.M. 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 A.M. - 4:30 P.M. M-F

Pool and equipment rooms closed

HOLDERBY HALL CAFETERIA

First Floor Holderby Hall

Phone: (696)-4895

Weekdays:

Breakfast

6:30 A.M. - 10:15 A.M. M-TH

Lunch

10:30 A.M. - 3:15 P.M. M-TH

Dinner

3:30 P.M. - 7:00 P.M. M-TH

MARSHALL UNIVERSITY STUDENT HANDBOOK

Late Night Snack Bar:

8:30 P.M. - 11:00 P.M. M-TH

Weekends: Closed

THE JOHN MARSHALL ROOM

Second Floor

Memorial Student Center

Phone: (696)-3115

Weekdays (Lunch):

11:30 A.M. - 1:00 P.M. M - F

Sunday (Brunch):

11:00 A.M. - 1:30 P.M. SUN

ACADEMIC SKILLS CENTER

138 Community College

Phone: (696)-3016

Academic Year:

8:00 A.M. - 6:30 P.M. M

8:00 A.M. - 8:00 P.M. T

8:00 A.M. - 6:30 P.M. W

8:00 A.M. - 8:00 P.M. TH

8:00 A.M. - 2:30 P.M. F

9:00 A.M. - 1:00 P.M. SAT

LEARNING RESOURCES CENTER

101 Jenkins Hall

Phone: (696)-3119

Academic Year:

7:45 A.M. - 4:30 P.M. M-W-F

7:45 A.M. - 9:00 P.M. T-TH

10:00 A.M. - 4:00 P.M. SAT

Summer:

7:45 A.M. - 4:30 P.M. M-F

MEMORIAL STUDENT CENTER

Phone: (696)-6472

Academic Year:

7:00 A.M. - 11:00 P.M. M-F

1:00 P.M. - 12:00 A.M. SAT

11:00 A.M. - 10:00 P.M. SUN

Summer:

8:00 A.M. - 5:00 P.M. M-F

Closed Saturday and Sunday

MEMORIAL STUDENT CENTER CAFETERIA

First Floor Memorial Student Center

Phone: (696)-2534

Academic Year:

7:30 A.M. - 6:30 P.M. M-F

Summer:

8:00 A.M. - 1:30 P.M. M-F

MORROW LIBRARY

Phone: (696)-2321

Academic Year:

7:45 A.M. - 11:00 P.M. M-TH

7:45 A.M. - 6:00 P.M. FRI

10:00 A.M. - 5:00 P.M. SAT

1:00 P.M. - 10:00 P.M. SUN

Summer:

7:45 A.M. - 10:00 P.M. M-TH

7:45 A.M. - 5:00 P.M. FRI.

10:00 A.M. - 4:30 P.M. SAT

5:00 P.M. - 10:00 P.M. SUN

MUSIC LIBRARY

115 Smith Music Hall

Phone: (696)-6647

Academic Year:

8:00 A.M. - 9:00 P.M. M-TH

8:00 A.M. - 4:30 P.M. FRI.

12:30 P.M. - 4:30 P.M. SAT.

Summer:

8:00 A.M. - 4:30 P.M. M-F

Holidays and intercessions:

Schedule to be posted

PARKING & TRANSPORTATION OFFICE

Welcome Center

Phone: (696)-6406

8:00 A.M. - 4:30 P.M. M-F

PIZZA HUT

Memorial Student Center Cafeteria
 Phone: (696)-2534
 10:30 A.M. - 6:30 P.M. M-F

CAREER SERVICES

1681 Fifth Avenue
 Phone: (696)-2370
 Academic Year:
 8:00 A.M. - 4:30 P.M. M-F
 Summer:
 8:00 A.M. - 4:30 P.M. M-F

RECREATION AREA

Memorial Student Center Basement
 Phone: (696)-6667
 Academic Year:
 8:00 A.M. - 11:00 P.M. M-F
 4:00 P.M. - 12:00 A.M. SAT
 5:00 P.M. - 9:00 P.M. SUN
 Summer:
 8:00 A.M. - 4:30 P.M. M-F

STUDENT HEALTH SERVICE

1801 Sixth Avenue
 Phone: (696)-7173
 8:00 A.M. - 5:00 P.M. M-F

SWEET SENSATIONS

First Floor
 Memorial Student Center
 Phone: (696)-2534
 Academic Year:
 7:30 A.M. - 5:00 P.M. M-F
 Summer:
 9:00 A.M. - 1:30 P.M. M-F

TWIN TOWERS CAFETERIA

First Floor Twin Towers
 Phone: (696)-4894
 Weekdays:

Breakfast
 7:00 A.M. - 9:30 A.M. M-F
 Lunch
 11:00 A.M. - 1:30 P.M. M-F
 Dinner
 4:00 P.M. - 6:30 P.M. M-F
 Weekends:
 Brunch
 11:00 A.M. - 1:30 P.M. SAT-S
 Dinner
 4:00 P.M. - 6:30 P.M.

HEALTH AND FITNESS CENTER

W. Don Williams
 119 Gullickson Hall
 Phone: (696)-3633
 Academic Year:
 6:30 A.M. - 9:00 P.M. M-TH
 6:30 A.M. - 6:00 P.M. F
 12 NOON - 6:00 P.M. SAT
 1:00 P.M. - 6 P.M. SUN

Summer and Breaks:
 Hours posted

WMUL-FM RADIO (88.1)

Second Floor
 Communications Building
 Phone: (696)-6640
 Academic Year Broadcast Hours:
 6:00 A.M. - 3:00 A.M. WEEKLY

WPBY TELEVISION

Communications Building
 Phone: (696)-6630
 Business Hours:
 8:30 A.M. - 5:00 P.M. M-F
 Broadcast Hours:
 5:30 A.M. - 12:30 A.M. M-F
 5:30 A.M. - 12:00 A.M. SAT
 5:30 A.M. - 12:00 P.M. SUN

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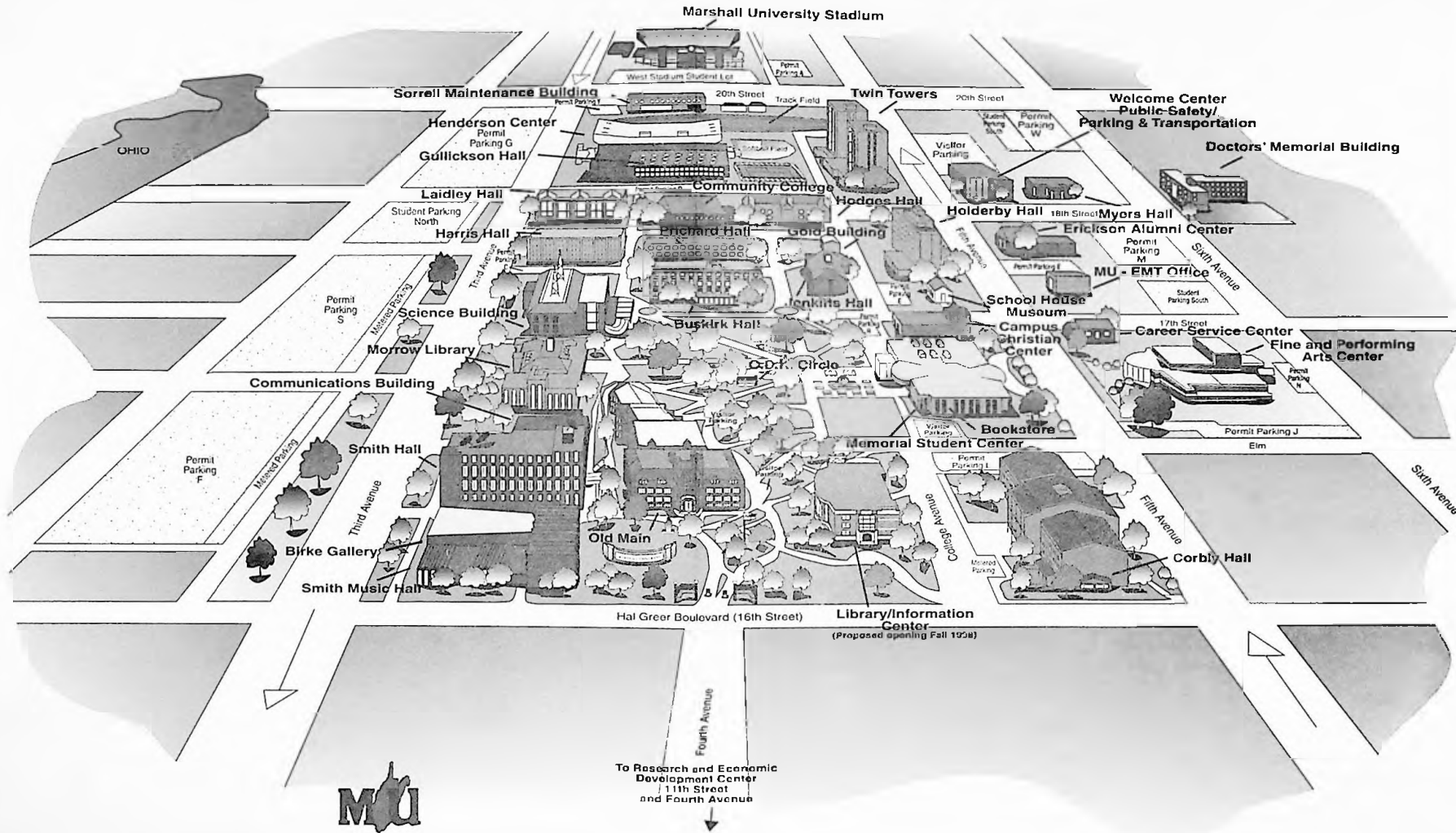
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MARSHALL UNIVERSITY
 400 Hal Greer Boulevard • Huntington, West Virginia

To Research and Economic
 Development Center
 11th Street
 and Fourth Avenue

Library/Information
 Center
 (Proposed opening Fall 1998)

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 fields.

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 (master's, 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.



Marshall University
400 Hal Greer Boulevard
Huntington, WV 25755