

PERMANENT FILE  
MARSHALL COLLEGE INFORMATION SERVICE  
Huntington, West Virginia

James H. Herring, Director

Vol. IV No. **I**  
September, 1956

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MARSHALL COLLEGE INFORMATION SERVICE---9-25-56

To the Herald-Dispatch.

For Immediate Release

WITH PHOTO---(Taken by Herald-Dispatch, Photographer)

(New Majorettes)

Three freshmen women have been selected as majorettes for the 60-piece Marshall College Marching Band.

Chosen over a field of ten were Paula Ann Frame, Birch River, Beverly Cain, Grantsville, and Juanita Eower, Sissonville. ①

Paula is the daughter of Mr. and Mrs. Paul H. Frame of Birch River and was a majorette at Nicholas County High School for three years.

Beverly, the daughter of Mr. and Mrs. Thomas P. Cain of Grantsville, has had five years experience as a majorette at Calhoun County High School.

The daughter of Mr. and Mrs. Gerald Eower of Sissonville, Juanita came to Marshall College with six years experience as a majorette at Sissonville High School.

MARSHAIL COLLEGE INFORMATION SERVICE---9-26-56

To the Herald-Dispatch, Huntington, W. Va.

For Immediate Release

(Freshman Election---)

Freshmen filing for candidacy in the forthcoming Marshall College freshman election have until 4 p.m. Thursday, Sept. 27 to file their applications.

The original deadline was to have been 4:30 p.m. Wednesday, Sept. 26, but was extended to allow ample time for all candidates to file. (2)

According to Bob Alexander, student body president, all full-time freshmen are eligible to file for office. A fee of \$2 is charged for filing for freshman senator and a fee of \$3 is required of those filing for president of the freshman class.

Four senators and the president of the freshman class will be elected on Wednesday, Oct. 3.

MARSHALL COLLEGE INFORMATION SERVICE---9-24-56

For Immediate Release

(New ROTC cadet officers---1)

The Marshall College Reserve Officer Training Corps has announced selection of new cadet officers for the year 1956-1957.

Those named as officers include:

Cadet Lt. Col. John R. Walker, cadet corps commanding officer, and Cadet Lt. Col. Faru K. Robertson, battalion commander.

New cadet majors are:

James L. Davis, battalion executive officer and Luther J. Griffith, battalion adjutant.

Cadet captains:

Richard J. Damme, Pershing Rifles commander; Gordon K. Faulkner, commander, company "A"; Earl W. Heifer, Jr., commander, company "B"; Theodore W. Wolfe, commander, company "C"; and F. Sterling Hall, commander, company "D".

Cadet First Lieutenants:

Donald V. Adkins, executive officer, company "C"; Samuel T. Whitt, battalion supply officer; Al G. Wheeler, executive officer, company "A"; James A. Louderrilk, Jr., executive officer, company "B"; and Charles E. Mascon, executive officer, company "D".

Cadet Second Lieutenants named platoon commanders include:

George W. Terplin; Duane S. Ellifritt; Curtis D. Tate; Jerry A. Pierson; Billy E. Pales; Joseph W. Hunnicutt; William H. Strickler and James A. Smith.

(more)

MARSHALL COLLEGE INFORMATION SERVICE---9-24-56

(New ROTC cadet officers---2)

Seniors named First Sergeants:

David W. Halsey, company "A"; Glenn L. Jones, company "B";  
Daniel A. Head, company "C"; and Randolph I. Barnes, company "D".

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MARSHALL COLLEGE INFORMATION SERVICE---9-24-56

To the Advertiser, Huntington, W. Va.

For Immediate Release

(Walker---1)

John R. Walker, senior Barboursville engineering major, has been named new cadet corps commander of the Marshall College Reserve Officer Training Corps.

Walker, son of Mr. and Mrs. Raymond C. Walker of Barboursville, has the rank of cadet lieutenant colonel and is a 1953 transfer student from Georgia Tech. (5)

Designated an outstanding military student by his commander, Lt. Col. Tiller E. Carter, professor of military science and tactics, Walker was awarded the Reserve Officer Association Medal for outstanding performance in 1954-1955.

While at summer camp at Ft. Brockenridge, Ky., in 1955, he was also cited as an outstanding military student.

He was also active in the work of the Boy Scouts of America and other extracurricular activities while a student at Barboursville High School.

While at Marshall College, the 22-year-old senior has maintained an overall average of 3.9, an almost perfect record in his studies.

He not only has shown outstanding ability in the fields of military science and tactics, as well as in his studies, but also is a member of several extracurricular activities which include: Sigma Phi Epsilon social fraternity; Parshing Rifles (ROTC drill team); Scabbard and Blade ROTC publication of which of which he was a staff member, and Omicron Delta Kappa national leadership honorary society for men.

cic (more)

MARSHALL COLLEGE INFORMATION SERVICE---9-24-56

(Walker---2)

Walker will receive his commission as a second lieutenant in the U. S. Army, along with his college degree next June. Following graduation, he will serve for six months on active duty with a branch of the Army.

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MARSHALL COLLEGE INFORMATION SERVICE---9-5-56

To the Huntington Advertiser, Huntington, W. Va.

For Release Thursday, Sept. 6

(Extension class organization)

Organization meetings for Marshall College extension classes will take place in <sup>12</sup> West Virginia communities between Sept. 6 and 20.

Paul H. Collin, Marshall College director of adult education, announced that extension classes in several fields will be available at Logan, Falls View, St. Albans, Charleston, Williamson, Crum, Pt. Pleasant, Ripley, Parkersburg, Beckley, Oak Hill and Clay. (7)

Courses to be taught in each community will be determined by the needs of persons attending organization meetings. Each meeting begins at 7 p.m.

Dates and places of meetings include:

Sept. 6, board of education office, Logan, and elementary school, Falls View; Sept. 10, Central Grade School, St. Albans; Sept. 11, Charleston High School; Sept. 12, Main Building Grade School, Williamson, and high school in Crum; Sept. 13, Central Elementary School, Pt. Pleasant, and high school in Ripley; Sept. 18, Washington Junior High School, Parkersburg; Sept. 19, junior high school in Beckley and elementary school in Oak Hill; and Sept. 20, high school in Clay.

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va. ---9-5-56

To the Charleston Daily Mail, Charleston, West Virginia

For Release Thursday, Sept. 6

(Extension class organization---1)

HUNTINGTON--(Special)---Organization meetings for Marshall College extension classes have been scheduled for <sup>12</sup> West Virginia communities between Sept. 6 and 20.

Paul H. Collins, Marshall College director of adult education, announced that extension classes in several fields will be available at Logan, Falls View, St. Albans, Charleston, Williamson, Crum, Pt. Pleasant, Ripley, Parkersburg, Beckley, Oak Hill and Clay. (8)

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Sept. 6, board of education office, Logan, and elementary school, Falls View; Sept. 10, Central Grade School, St. Albans; Sept. 11, Charleston High School; Sept. 12, Main Building Grade School, Williamson, and high school in Crum; Sept. 13, Central Elementary School, Pt. Pleasant, and high school in Ripley; Sept. 18, Washington Junior High School, Parkersburg; Sept. 19, junior high school in Beckley and elementary school in Oak Hill; and Sept. 20, high school in Clay.

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.---9-5-56

To the Williamson Daily News, Williamson, W. Va.

For Immediate Release

(Williamson extension classes)

Marshall College extension classes for the fall semester will be organized at Main Building Grade School in Logan Wednesday, Sept. 12, at 7 p. m.

Classes will be available in several fields. Courses to be taught will be determined by the needs of persons attending the organization meeting.

A representative of Marshall College will be present to organize the classes.

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MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.--9-5-56

To the Logan Banner, Logan, W. Va.

For Release Thursday, Sept. 6

(Logan extension classes)

Marshall College extension classes for the fall semester will be organized at the Board of Education office in Logan today at 7 p. m.

Classes will be available in several fields. Courses to be taught will be determined by the needs of persons attending the organization meeting.

A representative of Marshall College will be present to organize the classes.

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MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.--9-5-56

To the St. Albans Advertiser

For Immediate Release

(St. Albans extension classes)

Marshall College extension classes for the fall semester will be organized at Central Grade School in St. Albans Monday, Sept. 10, at 7 p. m. (11)

Classes will be available in several fields. Courses to be taught will be determined by the needs of persons attending the organization meeting.

A representative of Marshall College will be present to organize the classes.

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.--9-5-56

To the Wayne County News, Wayne, W. Va.

For Immediate Release

(Crum extension classes)

Marshall College extension classes for the fall semester will be organized at Crum High School Wednesday, Sept. 12, at 7 p. m.

Paul H. Collins, Marshall College director of adult education, announced that classes will be available in several fields. Courses to be taught will be determined by the needs of persons attending the organization meeting. (12)

A representative of Marshall College will be present to organize the classes.



MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.--9-5-56

To the Jackson Herald, Ripley, W. Va.

For Immediate Release

(Ripley extension classes)

Marshall College extension classes for the fall semester will be organized at Ripley High School Thursday, Sept. 13, at 7 p. m.

Paul H. Collins, Marshall College director of adult education, announced that classes will be available in several fields. Courses to be taught will be determined by the needs of persons attending the organization meeting.

A representative of Marshall College will be present to organize the classes.

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MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.--9-5-56

To the Pt. Pleasant Register, Pt. Pleasant, W. Va.

For Immediate Release

(Pt. Pleasant extension classes)

Marshall College extension classes for the fall semester will be organized at Central Elementary School in Pt. Pleasant Thursday, Sept. 13, at 7 p. m.

Paul H. Collins, Marshall College director of adult education, announced that classes will be available in several fields. Courses to be taught will be determined by the needs of persons attending the organization meeting.

A representative of Marshall College will be present to organize the classes.

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MARSHALL COLLEGE INFORMATION SERVICE---9-5-56

To the Huntington Advertiser, Huntington, W. Va.

For Release Thursday, Sept. 6

(Marshall leadership camp---1)

About 150 students and faculty members will attend the fifth annual Marshall College Student Leadership Conference which opens today at Camp Cliffside near South Charleston. (15)

The conference will open at 1:30 p.m. today and close at noon Saturday. Speakers will include Dr. Stewart H. Smith, Marshall president, and Robert Alexander, student body president.

Discussion groups will study problems facing individuals and organizations on the campus during the current college term. Group discussions will be summarized at the final session Saturday. A report on the conference will be used to effect improvements in student-faculty relationships during the 1956-57 term.

MARSHALL COLLEGE INFORMATION SERVICE---9-5-56

NOTE TO EDITOR:

A roundup & story on the Foreman-Manager Personnel Conference is enclosed. Also included is a copy of the conference program.

Key quotations from most speeches are included in the program to facilitate your follow-up coverage of the conference.

Any inquiry about the conference while it is in progress may be made to Paul H. Collins, director of adult education of Marshall College. Mr. Collins is conference director. You may call Huntington 33411, extension 29.

More detailed quotes may be available Friday from Dr. Heaton and Mr. Oncken.

James H. Herring, Director  
Marshall College Information Service

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MARSHALL COLLEGE INFORMATION SERVICE---9-6-56

For Release at 8 p. m. Thursday, Sept. 6

(Foreman-Manager Personnel Conference---1)

Between 500 and 600 industrial key men from four states will assemble in Huntington Friday (Sept. 7) for 12th annual Foreman-Manager Personnel Conference.

Represented at the meeting will be West Virginia, Ohio, Kentucky and Virginia.

The opening banquet is scheduled for 6:30 p. m. in the Georgian Terrace room of the Hotel Frederick. The keynote speaker will be Dr. George D. Heaton, minister of Myers Park Baptist Church, Charlotte, N. C. He will talk on "The Dignity of the Individual."

Following the general theme, "Growth Through Teamwork," the conference for industrial foremen and managers is sponsored jointly by Marshall College, the Huntington Foreman-Managers Club, and the Huntington Personnel Association.

Paul H. Collins, Marshall College director of adult education, is conference director.

A New York railroad executive will address a general session of the conferees Saturday at a 9 a. m. meeting in Old Main auditorium at Marshall College. He is William Oncken, Jr., of New York, N. Y., director of management development for the New York Central System. His subject will be "Training Is Communications."

The final speech before the entire conference will be an address by Dr. Josiah Crudup of Gainesville, Ga., president of Brenau College. He will speak on the subject, "A Philosophy of Management."

(more)

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MARSHALL COLLEGE INFORMATION SERVICE---9-6-56

(Foreman-Manager Personnel Conference---2)

Mr. Oncken will address a group meeting as well as the Saturday morning general session.

Other group speakers will include two Marshall College faculty members, Dr. Madeleine Feil, director of the college psychological clinic, and Dr. J. T. Richardson, head of the department of sociology; ~~Et~~ and Cloyd S. Steinmetz of Louisville, Ky., director of sales training for the Reynolds Metals Company; Frank Cornwell of Huntington, director of industrial relations for the West Virginia Steel and Manufacturing Company, and Dr. B. J. Chandler of Evanston, Ill., professor of education at Northwestern University. (18)

Chairmen of various sessions of the Foreman-Manager conference will be L. Boyd Smoot of Houdaille Industries, Inc., president-elect of the Huntington Foreman-Managers Club; W. A. Buchanan of ACF Industries, incumbent president of the same club; E. B. Huggett, plant manager for Houdaille Industries, Inc.; J. E. Patterson, Huntington, ~~plant~~ manager of United Fuel Gas Company; E. L. Pleninger, Belle, superintendent of employee relations of E. I. DuPont DeNemours and Company; C. W. Bahrt, Jr., South Point, O., manager of the nitrogen division of Allied Chemical and Dye Corp.; W. B. Chellis, Huntington, works manager of ACF Industries, and Dr. J. Frank Bartlett, dean of the College of Arts and Sciences of Marshall College.

Three Huntington ministers will have devotional parts on the program. They are Dr. Arthur E. Beckett, minister of the First Methodist Church; the Rev. Charles R. Cross, minister  
(more)

MARSHALL COLLEGE INFORMATION SERVICE---9-6-56

(Foreman-Manager Personnel Conference---3)

of the Highlawn Baptist Church, and the Rev. Royce K. McDonald,  
xx minister of the Enslow Park Presbyterian Church.

Members of the conference planning committee include  
J. F. Bartlett, Leonard Barstis, Walter Buchanan, Jr., Paul H.  
Collins, Bernard Dickinson, Fred W. Eberle, & Dennie Fox, Jr.,  
J. B. Haskell, Paul C. Kelsey, Clifford Meadows, Fred McCorkle,  
Azal McCurdy, Jr., R. F. Millikan, T. L. Page, E. O. Petrie,  
George Siders, L. Eoyd Smoot, Jack Steelman, Jr., Bruce  
Suckling, and W. H. Williams.

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.--9-11-56

To the Parkersburg News

For Release Sunday, Sept. 16

(Parkersburg extension classes)

Marshall College extension classes for the fall semester will be organized at Washington Junior High School (Parkersburg) Tuesday (Sept. 18) at 7 p. m. (20)

Paul H. Collins, Marshall College director of adult education, said courses in several fields will be available. Courses to be offered will be determined by the needs of persons attending the organization meeting.

A representative of Marshall College will be present to organize the classes.



MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.---9-11-56  
To the Raleigh Register, Beckley Post-Herald  
For Release Sunday, Sept. 16

(Beckley and Oak Hill extension classes)

Marshall College extension classes for the fall semester will be organized in Beckley and Oak Hill Wednesday, Sept. 19, it was announced by Paul H. Collins, Marshall College director of adult education.

Both meetings are scheduled for 7 p. m.

The meeting in Beckley will be at the junior high school. The elementary school has been selected for the meeting in Oak Hill.

Courses in several fields will be available at each place. The needs of persons attending the meetings will determine what classes are to be taught.

A representative of Marshall College will be present to organize classes in each city.

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MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.--9-11-56

To the Fayette Tribune, Oak Hill, W. Va.

For Release Monday, Sept. 17

(Oak Hill extension classes)

Marshall College extension classes for the fall semester will be organized at Oak Hill Elementary School Wednesday, Sept. 19, at 7 p. m.

Paul H. Collins, Marshall College director of adult education, said courses in several fields will be available. The needs of persons attending the organization meeting will determine what courses are to be taught. (22)

A representative of Marshall College will be present to organize the classes.

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.--9-11-56

To the Clay County Free Press, Clay, W. Va.

For Immediate Release

(Clay extension classes)

Marshall College extension classes for the fall semester will be organized at Clay High School Thursday, Sept. 20, at 7 p. m.

Paul H. Collins, Marshall College director of adult education, said courses in several fields will be available. The needs of persons attending the organization meeting will determine what courses are to be offered in Clay. (23)

A representative of Marshall College will be present to organize the classes.

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.---9-11-56

To the Advertiser, Huntington, West Virginia

For Immediate Release

(Marshall Class Registration---1)

Business and industrial workers, teachers, and housewives of the tri-state area will assemble at Marshall College Friday evening (Sept. 14) and Saturday morning (Sept. 15) to register for evening or Saturday classes scheduled for the fall semester. (24)

Registration for 95 evening or Saturday classes is scheduled for Friday from 7 to 9 p.m. and Saturday from 8 a.m. to noon.

Persons planning to register should report first to the registrar's office, room 105, Old Main, to pick up registration supplies. They should then go to enrollment headquarters in the college library.

Evening and Saturday classes will be in 26 fields. They include art, Bible and religion, biological science, business administration, chemistry, economics, education, engineering, English, French, geography, geology, history, home economics, home economics education, journalism, library science, music, philosophy, political science, psychology, science, social studies, sociology, Spanish, and speech.

A total of 539 classes in 37 fields are being offered at Marshall this fall. Registration is expected to be the second highest on record for Marshall College.

MARSHALL COLLEGE INFORMATION SERVICE---9-11-56

To the Herald-Dispatch, Huntington, W. Va.

For Release Wednesday, Sept. 12

(Marshall Class Registration---1)

Registration for 539 fall semester classes will begin at Marshall College Thursday morning and continue through Saturday noon.

Thursday will be devoted to the registration of freshman only. Friday between 8 a.m. and 4 p.m. has been set aside for the registration of transfer students and upperclassmen. Part-time students will register Friday from 7 to 9 p.m. and Saturday from 8 a.m. to noon.

The 539 classes will be in 37 fields. They include:

Advertising, art, Bible and religion, biological science, botany, business administration, chemistry, Greek, Latin, economics, education, engineering, English, French, geography, geology, German, history, home economics, home economics education, journalism, library science, mathematics, military science and tactics, music, orientation, philosophy, physical education, political science, psychology, safety education, science, social studies, sociology, Spanish, speech and zoology.

Persons planning to register should report first to the registrar's office, room 105, Old Main, to pick up registration supplies. They should then go to enrollment headquarters in the college library.

Many business and industrial workers, teachers and housewives are expected to register for the 95 Saturday and evening classes. These classes will represent 26 fields.

~~Freshman~~  
~~transfer~~ orientation started at Marshall Monday morning. Fall semester classes will begin Monday, Sept. 17.

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.--9-11-56

For Immediate Release

(Marshall Class Registration---1)

HUNTINGTON, W. Va.--- (Special)---Business and industrial workers, teachers, and housewives of the tri-state area will assemble at Marshall College Friday evening (Sept. 14) and Saturday morning (Sept. 15) to register for evening or Saturday classes scheduled for the fall semester.

Registration for 95 evening or Saturday classes is scheduled for Friday from 7 to 9 p.m. and Saturday from 8 a.m. to noon.

Persons planning to register should report first to the registrar's office, room 105, Old Main, to pick up registration supplies. They should then go to enrollment headquarters in the college library.

Evening and Saturday classes will be in 26 fields. They include art, Bible and religion, biological science, business administration, chemistry, economics, education, engineering, English, French, geography, geology, history, home economics, home economics education, journalism, library science, music, philosophy, political science, psychology, science, social studies, sociology, Spanish, and speech.

A total of 539 classes in 37 fields are being offered at Marshall this fall. Registration is expected to be the second highest on record for Marshall College.

MARSHALL COLLEGE INFORMATION SERVICE --9-15-56

To the Herald-Advertiser

For Release Sunday, Sept. 16

(Registration to continue)

Registration for 539 fall semester classes will continue at Marshall College this week with the late enrollment fee increasing at the rate of one dollar a day through Friday.

Persons who wish to register Monday will pay a late registration fee of one dollar. The five-dollar maximum fee will be imposed Friday and Saturday.

No one will be registered for fall semester classes after noon Saturday.

Anyone registering this week will go through the entire enrollment procedure in the registrar's office, room 105, Old Main.

Evening and Saturday classes are offered in these fields:

Art, Bible and religion, biological science, business administration, chemistry, economics, education, engineering, English, French, geography, geology, history, home economics, home economics education, library science, music, philosophy, political science, psychology, science, social studies, sociology, Spanish, and speech.

Fall semester classes will begin meeting at Marshall Monday.

MARSHALL COLLEGE INFORMATION SERVICE---9-15-56

To the Advertiser

For Release Monday, Sept. 17

(Classes begin)

Fall semester classes began meeting at Marshall College today as the college registrar's office ~~is~~ continued registering students with the payment of a one-dollar late enrollment fee.

The late registration fee will ~~rise~~ increase at the rate of one dollar a day through Friday. Fall semester class registration will end Saturday, Sept. 22, at noon.

A total of 539 classes are being offered by Marshall during the fall semester. Saturday and evening classes are available in 26 fields.

Anyone registering this week will go through the entire enrollment procedure in the ~~register~~ registrar's office.

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MARSHALL COLLEGE INFORMATION SERVICE---9-15-56

To the Herald-Dispatch

For Release Monday, Sept. 17

(late registration)

Fall semester class registration will continue at Marshall College today with a one-dollar late enrollment fee being charged all who register.

The fee will increase at the rate of one dollar a day through Friday. No more fall semester students will be accepted after Saturday, Sept. 22, at noon.

A total of 539 classes in 37 fields are being offered at Marshall this semester. Evening and Saturday classes are available in 26 fields.

Anyone registering this week will go through the entire enrollment procedure in the registrar's office, room 105, Old Main.

Classes will begin at Marshall today.

(29)

MARSHALL COLLEGE INFORMATION SERVICE---9-16-56

To the Herald-Dispatch

For Release Monday, Sept. 17

(Extension classes)

Students may register today (Monday) or ~~tomorrow~~ <sup>Wednesday</sup> for Marshall College extension classes which have been organized in Williamson and Crum, according to Paul H. Collins, Marshall director of adult education. 30

Enrollees will be accepted today for two classes scheduled to meet at Crum High School each Monday evening of the fall semester. The meeting time tonight is 6:30.

Courses being offered at Crum are Social Studies 303 (West Virginia history) and Sociology 308 (Marriage and the Family ).

Registration for five classes has been set for 6:30 p. m. ~~Tuesday~~ <sup>Wednesday</sup> at Main Building Grade School in Williamson.

The Williamson courses include Mathematics 100 (College arithmetic); Education 465 (Audio-Visual Aids in Learning); a course in freshman English; a sociology class for juniors, seniors, and graduates; and a course in Spanish for beginners.

MARSHALL COLLEGE INFORMATION SERVICE---9-16-56

To the Huntington Advertiser

For Release Monday, Sept. 17

(Extension Classes)

New students will be accepted today or ~~tomorrow~~ <sup>Wednesday</sup> for Marshall College extension classes which have been organized at Williamson and Crum, according to Paul H. Collins, Marshall director of adult education.

Enrollees will be signed up today for two classes scheduled to meet at Crum High School each Monday evening for the fall semester. The meeting tonight is at 6:50.~~xx~~

Courses being offered at Crum are Social Studies 303 ~~\*~~ (West Virginia history) and Sociology 308 (Marriage and the Family).

Registration for five classes has been set for 6:30 p. m. ~~Tuesday~~ <sup>Wednesday</sup> at Main Building Grade School in Williamson.

The Williamson courses include Mathematics 100~~xxx~~ (College arithmetic); Education 465 (Audio-Visual Aids in Learning); a course in freshman English; a sociology class for juniors, seniors, and graduates; and a course in Spanish for beginners.

(31)

MARSHALL COLLEGE INFORMATION SERVICE---9-16-56

To the Fayette Tribune, Oak Hill, W. Va.

For Release Monday, Sept. 18

(Marshall extension classes)

New students will be accepted this week for Marshall College extension classes which have been organized at St. Albans and Charleston for the fall semester, Paul H. Collins, Marshall director of adult education, said today. (32)

Students also will be accepted for classes to be organized in Oak Hill and Beckley Wednesday. Organization meetings are scheduled for 7 p. m. at Beckley Junior High School and Oak Hill Elementary School.

Interested persons may enroll Tuesday at St. Albans for a class designated as Education 648 (Adolescent Psychology). Registration is scheduled for 6:30 at St. Albans Central Grade School. This course offers only graduate credit.

Registration for two graduate courses to be offered at Charleston High School has been set for Wednesday and Thursday.

Students may register for Education 671 (Teaching Science in the Elementary School) Wednesday at 6:30 p. m. They may enroll for Science 582 (Conservation of Soil, Forests and Wildlife) Thursday at 7 p. m.

Classes at both St. Albans and Charleston will meet this week for the first time.

MARSHALL COLLEGE INFORMATION SERVICE-- 9-16-56

To the Beckley Post-Herald ~~regional news editor~~  
For Release Tuesday, Sept. 18

(Marshall College extension classes)

New students will be accepted this week for Marshall College extension classes which have been organized at St. Albans and Charleston for the fall semester, Paul H. Collins, Marshall director of adult education, said yesterday.

Students also will be accepted for classes to be organized Wednesday ~~at~~ in Beckley and Oak Hill. Organization meetings are scheduled at 7 p. m. for ~~the~~ Beckley Junior High School and Oak Hill Elementary School.

Interested persons may enroll Tuesday at St. Albans for a class designated as Education 648 (Adolescent Psychology). Registration is scheduled for 6:30 at St. Albans Central Grade School. This course offers only graduate credit.

Registration for two graduate courses to be offered at Charleston High School has been set for Wednesday and Thursday.

Students may register for Education 671 (Teaching Science in the Elementary School) Wednesday at 6:30 p. m. They may enroll for Science 532 (Conservation of Soil, Forests and Wildlife) Thursday at 7 p. m.

Classes at both St. Albans and Charleston will meet this week for the first time.

MARSHALL COLLEGE INFORMATION SERVICE---9-16-56

To the Charleston Gazette

For Release Tuesday, Sept. 18

(St. Albans and Charleston extension classes)

New students will be accepted this week for Marshall College extension classes which have been organized at St. Albans and Charleston for the fall semester, Paul H. Collins, Marshall director of adult education, said yesterday. (34)

Interested persons may enroll tonight (Tuesday) for a class designated as Education 648 (Adolescent Psychology). Registration is scheduled for 6:30 at ~~Charleston~~ Central Grade School in St. Albans. The St. Albans course offers only graduate credit.

Registration for two graduate courses to be offered at Charleston High School has been set for Wednesday and Thursday.

Students may register for Education 671 (Teaching Science in the Elementary School) Wednesday at 6:30 p. m. They may enroll for Science 582 (Conservation of Soil, Forests and Wildlife) Thursday at 7 p. m.

Classes at both St. Albans and Charleston will meet this week for the first time.

MARSHALL COLLEGE INFORMATION SERVICE---9-16-56

To the Charleston Daily Mail

For Release Monday, Sept. 17

(Charleston, St. Albans extension classes)

Students may register this week for Marshall College extension classes which have been organized in Charleston and St. Albans, according to Paul H. Collins, Marshall director of adult education. (35)

Enrollees will be accepted Tuesday for a class designated as Education 648 (Adolescent Psychology). Registration is scheduled for 6:30 p. m. The meeting place is Central Grade School in St. Albans.

The St. Albans class offers only graduate credit.

Registration for two graduate courses to be offered at Charleston High School has been set for Wednesday and Thursday.

Interested persons may register for Education 671 (Teaching Science in the Elementary School) Wednesday at 6:30 p. m. They may enroll for Science 582 (Conservation of Soil, Forests and Wildlife) Thursday at 7 p. m.

Classes in both St. Albans and Charleston will meet this week for the first time.

MARSHALL COLLEGE INFORMATION SERVICE---9-16-56

To the Williamson Daily News

For Release Monday, Sept. 17

(Extension classes)

Students may register today (Monday) or ~~tomorrow~~ <sup>Wednesday</sup> for Marshall College extension classes which have been organized in Williamson and Crum, according to Paul H. Collins, Marshall director of adult education. (36)

Enrollees will be accepted today for two classes scheduled to meet at Crum High School each Monday evening for the fall semester. The meeting tonight is at 6:30.

Courses being offered at Crum are Social Studies 303 (West Virginia history) and Sociology 308 (Marriage and the Family).

Registration for five classes has been set for 6:30 p. m. ~~Tuesday~~ <sup>Wednesday</sup> at Main Building Grade School in Williamson.

The Williamson courses include Mathematics 100 (College arithmetic); Education 465 (Audio-Visual Aids in Learning); a course in freshman English; a sociology class for juniors, seniors, and graduates; and a course in Spanish for beginners.



MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va. ---9-17-56

To the Williamson Daily News

For Release Tuesday, Sept. 18

(Five extension classes in Williamson)

Five Marshall College extension classes will meet for the first time at Main Building Grade School in Williamson Wednesday at 6:30 p. m. Other interested persons may register for these courses at the same time.

The Williamson classes include Mathematics 100 (College Arithmetic); Education 455 (Audio-Visual Aids in Learning); a course in freshman English; a sociology class for juniors, seniors, and graduates; and a course in Spanish for beginners. (37)

All classes will meet each Wednesday evening during the first semester of the 1956-57 college term.

-30-

NOTE TO EDITOR: WEDNESDAY, not Tuesday, IS THE DAY STUDENTS MAY REGISTER FOR THESE CLASSES. A clerical error in a previous story made it appear that Tuesday was the day. Sorry.

MARSHALL NEWS INFORMATION SERVICE

FROM: Lou Sahadi  
Sports Publicity Director

September 18, 1956  
FOR IMMEDIATE RELEASE

Marshall football fans won't have to wait until the home opener against Morris Harvey on September 29 to catch their first look at the Big Green if they decide to take advantage of a special rail offer made by the Chesapeake and Ohio Railroad. The C&O has put into effect a low cost round trip rate to Cincinnati this weekend in connection with Marshall's opening game against Xavier University.

Persons desiring to attend the Marshall-Xavier encounter can do so for the cut-rate transportation price of \$4.40. The excursion fare has been designated for "The George Washington" leaving Huntington at 4:25 A.M. Saturday, and arriving at Cincinnati at 8:00 A.M. in ample time for the 2 P.M. contest. On the return trip, "The George Washington" will depart from Cincinnati at 6:15 P.M. the same day, and arrive at Huntington at 9:25 P.M.

Rail tickets may be purchased in advance of departure date from the Chesapeake and Ohio Railway ticket office. However, tickets for the game itself can only be bought at the college's athletic department from Ticket Manager Neal B. Wilson. The price for the football game has been established at \$2.00, with all seats being reserved on the 50-yard line. The college ticket office will be open from 8:30 A.M. to 4:30 P.M. daily. No phone or mail order tickets however will be accepted.

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.---9-18-56

For Immediate Release

(39)

(Gugliemelli)

Lewis Arthur Gugliemelli 31, of Hazleton, Pa., a 1952 graduate of the Marshall College Graduate School, has received the Doctor of Philosophy degree from Kansas State College.

Gugliemelli received the Bachelor of Science degree from Pennsylvania State College in 1951, and a Master's degree in chemistry from Marshall in 1952.

He has also attended Sherwin Williams, Gibbsboro, N. J.

September 18, 1956

MEMORANDUM TO MRS. NEWCOMB:

The daily news releases of Lou Sahadi should be charged to the athletic department's duplicating budget. You might check with Bob Morris about this point if there is any question. The first story to be so charged is attached. Thanks.



James H. Herring

(40)

MARSHALL COLLEGE INFORMATION SERVICE---9-18-56

To the Advertiser

For Release Tuesday, Sept. 18

(UHSP---1)

The annual meetings of the United High School Press of West Virginia and two associated organizations will take place at Marshall College Nov. 9 and 10, it was announced today by Professor W. Page Pitt, head of the Marshall College department of journalism and founder of the UHSP. (41)

The other organizations are another high school student group, the United High School Yearbook Association, and an organization of high school teachers, the Journalism Teachers Association of West Virginia.

This will be the ~~23rd annual~~ 22nd annual congress of the United High School Press. The yearbook association will be holding its fifth annual meeting and the teachers' organization its 18th convention.

About 300 young people from 170 West Virginia public high schools and 5 Catholic high schools are expected to participate.

The annual banquet of the UHSP will take place at the Prichard Hotel Saturday evening, Nov. 10. This affair is sponsored each year by the Huntington Publishing Company and Col. J. H. Long, known as the "Daddy of the United High School Press of West Virginia." The banquet is scheduled for 7 p. m.

(more)

(UHSP---2)

The Chamber of Commerce luncheon is set for 1 p. m. the same day.

All delegates to the triple event will be guests of the Marshall College athletic department at the Marshall College-Toledo University football game at Fairfield Stadium Friday, Nov. 9, at 8 p. m.

The UHSP, largest of the three meeting organizations, is made up of high school newspaper editors and staff members who come together each year to exchange ideas and to find inspiration

~~by meeting successful journalism and other Ameri~~

by meeting successful journalists and other Americans active in mass communications. (42)

The meetings are usually held in the spring. Professor Pitt announced last spring that they would be postponed this year to avoid overcrowding the extra curricular schedule of West Virginia high school students.

Still executive secretary of the UHSP, Professor Pitt organized the press group in 1927. The first speaker was Governor Howard M. Gore. The greatest attendance at the annual congress was reached in 1931 when 601 young people from all parts of West Virginia assembled on the Marshall campus.

Among the 1955 speakers were the late Senator Harley M. Kilgore; Nick Basso, radio and television news director of WSAZ Inc.; Clyde C. Ball, Huntington editor of the Association Press; and Jack Hardin of the Huntington Advertiser ~~editorial~~ editorial staff.

(more)

(UHSP---3)

Program chairman of the triple event is James H. Herring, assistant professor of journalism and director of the Marshall College Information Service. Miss Virginia Lee, associate professor of journalism, has charge of registration.

-30-

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MARSHALL COLLEGE INFORMATION SERVICE---9-10-66

To all news outlets

For immediate release

(UHSP---1)

The 22nd annual congress of the United High School Press of West Virginia will convene at Marshall College Nov. 9 and 10.

Two other organizations, one a high school student group and the other a teacher's organization, will meet at the same time.

Announcement of the triple event was made by Professor W. Page Pitt, head of the Marshall College department of journalism and founder of the UHSP.

This is the 22nd annual congress of the United High School Press. The other organizations to the meet are another high school student group, the United High School Yearbook Association, and an organization of high school teachers, the Journalism Teachers Association of West Virginia. (44)

The yearbook association will be holding its fifth annual meeting and the teacher's organization its 18th convention.

The annual banquet of the UHSP will take place at the Prichard Hotel Saturday evening, Nov. 10. This affair is sponsored each year by the Huntington Publishing Company and is scheduled for 7 p.m.

The Chamber of Commerce luncheon is set for 1 p.m. the same day.

All delegates to the triple event will be the guests of the Marshall College athletic department at the Marshall College-Toledo University football game at Fairfield Stadium Friday, Nov. 9, at 8 p.m.

The UHSP is the larger of the three meeting organizations and is made up of high school newspaper editors and staff members who meet each year to exchange ideas and to find inspiration by meeting successful journalists and other Americans active in mass communications.

(more)



MARSHALL COLLEGE INFORMATION SERVICE---9-18-66

For Immediate Release

(UHFJ---2)

Program chairman is James H. Herring, Assistant professor of journalism and director of the Marshall College Information Service. Miss Virginia Lee, associate professor of journalism, has charge of registration.

Approximately 300 young people are expected to attend.

- 20 -

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MARSHALL NEWS INFORMATION SERVICE

FROM: Lou Sahadi  
Sports Publicity Director

September 19, 1956  
FOR IMMEDIATE RELEASE

Marshall's fired-up Big Green scrimmaged for the last time yesterday in preparation for Saturday's opener with Xavier University at Cincinnati. Tuesday's scrimmage was gratifying in one respect in that no new injuries were reported. All of which means that the Big Green hospital list remains at three, End Keith Marcum, Tackle Dick Hawkins, and Guard Bill Caverly.

With the rough work completed, grid boss Herb Royer will concentrate on his kicking game, from kick-offs to punts to extra points. Also included on the schedule are skull sessions today and tomorrow. (46)

Currently handling the kick-off assignment is Tackle Jim Conard. On the extra point kicking, Quarterback Bill Zban has been busily booting the ball through the cross bars. On the punting side of the picture, Royer has entrusted four backs with the all important punting duties. They include, Fullback George Templin, who did the bulk of the punting last year, Halfback Cagle Curtis, Quarterback John Wells, and Fullback Jim Vaughn.

Royer has not quite definitely decided on a starting line-up for the Xavier fray, but he appears to be leaning toward his veterans of last season. That would include, Dick Athey and Campbell Platt at ends, Jim Conard and Bob Loudermilk at Tackles, Herb Hess and Irv Wilson at guards, Randy Scott at center, Bill Zban at quarterback, Len Hellyer and Fred Freeman at halfbacks and George Templin at fullback.

Causing the Marshall mentor to ponder the starting line-up a bit is the showing of a couple of sophomores and a junior. The latter, Cagle Curtis, has been pushing Freeman for a starting berth at halfback. Sophomore Sam Sirianni, a hard running fullback, has been pressing Templin, while Olen Jones a sophomore end has been making a strong move for a first string job.

MARSHALL NEWS INFORMATION SERVICE

FROM: Lou Sahadi  
Sports Publicity Director

September 20, 1956  
FOR IMMEDIATE RELEASE

The grid experts won't have to look past Marshall's opening game with Xavier Saturday to determine when Coach Herb Royer's Big Green will get their initial test of the 1956 campaign. In Xavier, Marshall will be bumping into a perennial Ohio football power, and the outcome of the battle may very well provide an insight into how well the Green will fare this year.

The Musketeers have one game under their belts already, a 13-8 victory over underrated St. Joseph's of Indiana. Xavier, on the brink of defeat, scored two last period touchdowns, one in the final 53 seconds, to finally cage the Pumas.

Coach Mick Connolly, who called Marshall the best running club he witnessed last year, has geared his squad in preparation for the Big Green's afternoon invasion. The encounter could be billed as a running duel between Marshall's All-American candidate Len Hellyer, who averaged 8.8 yards per carry last season, and Xavier's Bob Konkoly, who carried the Cincinnati eleven to their opening win. Konkoly, registered Xavier's first touchdown against St. Joe, grinding out 57-yards of turf in a 64-yard drive. (47)

At last look at his injury list, Royer detected no new casualties. He did receive a lift when it was learned that sophomore tackle candidate Dick Hawkins, a strapping 6'1" 220-pounder may be available for duty. Hawkins, who was pushing hard for a starting job, suffered a slight shoulder injury last week, and could be counted on for part-time action upon word from trainer Ed Prelaz.

As far as the line-up goes, Royer is still debating whether to stick with veterans of last year, or insert a few new faces into the starting eleven. Sam Sirianni, a fine looking sophomore fullback, Olen Jones, a sophomore end, and Cagle Curtis a junior halfback, who saw some service last year, may be handed starting assignments. The tentative line-up shapes up as, Dick Athey and Campbell Platt at ends, Jim Conard and Bob Loudermilk at tackles, Herb Hess and Irv Wilson at guards, Randy Scott at center, Bill Zban at quarterback, Len Hellyer and Fred Freeman at halfbacks, and George Templin at fullback.

The squad will leave by bus at 11:30 tomorrow morning, arriving at Cincinnati in time for a late afternoon workout. They will be quartered in the Sinton Hotel.

For Immediate Release

(College Committees---1)

Committee appointments for the 1956-1957 college term were announced Thursday by President Stewart H. Smith of Marshall College.

The committees are as follows:

ADMINISTRATIVE CABINET---President Smith, chairman; D. Banks Wilburn, J. F. Bartlett, A. E. Harris, Lillian H. Buskirk, Harold L. Willey, Luther E. Bledsoe, Fred R. Smith, Paul H. Collins, Harold W. Apel and Adriene Arnett.

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN---Ruby C. Foose, chairman; Louise McDonough, Lucy A. Whitsel, Dorothy B. Dragonier, Virginia Lee, Mary W. White, Lillian H. Buskirk and Veta Lee Smith.

ARTISTS SERIES CORPORATION---President Smith, chairman; Okey Keadle, Mrs. Mill Mount, Curtis Baxter, Ralph M. Edeburn, Wilbur Fursley. Students: Delores Smith and John Corns.

ATHLETIC BOARD---Jack R. Brown, N. Boyard Green, Hunter Hardman, Paul N. Musgrave, Mrs. Andrew A. D'Antoni, alumni representative; Fred R. Smith, Robert Alexander, Student Body President; Robert A. Morris, Jr.

COLLEGE COUNCIL---President Smith, chairman; D. Banks Wilburn, J. F. Bartlett, A. E. Harris, Harold L. Willey, Lillian H. Buskirk, Luther E. Bledsoe, A. E. McGahey, H. G. Toole, Irene C. Evans, Edwin A. Cusby, Mirian F. Gelvin, Ernestine Jones, Veta Lee Smith, secretary.

COMMENCEMENT---President Smith, chairman; D. Banks Wilburn, J. F. Bartlett, A. E. Harris, Harold L. Willey, Paul N. Musgrave, R. Lloyd Beck, C. Lawrence Kingsbury, H. G. Toole, Fred R. Smith, Veta Lee Smith, and George Templin, senior class president.

(more)

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MANHATTAN COLLEGE INFORMATION SERVICE---9-20-56

(College Committees---2)

CURRICULUM---Woodrow Morris, chairman; George E. Mann, Joseph S. Jablonski, Alma N. Noble, Charles H. Moffat, Carl Leiden, Joseph W. Lichtenstein, H. C. Darlington, John H. Koback, Robert Sechler, (D. Banks Wilburn, J. F. Bartlett, A. E. Harris, ex-officio).

DEBATA COUNCIL---Clayton R. Page, chairman; A. O. Hanson, Joseph Jablonski, James A. McCubbin, Walter C. Felty. Students: to be appointed.

FACULTY PERSONNEL---(Advancement, Tenure and Salary)--Woodrow Morris, Edwin A. Cubby, M. Bayard Green, Conley H. Dillon, Vernon D. Jolley, Robert L. Britton, Fuby C. Foose, (President Smith, D. Banks Wilburn, J. F. Bartlett, A. E. Harris, ex-officio).

FACULTY SALARY---R. Lloyd Beck, H. C. Toole, Walter C. Felty, Lawrence H. Mazza, Charles S. Nunyan.

FACULTY SERVICE---Futh M. Flower, chairman; Iavelle Jones, Ruth C. Carrett, Thomas Bauseman, Clara Harrison, Ernest W. Cole, Joan Gregory, Rufus Land, Major Robert E. Mensley and Bora Mitchell.

FOREIGN STUDENTS---Dorothy B. Fragonier, chairman; Margaret Hampel, Carl Leiden, James Stais, Russell Smith and Ben W. Hope.

HONORARY DEGREES (Advisory Committee)---President Smith, chairman, ex-officio; A. E. Harris, E. Lloyd Beck, H. C. Toole, Berachel Heath, Helen B. Harvey.

LIBRARY---Herschel Heath, chairman; Harold W. Apol, Robert L. Britton, Edward Flynn, Marvin G. Mitchell, Vernon D. Jolley, Virginia N. Parrish, Myrtle M. Fouse, Walter H. Perl, Harold M. Hayward, Bernice F. Wright, Kathleen Robertson, Students: to be appointed (graduate); Rhoda Wagner (undergraduate).

(more)

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MARSHALL COLLEGE INFORMATION SERVICE---9-20-56

(College Committees---3)

LIFE PLANNING WEEK---Faculty Committee: Russell B. Smith, chairman; Paul Stewart, Donald Martin, Florence H. VanBibber, John Martin, Michael Josephs, Cleo Gray, James A. McCubbin, Louis B. Jennings, Reva B. Neely, Joan Gregory, Lander Seal. Student Committee: John C. Barbour, chairman.

NORTH PARLOR---Ernestine Jones, chairman; Joanne Drescher, Julius <sup>L</sup>ieberman, Cova Elkin, Adella E. Strouse, Lindley E. Banderzalm, Thomas W. Olson, Mahlon Brown, Patricia Ann Green, Frieda Starkey, Melville Gill.

PATHEMOR FINANCIAL CONTROL BOARD---Foy C. Woods, chairman; Cleo Gray, Irene C. Evans, Kenneth K. Loemker. Students: Barbara Dawson, Phyllis Cremeans, and Danny Coulding. (50)

PROFESSIONAL ORGANIZATIONS---Conley H. Dillon, chairman; Ben K. Hope, Donald Follitt, Charlotte E. Barryman, Mary W. White, Arthur Carpenter, Charles E. Runyan and Mae N. Houston.

PUBLIC RELATIONS---President Smith, chairman; Curtis Baxter, W. Page Pitt, James H. Herring, C. Lawrence Kingsbury, R. A. Morris, Jr., Paul H. Collins, Col. Tiller E. Carter, Lillian H. Buskirk, Harold L. Willey, Luther E. Eadsos, Fred R. Smith, Veta Lee Smith, D. Banks Wilburn, J. F. Bartlett, A. E. Harris. Student: George Smith.

RADIO AND TV---Stephen D. Buell, chairman; J. F. Bartlett, D. Banks Wilburn, Walter C. Felty, James H. Herring.

RESEARCH INSTITUTE---J. F. Bartlett, chairman; A. W. Scholl, John H. Hoback and Fred R. Smith.

RETIREMENT---Leslie M. Davis, chairman; Louis B. Jennings, Frances W. Whelpley, Mary Coins, Madaleine Feil, Myrtle M. Rouse, Harold M. Hayward, Ivyell

(more)

MARSHALL COLLEGE INFORMATION SERVICE---9-30-56

(College Committees---4)

V. Douthat, Ruth Robinson, Roy C. Woods, Juan C. Fors, H. G. Toole, Conley H. Dillon, W. Page Pitt and Charles H. Moffat.

CARRIAGE LEAVE(Advisory Committee)---Roy C. Woods, Russell E. Smith, Paul N. Musgrave, Carl B. Miller, Frances W. Whelpley and Charles H. Moffat.

SAFETY---Frederick A. Fitch, Jr., chairman; Lillian H. Buskirk, Harold L. Willey, Ora E. Rumble, Dorothy A. Fisher, Rex Gray, Lawrence H. Muzum, Howard L. Mills, Melville Gill, Charles H. Long, George G. Urien, Thomas A. Bolyard.  
Students: Jean Ford and Duane Ellifritt.

SCHOLARSHIP, STUDENT AID AND LOAN COMMITTEE---Executive chairman, Luther E. Blaisoe; Lillian H. Buskirk, Harold L. Willey and President Smith.  
Student Aid---W. Page Pitt, chairman; Ora E. Rumble, Conley H. Dillon, John L. Stender, Samuel T. Stinson, Hunter Hardman, Frederick A. Fitch, Luther E. Blaisoe, Fred R. Smith, Neal B. Eilson and Robert A. Morris, Jr.

STUDENT HEALTH---Clarke F. Hess, chairman; Madeline Feil, Ruth Robinson, Frederick A. Fitch, Rex Gray, Lawrence H. Muzum, Robert A. Morris, Jr., Dr. Charles H. Hagan, Col. Tiller E. Carter, Lillian H. Buskirk, Harold L. Willey, D. Banks Wilburn, J. F. Bartlett. Students: Jackie Pyles and Bill Nelson.

STUDENT UNION CORPORATION---President Smith, chairman; Fred R. Smith, secretary-treasurer; Edward H. Greene, Don Morris, Harry Wolfe, Jr., Clyde Wellman, Mrs. Frederick A. Fitch, Jr., Robert Alexander, student body president.

TRAFFIC---Harold L. Willey, chairman; Lillian H. Buskirk, Howard L. Mills and Raymond E. Janason.

UNITED FUND APPEAL---John L. Stender, chairman; Raymond E. Janason, Howard L. Mills, James A. McCubbin, Carolyn F. Dwight, Reva E. Neely, Leo V.

(more)

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MARSHALL COLLEGE INFORMATION SERVICE---9-30-56

(College Committees---5)

Inperi, E. Wayne Hugoboom, Mary Coins, J. T. Richardson, James Stais, Lindloy  
E. VanderZola, Kenneth E. Looker, Michael Josephs, Eva Miller, Wayne W. Warncke,  
Major Furdy Phillips, Ourania Grambos, Phillip E. Lambert, Helen Harlow, Thelma  
Kessler, Don Morris, Kathryn M. Kraybill, Thelma Jones, George Beckett, Charles  
M. Estep, Earl Reynolds. Students: Charles VanWinkle, Phyllis Brewer, Virginia  
Ellis and Bob Clark.

VISITORS---EDITORIAL: Mr. Paul H. Collins, chairman; Luther E. Bledsoe,  
C. Lawrence Kingsbury, James H. Herring and Veta Lee Smith.



MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.---9-21-56

To the Williamson Daily News

For Release Monday, Sept. 24

(Extension class registration---3)

Registration for five Marshall College extension classes will continue at Main Building Grade School in Williamson Wednesday, Sept. 26, as the classes begin meeting for the fall semester. Both class sessions and registration will begin at 6:30 p.m.

Teachers and others wishing to work toward college degrees will be accepted for the courses. 53

Organization of the classes was completed Wednesday, Sept. 19.

Courses offered are English 101 (English composition); English 103 (First year written and spoken English); Mathematics 100 (College arithmetic); Spanish 101 (Beginning Spanish); and Education 465 (Audio-Visual Aids in learning).

English 103 and Mathematics 100 are required of all teachers working toward any regular teaching certificate.

A college graduate employed full time can begin working toward a college degree by taking the two first-year courses offered in Williamson, English 101 and Spanish 101.

Education 465 is open to juniors, seniors and graduates.

All five classes will meet at 6:30 p.m. each Wednesday during the fall semester.

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.---9-21-56

To the Fayette Tribune, Oak Hill, W. Va.

For Release Tuesday, Sept. 25

(Oak Hill extension class)

A Marshall College extension class for college juniors, seniors and graduates will be offered at Oak Hill Elementary School each Thursday at 6:30 p.m. during the fall semester, according to Paul H. Collins, Marshall director of adult education.

Registration will continue Thursday, Sept. 27, as the class meets for the first time.

The course offered in Oak Hill is Education 545 (Teaching Reading in Elementary Schools).

54

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.---9-21-56

To the Beckley Post-Herald, Beckley, W. Va.

For Release Tuesday, Sept. 25

(Beckley extension class)

A Marshall College extension class for college juniors, seniors and graduates will be offered at Beckley Junior High School each Thursday at 8:30 p.m. during the fall semester, according to Paul H. Collins, Marshall director of adult education. (55)

Registration will continue Thursday, Sept. 27, as the class meets for the first time.

The course offered in Beckley is Bible and Religion 518 (Development of Religious Ideas).

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va. ---9-21-56

To the Beckley Post-Herald (regional news editor)

For Release Tuesday, Sept. 25

(Oak Hill extension class)

OAK HILL---(RHS)---A Marshall College extension class open to any college junior, senior or graduate will meet at Oak Hill Elementary School each Thursday at 6:30 p.m. during the fall semester.

Paul H. Collins, Marshall director of adult education, said registration will continue Thursday, Sept. 27, as the class meets for the first time.

The course offered in Oak Hill is Education 543 (Teaching Reading in the Elementary Schools).

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MARSHALL COLLEGE INFORMATION SERVICE---9-21-56

To the Herald-Dispatch, Huntington, W. Va.

For Immediate Release

(Registration Deadline)

The deadline for registration for the 1956-1957 Marshall College fall semester is noon Saturday, Sept. 22.

Students may register in Room 105, Old Main, between 8:30 and noon.

After that time, no more registrants will be accepted.

A late registration fee of \$5 will be charged those persons registering Saturday.

A total of 539 courses, covering 37 academic fields, are offered full-time students. Ninety-five courses in 26 fields are offered on the evening and Saturday schedule.

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MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va. --9-21-56

To the AHE Bulletin

For Immediate Release

(Marshall College News---1)

Dr. Jack R. Brown, professor of English at Marshall College, has become a columnist for The Shakespearean News Letter. Dr. Brown will write digests of recent Ph. D. dissertations on Shakespeare in each of the six annual issues of the nationally distributed scholastic publication.

(58)

The Marshall College Reserve Officers Training Corps has been rated outstanding by a board of Army officers who inspected the student military organization in May.

The honorary degree of Doctor of Humane Letters was conferred upon Philip Sporn, president of the American Gas and Electric Co., by Marshall College May 28, 1956. Mr. Sporn spoke at Marshall's 119th commencement exercises.

Two members of the Marshall College English faculty, Lewis A. Sheets and Bradford S. Field, received teaching fellowships at state universities for the term of 1956-57. Sheets will be a teaching assistant at Ohio State University and Field will have a similar position at the University of Maryland.

Professor F. A. Fitch, Jr., head of the Marshall College department of physical education, attended the meeting of the Southern Regional Traffic Safety Conference in Miami, Fla. May 17, 1956. Professor Fitch was a member of the safety advisory committee and attended the meeting as a guest of the West Virginia Department of Public Safety.

(more)

(Marshall College News Notes---2)

Eli Camden (Cam) Henderson, retired Marshall College basketball coach, died May 3, 1956, at the home of a daughter in Cedar Hill, Ky. He had been basketball coach at Marshall since 1935.

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A Minister's Workshop, sponsored by the Huntington Mental Health Association and the Huntington Ministerial Association, was held at Marshall College May 3, 1956. Principal speaker at the workshop was Dr. Russell Dicks, professor of ~~pastoral~~ pastoral care in the Duke University divinity school and chaplain at Duke Hospital. (59)

Dr. Charles H. Moffatt, professor of history at Marshall College was guest speaker at a meeting of the State Convention of the Sons of the American Revolution in Huntington May 1.

Parents' Week-End was held at Marshall College May 11-13. The new annual program is designed to acquaint the parents of Marshall students with the college and its academic and social program, and includes a week-end of teas, luncheons, departmental displays, military drills, concerts, and other activities.

Dr. Stewart H. Smith, Marshall College president, was elected to membership in the commission on colleges and universities of the North Central Association of Schools and Secondary Schools, May 6.

Dr. David P. Stewart ~~of Marshall College~~, former member of the faculty of Marshall College, has joined the faculty of Miami University, Oxford, O.

Dr. Jeanne Owen, formerly of the Marshall College business administration faculty, has joined the faculty of Wake Forest College in North Carolina.

(more)

(Marshall College News Notes---3)

W. ~~W.~~ A. Hidge of New York, N. Y., International Nickel Company executive, told participants and officials of the Marshall College Science Fair in the spring that America faces "the loss of leadership" unless a serious shortage of engineers and scientists can be offset by the education of more young people in the technological sciences.

Thomas S. O'Connell, associate professor of music at Marshall College, devoted much of the summer to collecting data and writing a book entitled, "A Guide of to the Roman Catholic Liturgy for Students of Music Literature." He received a grant from the Southern Fellowships Fund for this project.

H. Gresham Toole, head of the department of history at Marshall College, attended a meeting of the Mississippi Historical Association in Pittsburgh April 19-21.

Dr. D. Barks Wilburn, ~~assistant~~ dean of teachers college at Marshall College, addressed the West Virginia Elementary Principals Association in Charleston in April.

60



MARSHALL COLLEGE INFORMATION SERVICE---9-24-56

To the Herald-Dispatch, Huntington, W. Va.

For Immediate Release

(Dormitory Housing---1)

The four dormitories at Marshall College have a total of 573 residents for the first semester of the 1956-1957 term, according to the social deans.

Hodges Hall, the only men's dormitory on campus has 176 men residing there. Because of the lack of space, the college has 150 men on the Hodges Hall waiting list. (61)

In the Freshman Women's Dormitory, newest on the campus, there are two spaces vacant. There are now 182 women in the new dormitory.

Freshman women are not compelled to stay in the Freshman Women's Dormitory when they come to Marshall, but "once they register to stay in the dormitory they cannot move except for some reason beyond their control," Dean of Women Lillian H. Buskirk said.

In the other women's dormitories there are two vacancies, both being in College Hall. Laidley Hall is completely full. College Hall has 64 co-eds and Laidley Hall has 151. Neither of the three women's dormitories have a waiting list. Four rooms have been doubled-up in College Hall and two guest rooms are being rented in Laidley to remedy the housing situation.

Dean Buskirk said that upperclassmen in the women's dormitories cannot move out unless for good and sufficient reasons. Dean Buskirk went on to say that "good or sufficient reasons mean illness, death in the family, or some real emergency."

MARSHALL COLLEGE INFORMATION SERVICE--9-24-56

For Immediate Release

(Increase in ROTC)

An increase in the membership of the Marshall College Reserve Officer Training Corps was reported this year by its commander, Lt. Col. Tiller E. Carter, professor of military science and tactics.

According to Col. Carter, an increase of 50 men has been accomplished over that of last year, and is the highest increase in the history of the corps.

A total of 306 cadet officers and men comprise the Marshall ROTC unit.

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MARSHALL COLLEGE INFORMATION SERVICE

FROM: Lou Sahadi  
Sports Publicity Director

September 24, 1956  
FOR IMMEDIATE RELEASE

A heavy Monday workout was scheduled by Marshall Coach Herb Royer, as he outlined a series of hard work for his football forces this week in preparation for the Big Green's next outing against Morris Harvey Saturday night.

Although no scrimmage was listed for today, Royer did away with the customary light Monday drills in deciding to give his squad ample work. It is no secret that he was displeased with his squad's performance in their opener against Xavier last week. (63)

The team emerged from their opener in good physical shape, with no ailments reported. The Marshall mentor ordered plenty of running for his squad today, also including work on both offense and defense.

Royer announced that he will send his gridders through hard scrimmages Tuesday and Wednesday. Whether he will make any changes in his line-up still isn't ascertained. However he did indicate that he would revise his starting eleven somewhat, but would not comment definitely until he reviewed movies of the Xavier contest tomorrow.

What probably will lighten Royer's feelings a bit is the showing of a group of reserves who opened up the Xavier defense in the final quarter of play. Quarterback Bob Wagner engineered the Green's only touchdown, while halfbacks Dick Jackson and Ray Dunlap, listed as third stringers, pounded away at the Musketeers' line for the only sizeable gains of the day.

MARSHALL COLLEGE INFORMATION SERVICE

FROM: Lou Sahadi  
Sports Publicity Director

September 25, 1956  
FOR IMMEDIATE RELEASE

Marshall Coach Herb Royer sent his charges through a two hour drill yesterday afternoon as the Big Green began preparations for their home opener with Morris Harvey Saturday night. Although there was no contact work involved, the squad went through a series of heavy running drills. (64)

With no bumps or bruises reported, the team is in fine physical shape for the anticipated heavy workouts that Royer has prescribed after the squad's weak showing in their loss to Xavier. Today and tomorrow, the Green will scrimmage offensively against the freshman group which will employ various Morris Harvey defenses.

Meanwhile Royer received a lift when it was learned that Tackle Dick Hawkins, a highly regarded sophomore, has recovered from a shoulder injury and will be ready for duty Saturday. Hawkins was making a strong bid for a starting berth before he was sidelined with a slight shoulder separation a week before the campaign opened.

Bill Caverly, a fine looking guard prospect, also may be off the injured list before too long. The cast supporting his fractured ankle is expected to be removed in the next day or two, and although Caverly won't be ready for the Morris Harvey encounter, he will begin to run by the end of the week.

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.---9-25-56

To the Charleston Gazette, Charleston, W. Va.

For Immediate Release

(Mary Ann Thompson on president's cabinet)

Miss Mary Ann Thompson, a 1955 graduate of Stonewall Jackson High School, recently assumed her duties as executive secretary of the Marshall College Student Senate.

Miss Thompson is also a varsity cheerleader and a member of the Alpha Xi Delta sorority. Her parents are Mr. and Mrs. Robert L. Thompson, 1916 Preston Street, Charleston.

(65)

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.---9-25-56

To the Princeton Observer, Princeton, W. Va.

For Immediate Release

(Joe Hunnicutt appointed Homecoming Chairman---)

Joe Hunnicutt, a 1953 graduate of Princeton high School, was recently named chairman of the Homecoming Activities Committee at Marshall College, by Bob Alexander, student body president.

Hunnicutt, a member of the Sigma Phi Epsilon social fraternity and a former member of the student senate and varsity basketball squad, is the son of Mrs. E. R. Six of 302 Trant Street, Princeton.

66

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.---9-25-56

To the Logan Banner, Logan, West Virginia

For Immediate Release

(Kelly and Ferrell appointed to cabinet---)

Two Logan High School graduates, John Kelly (Class of '54) and Vernon Ferrell (Class of '53), were recently appointed by Marshall College Student Body President Bob Alexander to serve on his cabinet.

Kelly, a member of the Sigma Phi Epsilon social fraternity, was named to the post of student auditor. He is the son of Mrs. Jole Kelly of Logan.

Ferrell, the son of Mr. and Mrs. S. W. Ferrell, is to be business manager of the student senate. He is a member of the Sigma Alpha Epsilon fraternity.

(67)

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.---9-25-56

To the Wheeling Intelligencer, Wheeling, West Virginia

For Immediate Release

(Coyne Blood Drive Head---)

Martin D. Coyne, a 1952 graduate of Wheeling Central High School, was recently appointed chairman of the 1956 Fall Blood Drive Commission at Marshall College by Student Body President Bob Alexander.

Coyne, a junior in the engineering school here, is the son of Mr. and Mrs. Thomas J. Coyne, 24 Thirteenth Street, Wheeling.

68



MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.--9-26-56

For Immediate Release

(Marshall College Dormitory Councilors, Counselors---1)

Councilors ~~for~~ for Hodges Hall, men's dormitory at Marshall College, and counselors for the three women's dormitories were determined by recent elections.

The Hodges Hall councilmen are to be: Don Armstrong, Elm Grove; Doug Carnes, Clendenin; Jan Caldwell, Mullens; Lloyd Calvert, Charleston; Bob Cole, Peaver; Cecil Jividen, Charleston; Bob Steorts, Clay; Charles Van Winkle, Charleston; Ron Williamson, Richwood; Bob Allen, Moundsville; Art Katzer, North Plainfield, New Jersey; George Nisbet, Dehue. Dormitory president is Charles Tanner, Beckley and hostess is Miss Cora Foltz.

Freshmen Women's Residence Hall will have for counselors: Helen Ruth Locke, St. Marys; Ruth Ann McCabe, St. Albans; Ann Mae Peckham, South Charleston; Loretta Huber, Clarksburg; Janice Caldabaugh, McMechen; Kay Leech, South Charleston; Mary Ann Thompson, Charleston; Mary McKinney, Crafton. No dormitory president has been elected yet, and hostess is Mrs. Bess L. Marple.

Counselors for the College Hall women will be: Ruth Jeffries, Lewisburg; Agnes Pradshaw, Lond; Eleanor Godsey, Fayetteville; Gertrude Spangler, Hurricans; Jean Lotito, Bluefield; Wilma Trusley, Twilight; Colleen Dill, Cass. President is Nancy Garrett, Spencer; vice-president, Joyce Arnold, Beckley; secretary, Virginia Pilato, Pand; treasurer, Pat McLaughlin, Bluefield. Hostess is Mrs. Colde F. Dekin.

(more)

(69)

MARSHALL COLLEGE INFORMATION SERVICE---9-28-56

(Dormitory Councilors, Counselors---2)

Laidley Hall elected the following women as counselors: Janet Cotton, Callopolis, O.; Barbara Avent, Baileysville; Barbara Dawson, Louisa, Ky.; Mary Barron, Elkins; Betty Minter, Beckley; Margerete Sward, Men; Carol Thompson, Belle; Sarita Bradley, Princeton; Martha Haynes, Pt. Pleasant; Jeannine Cottrell, St. Albans. President is Nancy Marples, South Charleston; social chairmen, Mary Ellen Riffe, Beckley and Nancy Naylor, Charleston; secretary, Pat Shumate, Flatwoods, Ky.; treasurer, Lynn Hill, Men. Hostess is Mrs. H. Clay Warth.

(70)

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.---9-26-56

For Immediate Release

(Miller on Essay Contest Committee---)

Carl B. Miller, associate professor of business administration at Marshall College, has been named to the national committee to help plan and direct the Advertising Federation of America's eleventh annual essay contest. (71)

The contest is open to all high school students and its purpose is "To bring to the high school students of America a better understanding of the important role which advertising plays. . ." Theme of the contest will be "Advertising--A Force For Democracy."

Miller, who resides at 1701 Crestmont Drive, is serving on the national committee for the first time, after being local contest chairman last year.

MARSHALL COLLEGE INFORMATION SERVICE---9-26-56

For Immediate Release

(Employment Service---1)

The aid of Tri-state area employers is being sought by the Marshall College Student Employment Service to find full and part-time employment for students seeking jobs.

Beginning its sixth year of operation, the Student Employment Service Office this year has been swamped with requests from students seeking full and part-time employment, but have not received enough job openings to fill the number of requests.

Personnel directors of local companies may take advantage of Marshall's job placement service by calling or writing Mrs. Ann Six, placement service clerk, in care of the college.

Each year, the Huntington area is canvassed in an effort to secure prospective employment for students, with jobs ranging from baby-sitting to garage work.

Complete files are kept in the employment office regarding the academic records and job qualifications of student applicants.

Students are notified concerning possible jobs on the basis of their records. Final selection depends upon the individual employer's needs and preferences.

(72)

MARSHALL NEWS INFORMATION SERVICE

FROM: Lou Sahadi  
Sports Publicity Director

September 26, 1956  
FOR IMMEDIATE RELEASE

Marshall's opening game setback to a strong Xavier squad wasn't as bad as it seemed, at least that's what movies of the contest revealed. When grid boss Herb Royer had a chance to "re-play" the game over here's what he detected: 1 - numerous mental errors; 2 - A glaring amount of blocking assignments were missed; 3 - the backs for a large part were running through the wrong holes.

All of which caused Royer to send his squad through another brisk scrimmage today, in an effort to polish up the overall picture. This was the second of its kind this week. After a heavy Monday workout, Royer outlined a series of hard work for the Big Green in a concentrated project to have his charges up and ready for Morris Harvey (73) Saturday night.

In Tuesday's scrimmage against the freshmen eleven, Halfbacks Len Hellyer and Fred Freeman returned to form after a dismal showing in the opener against Xavier.

Hellyer and Freeman broke loose for considerable gains that had the Marshall coaching staff breathing easier. Fullback Sonny Sirianni also caught the coaches' eyes, as he bulled his way through the freshman defenses.

Royer pulled a few switches in the line, inserting Joe Clay for Irv Wilson at guard, and Vernon Howell for Bob Loudermilk at tackle. The Big Green mentor also relegated Halfback Ray Dunlap to a spot in the second team backfield. Also pushing his way toward a second string job is Halfback Dick Jackson, a speedy sophomore originally listed with the third team. Both Dunlap and Jackson showed flashes of potential against Xavier.

Adding to the encouraging picture is the return to workouts of End Keith Marcum, suffering from an ankle injury before the campaign opened. The big sophomore had the cast removed from his leg and has begun to take part in running drills.

MARSHALL COLLEGE INFORMATION SERVICE---9-26-56

To the Herald-Advertiser, Huntington, W. Va.

For Release Sunday, September 30, 1956

(Wallace E. Fisher---1)

The Rev. Wallace E. Fisher will be guest speaker at the Marshall College convocation in the Old Main auditorium October 4.

The program for students and faculty members of Marshall College will begin at 11 a.m.

Reverend Fisher, who is pastor of the Lutheran Church of the Holy Trinity in Lancaster, Pa., will speak on "Living Constructively In An Age Of Tension".

After receiving his A. B. degree from Gettysburg College in 1940, Reverend Fisher obtained his B. D. degree from the Philadelphia Theological Seminary, and in 1943 was ordained to the Lutheran ministry.

From 1947-1949 Reverend Fisher taught history at Gettysburg College. He was selected as "Chaplain of the Week" in 1951, at Lake Chataqua, New York, and the following year was stated preacher for the U. S. Army's religious conference, at Bavaria, Germany. He has also been preaching missionary at several U. S. Air Force Bases.

Reverend Fisher was awarded the Freedom Foundation Award in 1954, for his sermon on "Christianity and Communism Confront Each Other." He has been preaching missionary at United Lutheran Churches throughout the United States.

In 1950 Reverend Fisher was voting delegate from the United Lutheran Church to the constituting convention of the National Council of Churches in Cleveland, Ohio.

(more)

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MARSHALL COLLEGE INFORMATION SERVICE---9-26-56

(Wallace E. Fisher---2)

Reverend Fisher has been guest preacher on several dozen college and university campuses; has been "Week of Prayer" preacher in a dozen communities; has been selected as community reformation preacher annually in many eastern cities; and has addressed several college commencement and baccalaureate services.

In United Lutheran Churches he has been preacher for lay and clerical retreats in various synods, and also has preached for interdenominational meetings. Reverend Fisher also has many book reviews and articles in Lutheran magazines.

75

MARSHALL COLLEGE INFORMATION SERVICE---9-26-56

To the Herald-Dispatch, Huntington, W. Va.

For Immediate Release

(Freshman Election---)

76

Freshmen filing for candidacy in the forthcoming Marshall College freshman election have until 4 p.m. Thursday, Sept. 27 to file their applications.

The original deadline was to have been 4:30 p.m. Wednesday, Sept. 26, but was extended to allow ample time for all candidates to file.

According to Bob Alexander, student body president, all full-time freshmen are eligible to file for office. A fee of \$2 is charged for filing for freshman senator and a fee of \$3 is required of those filing for president of the freshman class.

Four senators and the president of the freshman class will be elected on Wednesday, Oct. 3.



MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.-9-27-56

To the Herald-Dispatch

For Immediate Release

(Chambers Receives Alpha Phi Omega Scholarship)

Walter Scott Chambers, son of Mr. and Mrs. F. M. Chambers of 1239 Monroe Avenue, Huntington, is the 1956 recipient of the annual Alpha Phi Omega service scholarship.

Alpha Phi Omega, national service fraternity at Marshall College, gives the award to an incoming male member of each freshman class, judged ~~by them~~ to be outstanding in leadership and scholarship.

The scholarship is good for one year and is worth \$125, which is to be used in payment of tuition, books, and lab fees. This money is raised each spring by the fraternity's campus-wide "Ugly Man Contest."

Chambers' scholastic and extra-curricular achievements at Huntington high school earned him the award. His activities included: membership in the Hi-Y, school band, Rho and Math Clubs; holding offices of vice-president of his sophomore class, president of his junior class, president of the student council; selection to attend Boys' State and selected as winner of the Sons of American Revolution Award.

MARSHALL NEWS INFORMATION SERVICE

FROM: Lou Sahadi  
Sports Publicity Director

September 27, 1956  
FDR IMMEDIATE RELEASE

With the presence of traditional foe Morris Harvey designated to launch Marshall's home campaign at Fairfield Stadium Saturday night, a large opening night crowd is anticipated for the skirmish in recognition of the colorful rivalry between the two elevens. For the Big Green, they will be presented with a natural with which to bounce back after their opening loss to Xavier last week. Coach Herb Royer will have little trouble firing up his charges for this one, and as was evident from their spirited workouts, the Green in rarin' to go. (78)

Royer has pronounced his squad ready for the encounter. He closed a week long series of heavy workouts, with no new injuries reported. As to his starting line-up, the Big Green mentor is expected to go with the same group that opened against Xavier, with the possible exception of a change at left tackle and right guard. It seems apparent that Vernon Howell has pushed Bob Loudermilk out of a tackle job, with Joe Clay doing the same to Irv Wilson at guard. The starting backfield will remain intact, with Bill Zban at quarterback, Len Hellyer at right half, Fred Freeman at left half, and Sonny Sirianni at full back.

The remainder of the line finds Dick Athey and Campbell Platt at ends, Jim Conard at tackle, Herb Hess at guard, and Randy Scott at center. Dick Hawkins a highly promising sophomore tackle who came off the injured list may be counted on for some action.

The Marshall-Morris Harvey fray will be the 30th meeting between the two schools. The Big Green stands far ahead in the series, maintaining a 23-4-2 edge. In last year's encounter at Charleston, the Green vaulted back from their opening loss to Ohio University to overpower the Eagles, 46-7.

Morris Harvey has fared twice on the gridiron this season. They copped their opener at Charleston, clipping Middle Tennessee, 6-0. Last week they bowed before Tampa in an away contest, 16-0.

MARSHALL NEWS INFORMATION SERVICE

FROM: Lou Sahadi  
Sports Publicity Director

September 27, 1956  
FOR IMMEDIATE RELEASE

Labeled as the finest looking freshmen crop he's seen by head man Herb Royer, the Marshall frosh will receive their first test of the season Saturday when they journey to Lewisburg to engage Greenbrier Military School. (79)

Under Coach Bill Chambers and assistant Bill Harris, the yearlings have progressed rapidly since they began workouts 10 days ago. With so many fine looking prospects, hopes are high that the frosh may improve on the 2-1-1 mark last year's freshmen eleven produced.

Against Greenbrier last season, Marshall emerged victorious, 14-0. Chambers will carry a 29 man squad to Lewisburg, still debating over the starting line-up. The team will leave Huntington tomorrow morning, returning after the game Saturday.

After the Greenbrier clash, the frosh will have a long wait until their next encounter. They won't see action again until October 26, when they head for Cincinnati to Play Xavier.

The remaining two games on the schedule are home affairs. The Little Green meet Cincinnati on November 2, and close their season against Ohio University on November 16.

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.-9-27-56

To the Charleston Gazette, Charleston, W. Va.

For Immediate Release

(Sonia Moats)

80

Sonia Marie Moats, daughter of Mr. and Mrs. Raymond M. Moats of 1405 Grosscup Avenue, Dunbar, was recently initiated into Alpha Xi Delta sorority at Marshall College.

Miss Moats is a sophomore in the College of Arts and Sciences.

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.-9=27-56

To the Charleston Gazette, Charelston, W. Va.

For Immediate Release

(Judy New)

Judy New, daughter of Mr. and Mrs. Homer New of 903 Fifth Avenue, St. Albans, was recently initiated into Alpha Xi Delta sorority at Marshall College.

Miss New, who graduated from Triadelphia High School, is a sophomore in Teachers College.

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.-9=27=56

To the Charleston Daily Mail, Charleston, W. Va.

For Immediate Release

(82)

(Rose Bowen)

Miss Rose Bowen, daughter of Mr. and Mrs. Edward Bowen of RFD 3, Box 511, was recently initiated into Alpha Xi Delta sorority at Marshall College.

Miss Bowen, a former student at Stonewall Jackson, is a sophomore in the College of Arts and Sciences.

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.-9-28-56

To the Hamlin Democrat, Hamlin, W. Va.

For Immediate Release

(Helen Joyce Coffman)

83

Helen Joyce Coffman, daughter of Mr. and Mrs. J. A. Coffman of West Hamlin, was recently initiated into Alpha Xi Delta sorority at Marshall College.

Miss Coffman is a sophomore in Teachers College.

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.-9-28-56

To the Bluefield Daily Telegraph, Bluefield, W. Va.

For Immediate Release

(Nancy Dunn)

Nancy Grace Dunn, daughter of Mr. and Mrs. Thomas Dunn of 2108 Washington St., Bluefield, was recently initiated into Alpha Xi Delta sorority at Marshall College.

Miss Dunn, who graduated from Beaver High School, is a sophomore in Teachers College.

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MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.-9-28-56  
To the Parkersburg News, Parkersburg, W. Va.  
For Immediate Release

(Sarah Gant)

Sarah Deanna Gant, daughter of Mr. and Mrs. Harold C. Gant of 1608 24th. St., Parkersburg, was recently initiated into Alpha Xi Delta sorority at Marshall College.

Miss Gant is a sophomore in the College of Arts and Sciences.

85

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.-9-28-56

To the Clarksburg Telegram, Clarksburg, W. Va.

(Joan Johnston)

86

Joan Elizabeth Johnston, daughter of Mr. and Mrs. Charles Johnston, Jr. of 384 Broadus Ave., Clarksburg, was recently initiated into Alpha Xi Delta sorority at Marshall College.

Miss Johnston is a sophomore in Teachers College.

MARSHALL COLLEGE INFORMATION SERVICE. Huntington, W. Va.-9-28-56

To the Jackson Herald, Ripley, W. Va.

For Immediate Release

(Eileene Kerwood)

Eileene Ann Kerwood, daughter of Mr. and Mrs. J. D. Kerwood of Cottageville, was recently initiated into Alpha Xi Delta sorority at Marshall College. (87)

Miss Kerwood, a graduate of Ravenswood High School, is a sophomore in the College of Arts and Sciences.

MARSHALL COLLEGE INFORMATION SERVICE. Huntington, W. Va.-9-28-56

To the Gallipolis Tribune, Gallipolis, Ohio

For Immediate Release

(Janet Cotton)

Janet Lee Cotton, daughter of Mr. and Mrs. W. C. Cotton of Lower River Rd., Gallipolis, Ohio, was recently initiated into Alpha Xi Delta sorority at Marshall College, Huntington, W. Va. (88)

Miss Cotton, who is also a member of the Synphonic Choir, is a graduate of Gallia Academy. She is a sophomore in Teachers College.

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.-9=28-56

To the Mullens Advocate, Mullens, W. Va.

For Immediate Release

(Peggy Tolley)

Peggy Lee Tolley, daughter of Mr. and Mrs. Andrew J. Tolley of Lusk Ave., Mullens, was recently initiated into Alpha Xi Delta sorority at Marshall College.

Miss Tolley is a sophomore in Teachers College.

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MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.-9-28-56

To the Clarksburg News, Clarksburg, W. Va.

For Immediate Release

(Richard Garcia)

Richard T. Garcia, son of Mr. and Mrs. Timothy F. Garcia of Box 66, Anmoore, was initiated into Kappa Alpha fraternity, Sunday Sept. 23 at Marshall College.

Mr. Garcia is a sophomore in the College of Arts and Sciences.

(90)

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.-9-28-56

To the Marlinton Journal, Marlinton, West Virginia

For Immediate Release

(William Galford)

Mr. William W. Galford, son of Mrs. Ruth McLaughlin of Huntersville, was initiated into Kappa Alpha fraternity, Sunday Sept. 23 at Marshall College.

Galford is a junior in the College of Arts and Sciences.

(91)

MARSHALL COLLEGE INFORMATION SERVICE---9-28-56

To the Charleston Daily Mail, Charleston, W. Va.

For Immediate Release

92

(Ruth Ann McCabe)

Ruth Ann McCabe, daughter of Mr. and Mrs. A. D. McCabe of 822 Seventh Avenue, St. Albans, was recently initiated into Alpha Xi Delta sorority at Marshall College.

Miss McCabe, who is also a member of Alpha Lambda Delta; Student Christian Association; and the Debate Squad is a junior in Teachers College.



MARSHALL COLLEGE INFORMATION SERVICE. Huntington, W. Va.-9-28-56

To the Wellsburg Daily Herald, Wellsburg, W. Va.

For Immediate Release

93

(Marjorie Weaver)

Marjorie Reed Weaver, daughter of Mr. and Mrs. J. C. Reid of RFD 2, Wellsburg, was recently initiated into Alpha Xi Delta sorority at Marshall College.

Miss Weaver is a sophomore in the College of Arts and Sciences.

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.-9-28-56

To the Beckley Post-Herald, Beckley, W. Va.

For Immediate Release

(Frank Cipolat)

Frank Marco Cipolat, son of Mr. and Mrs. Marco Cipolat of 100 Hull Street, was initiated into Kappa Alpha fraternity, Sunday Sept. 23 at Marshall College.

Mr. Cipolat is a sophomore in the College of Arts and Sciences.

94

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.---9-28-56

To the Beckley Post-Herald, Beckley, W. Va.

For Immediate Release

95

(Gordon Hook)

Gordon Leslie Hook, son of Mr. and Mrs. Albert T. Hook of 205 Klaus St., was initiated into Kappa Alpha fraternity, Sunday Sept. 23 at Marshall College.

Hook is a junior in the College of Arts and Sciences.

MARSHALL COLLEGE INFORMATION SERVICE,---9-28-56

To the Herald-Advertiser, Huntington, W. Va.

For Release Sunday, Sept. 30

WITH PHOTO (Head Shot)

(UHSP speaker---1)

HUNTINGTON---(Special)---George H. Clark, managing editor of the  
Huntington Advertiser and former Washington, D. C., newspaperman, will address  
the annual banquet of the United High School Press of West Virginia at Marshall  
College November 10. (96)

Professor W. Page Pitt, head of the Marshall College department of  
journalism and UHSP founder, said Mr. Clark will speak on a subject of sig-  
nificant interest to the 300 West Virginia high school students attending from  
public and parochial high schools of the state.

The occasion will be a joint meeting of the UHSP and two smaller  
organizations, the United High School Yearbook Association of West Virginia and  
the Journalism Teachers Association of West Virginia.

The three organizations and their annual meeting are sponsored by the  
Marshall College department of journalism.

Mr. Clark's address will be the main feature of the Huntington Publish-  
ing Company banquet. This affair is sponsored annually by Col. J. H. Long, dean  
of West Virginia publishers and president of the Huntington Publishing Company  
and known by the high school journalists as "Daddy of the UHSP."

The banquet will take place at the Prichard Hotel dining room Saturday,  
Nov. 10.

(more)

MARSHALL COLLEGE INFORMATION SERVICE---9-28-56

For Release Sunday, Sept. 30

WITH PHOTO (Head Shot)

George Clark was assistant city editor of the Washington Post when he joined the staff of the Huntington Advertiser as news editor in 1954. He was day city editor of the Washington Times-Herald when that newspaper merged with the Post. Mr. Clark was promoted to the managing editorship of the Advertiser when Clyde Wellman retired from that post early in 1956.

The banquet speaker began work in the typographical department of the Buckhannon Record in 1928 while still in high school. He later worked on the Morgantown Post and Dominion-News while attending West Virginia University. He became telegraph editor of the Morgantown Post and in 1939 joined the editorial staff of the Clarksburg Publishing Company, a post from which he later resigned to enlist in the Navy.

He was a hospital corpsman in the Navy from 1945 to 1946.

Mr. Clark is a member of the National Press Club of Washington and of the American Legion.

He is married and the father of two children.

Professor Pitt said the names of other speakers of the two-day meeting will be announced later.

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.---9-28-56

Special to the Charleston Daily Mail, Charleston, W. Va.

For Release Sunday, Sept. 30

WITH PHOTO (Head Shot)

(UHSP speaker---1)

HUNTINGTON---(Special)---George H. Clark, managing editor of the  
Huntington Advertiser and former Washington, D. C., newspaperman, will address  
the annual banquet of the United High School Press of West Virginia at Marshall  
College November 10. (98)

Professor W. Page Pitt, head of the Marshall College department of  
journalism and UHSP founder, said Mr. Clark will speak on a subject of significant  
interest to the 300 West Virginia high school students attending from public and  
parochial high schools of the state.

The occasion will be a joint meeting of the UHSP and two smaller  
organizations, the United High School Yearbook Association of West Virginia and  
the Journalism Teachers Association of West Virginia.

The three organizations and their annual meeting are sponsored by the  
Marshall College department of journalism.

Mr. Clark's address will be the main feature of the Huntington Publishing  
Company banquet. This affair is sponsored annually by Col. J. H. Long, dean of  
West Virginia publishers and president of the Huntington Publishing Company and  
known by the high school journalists as "Daddy of the UHSP."

The banquet will take place at the Prichard Hotel dining room Saturday,  
Nov. 10. The three organizations will begin their annual meeting Friday, Nov. 9.

(more)

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.---9-28-56

WITH PHOTO (Head Shot)

(UHSP speaker---2)

George Clark was assistant city editor of the Washington Post when he joined the staff of the Huntington Advertiser as news editor in 1954. He was day city editor of the Washington Times-Herald when that newspaper merged with the Post. Mr. Clark was promoted to the managing editorship of the Advertiser when Clyde Wellman retired from that post early in 1956.

The banquet speaker began work in the typographical department of the Buckhannon Record in 1928 while still in high school. He later worked on the Morgantown Post and Dominion-News while attending West Virginia University. He became telegraph editor of the Morgantown Post and in 1939 joined the editorial staff of the Clarksburg Publishing Company, a post from which he later resigned to enlist in the Navy.

He was a hospital corpsman in the Navy from 1945 to 1946.

Mr. Clark is a member of the National Press Club of Washington and of the American Legion.

He is married and the father of two children.

Professor Pitt said the names of other speakers of the two-day meeting will be announced later.

MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va.---9-28-56

To the Charleston Gazette, Charleston, W. Va.

For Release Sunday, Sept. 30

WITH PHOTO OF GEORGE CLARK

(WHSJ speaker---1)

HUNTINGTON---(Special)---George E. Clark, former Washington, D. C. newspaperman who became managing editor of the Huntington Advertiser early this year, will address about 300 members of the United High School Press of West Virginia and two affiliated organizations in Huntington Nov. 10. (100)

He will be the featured speaker at the Huntington Publishing Company banquet, according to Professor W. Page Pitt, head of the Marshall College department of journalism, which sponsors the joint meeting of three organizations.

Other groups participating in the two-day meeting beginning Nov. 9 are the United High School Yearbook Association of West Virginia and the Journalism Teachers Association of West Virginia. The United High School Press, the largest of the three organizations, will be having its 32nd. annual congress.

Students from West Virginia public and parochial high schools will be attending with their student newspaper and yearbook advisers.

Professor Pitt said Mr. Clark will speak on a subject of significant interest to high school students.

The banquet will take place at the Frichard Hotel dining room at 7 p.m. Saturday, Nov. 10. This event is sponsored each year by the Huntington Publishing Company and its president, Col. J. E. Long, dean of West Virginia publishers and president of the Huntington Publishing Company. Col. Long is known by the high school journalists as "Daddy of the WHSJ."

(more)



MARSHALL COLLEGE INFORMATION SERVICE, Huntington, W. Va. --- 9-22-56

WITH INFO ON GEORGE CLARK

(MSF speaker---2)

The banquet speaker was assistant city editor of the Washington Post when he joined the staff of the Huntington Advertiser as news editor in 1954. He was day city editor of the Washington Times-Herald when that newspaper merged with the Post. Mr. Clark was promoted to the managing editorship of the Advertiser when Clyde Wollman retired from that post early in 1956.

The banquet speaker began work in the typographical department of the Buckhannon Record in 1928 while still in high school. He later worked on the Morgantown Post and Dominion-News while attending West Virginia University. He became telegraph editor of the Morgantown Post and in 1939 joined the editorial staff of the Clarksburg Publishing Company, a post from which he later resigned to enlist in the Navy.

He was a hospital corpsman in the Navy from 1945 to 1946.

Mr. Clark is a member of the National Press Club of Washington and of the American Legion.

He is married and the father of two children.

Professor Pitt said the names of other speakers of the two-day meeting will be announced later.

101

MARSHALL COLLEGE INFORMATION SERVICE--9-28-56

To the Herald-Advertiser, Huntington, W. Va.

For Release Sunday, Sept. 30

(Marshall Faculty Members Attend W. Va. Historical Soc. Meeting---1)

102

Four Marshall College faculty members and a Huntington resident will attend the annual meeting of the West Virginia Historical Society in the Kanawha Hotel, at Charleston, Sat., Oct. 6.

Dr. Charles P. Harper, professor of political science; Dr. Herschel Heath, professor of history; Dr. H. Cresham Toole, professor of history; and Dr. Charles H. Moffat, professor of history and Col. L. J. Ferguson, 2775 Collis Ave., will hear talks by four authorities on various phases of American history in the morning session of the meeting and two discussions of current W. Va. historical projects during the afternoon session.

The morning talks will be by Dr. A. T. Volwiler, professor of history at Ohio University, on "The Early Empire Days of the United States; by Dr. Edwin Hemphill, head of History Division of the Virginia State Library, on "Petitions from Western Virginia to the General Assembly of Virginia"; by Roy Bird Cook, W. Va. history authority and author, on "Stonewall\* Jackson: Threads Of Destiny"; by John W. Matheny, head of W. Va. Tech history department, on "New Heroes." The afternoon project discussions will be presented by Delf Morona, ~~XXXXXXXX~~ president of the Society, on his bibliography of works relating to West Virginia; and by Charles Shetler, curator of the W. Va. collection in the West Virginia University library, on the indexing of West Virginia periodicals.

(more)

MARSHALL COLLEGE INFORMATION SERVICE---9-20-56

(Marshall Faculty Members Attend W. Va. Historical Soc. Meeting---2)

In addition, there will be an afternoon business session in which Dr. Harper will report on the progress of the Committee on the Development of Blennerhassett Island into a National Monument. He is chairman of the committee.

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MARSHALL COLLEGE INFORMATION SERVICE, Htgn.---9-28-56

To the Huntington Advertiser

For Release Monday, Oct. 1

(Homecoming---1)

Plans for the annual Marshall College Homecoming celebration picked up steam this week with the selection of a Homecoming Commission and preparations for Homecoming parade floats and decorations.

The Marshall College Homecoming will be held Saturday, October 20.

Highlight of the day will come when the Big Green of Marshall takes the field against Kent State University at 2 p.m. in Laidley Field in a game which promises to give football fans plenty of thrills.

Joe Hunnicutt, Princeton senior, and Charlotte Browning are co-chairmen of the committee which include: Mike Maroney, Cedar Grove sophomore, dance and decorations; Lenore Greenlee, Huntington sophomore, tickets; Mary Lou Nixon, North Kenova, Ohio junior, queens.

Pat Cooper, Huntington junior, was named publicity chairman, with Cecil Jividen, Charleston junior, parade marshal.

The nationally-known 14-piece Clyde Trusk band from Cincinnati will furnish music for the Homecoming dance in the Memorial Field House from 9 until 1 p.m.

Many organizations on campus have begun working on Homecoming parade floats, which will be displayed in the pre-game parade through Huntington and also during half-time ceremonies.

(more)

104

MARSHALL COLLEGE INFORMATION SERVICE---9-28-56

(Homecoming---2)

Campus women's organizations this year will not display floats in the Homecoming parade, but instead plan to decorate their houses. All Marshall College dormitories also plan to follow this procedure.

Organizations which have no houses are making plans to decorate designated entrances and other areas of the campus. Suggested areas for decoration include the entrances of the Science Hall, Library, Old Main, and the Student Union.

Selection of a Homecoming Queen is now in the process, with each class electing a representative to vie for the coveted honor. In the final election students may vote for a candidate outside their own class. The winner of the Homecoming Queen election will be announced at a later date.

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### A Guest Editorial By **Scholarships**

*(This is another of a series of editorials giving suggestions of people on means of making the country more attractive to industries.)*

The public has always had that if an American boy or girl tionally bright and ambitious will always be open to him to lege. This has never been true. F there are in West Virginia an 13,000 young people of college in college who are equal men in other respects to those wh college. This is not to say tha school graduates should go t What is meant is that the pe gifted should not be denied t tunity to go.

This tragic loss of human can be prevented. More the states have scholarship prog talented and needy students. states industry, business and ir have established generous sch Neither the state government people of this state have done his respect. And yet this is one

# Today's Names In

## Here And There

Frank J. Smith, 47, of Chicago would like to find out whether he is the victim of Pranksters or the would-be victim of an enemy. For the second time in two months, Smith awoke to find a tombstone on his porch. Chiseled on the stone was the inscription: "Smith '56."

A 60-year-old aerialist plunged to his death before a horror-stricken crowd of 3,000 persons at the Minnesota State Fair. The veteran performer, Franz W. Stasch, fell before the eyes of his wife and son when the mouthpiece, which was part of his rebounding aerial act, broke under the strain of his maneuvers.



'Miss Oregon'

Eugene born and raised 19-year-old Patricia will carry Oregon's hopes for a "Miss America" in Atlantic City. With a background of 12 years piano and four years on vibraharp, she hopes top honors in the talent competition via a vocal solo. On the scoreboard data she stands 5-5½, 126, is blonde and blue-eyed, and measures 23-37½ in bust, waist and hips.



## There Died:

Anthony H. Leviero, 50, Pulitzer

## Makes A Killing

Auditor James A. ...

# Marshall President Sees Merit In Single Board Of Education

The president of Marshall College today told a legislative group a single state board of higher education might provide better coordination and other administrative advantages if it were adequately financed and staffed.

Dr. Stewart H. Smith's view coincided with that of President Harry B. Heflin of Glenville State College. It differed, how-

ever, with that of Dr. Irvin Stewart, president of West Virginia University.

Dr. Stewart said he would regard as "bad" a single board.

The educators expressed their views, as individuals, as the Commission on Interstate Cooperation and the Joint Committee on Government and Finance — both of which function together — began two days of joint sessions in Charleston.

Recent studies undertaken by special survey staffs under direction of the legislative groups recommend creation of a single board of higher education to take over the higher education functions of the present WVU board of governors, which administers the university and Potomac State College, and the State Board of Education, which operates the other nine state colleges.

## College Renews Bid For New Fine Arts Building

9-16-56 H-Ad.  
President Stewart H. Smith of Marshall College yesterday submitted to the State Board of Education a 1957-58 budget in which he renewed a request for \$1,750,000 for construction of a new fine arts building with an auditorium, and the purchase of additional land.

The board is scheduled to pass on the budget today in Charleston.

Dr. Smith told the board that the new building is needed in view of the 3,300 enrollment and the fact that the present auditorium in Old Main will accommodate only 800, less than the number in the freshman class.

The over-all proposed budget totaled \$3,893,005, including a capital outlay request of \$1,827,000 and \$2,066,005 for personal services, current expense, equipment, etc.

Dr. Smith's recommendation for personal services was \$1,719,240, an increase of \$296,785 over the current budget. It would provide for 17 new faculty members, four more assistant librarians, one new clerical and secretarial position, a director of nursing education, a nursing education instructor and salary increments for present personnel.

Dr. Smith said Marshall hopes to add a nursing education program in cooperation with the Cabell-Huntington Hospital.

## Miller Is Named To Essay Group

9-21-56 Ad.  
Carl B. Miller, associate professor of business administration at Marshall College, has been named committeeman in the Advertising Federation of America's eleventh annual essay contest.

Mr. Miller will help plan and direct the contest which is designed to acquaint high school students with the role advertising plays in modern life.

The Marshall faculty member resides at 1701 Crestmont Drive. He was contest chairman here last year.

### SMITH ATTENDS MEETING

Dr. Stewart H. Smith, president of Marshall College, will attend a meeting of the regional executive committee of the American Social Hygiene Association Saturday and Sunday in Washington, D. C. Dr. Smith is West Virginia representative on the committee which is working on a project dealing with the teaching of personal and family living in college. The study has been under way for three years.

## Faculty Wives To Entertain Newcomers

The Faculty Wives Club of Marshall College will hold its annual reception for new faculty members and their wives Sunday from 3 to 5 P. M. in the North Parlor.

Hostesses will be members of the hospitality committee and the executive board.

The hospitality committee consists of Mrs. E. L. Plymale, chairman, Mrs. Donald Cox, Mrs. George Corrie, Mrs. Luther Bledsoe, Mrs. Gerald Phillips, Mrs. Ralph Edeburn, Mrs. James H. Herring, Mrs. George Urian and Mrs. Lyell Douthat.

The executive board includes Mrs. Rufus L. Land, chairman, Mrs. Clayton Page, vice chairman; Mrs. Woodrow Morris, secretary; Mrs. Clarke V. Hess, treasurer; and Mrs. William Davidson, chairman of the Newcomers Club of the Faculty Wives.

## Miss Putz To Be Marshall Teacher

9-16-56 H-Ad.  
POINT PLEASANT, September 15 (Special) — Miss Marilyn Putz, daughter of Mr. and Mrs. Leon H. Putz of 225 Park Drive will be an instructor in the English department at Marshall College in Huntington.

Miss Putz has a bachelor's degree from Marshall and a master's degree from Vanderbilt-Peabody College in Nashville, Tenn.

Prior to her new position she was head of the English department of Fairfax Hall in Waynesboro, Virginia. She left this week to begin her work.

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## Dr. Richardson Elected Head Of Retarded Children Council

Plans are underway to affiliate the local council for Retarded Children with the state and national organizations. Announcement of the plans was made following a meeting of the group Thursday at which Dr. J. T. Richardson was elected president.

Other officers elected are:

Mrs. O. W. McGhee, vice-president; H. G. Talbott, secretary; Mrs. J. I. Pritchard, corresponding secretary, Mrs. James Stoner, treasurer; and John Moning, secretary of public relations. Elected to the Board of Directors were Mesdames W. F. Myers, Vera Crickmer, and Robert Necessary; Messrs. Ralph Bowen, E. E. Barringer, James Stoner, and George Garner; Miss Bill Belanger and Dr. William Kopp.

Dr. D. Forest Strunk, psychologist for the Cabell County Public Schools, was the principal speaker. Dr. Strunk outlined the philosophy and principles associated with modern day training of retarded children and explained to the group of parents how the program would be organized in connection with the local school system. The speaker indicated that everything connected with such a program had to be organized very carefully and as a result it would require time to place it in the proper setting.

Announcements concerning the programs, for the local group, will be made soon, Dr. Richardson said, urging all parents who can be served by the organization to make an appointment with Dr. Strunk. The pub-



DR. J. T. RICHARDSON

He is cordially invited to all meetings of The Council for Retarded Children.

## Marshall Awaits Word On Proposed Budget

7-6-56  
Marshall College officials today were awaiting announcement by the State Board of Education on action taken by the board on the college's proposed 1957-58 budget.

President Stewart H. Smith yesterday submitted the budget to the board. In it he renewed a request for \$1,750,000 for construction of a new fine arts building with an auditorium and for purchase of additional land.

The board was scheduled to act on the budget today in Charleston. After that it goes to the budget director, then to the Board of Public Works, then to the finance committees of the State Legislature which will take final action on the document at its January meeting.

### "Urgently Needed"

Dr. Smith told the board of education the new building is urgently needed in view of the anticipated 3,600 enrollment at the college this fall. The auditorium in Old Main, constructed in 1895, seats only a little over 800 students.

The Marshall president explained today that this year the college will discontinue its policy of compulsory attendance for freshmen at six of the 12 convocations held during the year.

"We are reluctant to do this," he said, "because we think it is important that the students hear

at least some of the fine speakers and programs arranged for them. However, with the freshman class expected to number in excess of 1,000, we felt we could not continue the policy of requiring attendance at these events.

### No Balcony Standees

"I am giving orders this year that there be no standees allowed in the balcony. We cannot afford to take chances on a floor giving way or any accidents of that nature occurring."

Dr. Smith said the total capital outlay request of \$1,827,000 in the budget includes three other items: \$20,000 for repairs to the third floor of Old Main which is sagging in spots; \$25,000 for repairs and renovations of the old gymnasium, and \$23,000 for alterations, equipment and furnishings for the first floor of the James E. Morrow Library.

The overall proposed budget totals \$3,893,005. It asks \$2,066,005 for personal services, current expense, equipment, etc. Dr. Smith is requesting \$1,719,240 for personal services alone, an increase of \$296,875 over the current budget. It would provide for 17 new faculty members, four more assistant librarians, one new clerical and secretarial position, a director of nursing education, a nursing education instructor and salary increments for present personnel.



7-6-56 Adv.

## Marshall Coed Will Play Role In Forest Festival



HANNAH REED WYANT

Auburn-haired Hannah Reed Wyant of Huntington has been appointed by Congressman M. G. Burnside as a princess in the Court of Queen Silvia XX for the 1956 Mountain State Forest Festival in Elkins October 4-6.

The Marshall College coed is a member of Alpha Chi Omega sorority and is majoring in elementary education. She is a talented organist and has held several offices in the Methodist Youth Fellowship.

A graduate of Huntington East high school, Miss Wyant is the daughter of Mr. and Mrs. Earl Wyant, 2101 Wiltshire boulevard.

The 19-year-old Huntington girl is one of the 36 princesses who with four maids-of-honor, will comprise the senior court of Ann Lyon Alexander of Parkersburg, who will reign over the annual festival.

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## Plans For Marshall Homecoming Slated For Discussion Tonight

9-17-56 Adv.

Plans for Marshall College's homecoming celebration October 20 will be discussed at a meeting of the student senate tonight in the student government office.

The senate is expected to act on a report of the homecoming commission which met last night to map plans for the observance. Among matters to be discussed is whether all campus organizations shall be invited to enter floats in the homecoming parade and also decorate dormitories, sorority and fraternity houses, as in the past, or whether an arrangement should be worked out whereby some

groups would enter floats and others decorate houses.

The question arose, a member of the commission said, over the fact that some groups find it difficult to decorate both houses and floats. There is no intention, he explained, to do away with any of the traditional color associated with homecoming.

Joe Hunnicutt is chairman of the homecoming commission. Bob Alexander is student body president.

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The alumni will sponsor its annual party for all former Marshall students at the Hotel Frederick immediately following the Marshall-Kent State football game on Homecoming Day.

The committee went on record as favoring continuation of a parade of floats as a part of the homecoming festivities.

Mrs. Frederick A. Fitch Jr., new president of the Alumni Association, emphasized that all persons who have attended Marshall are eligible to join the association and participate in its activities. Membership is not restricted to those who hold degrees from the college.

## Review Marshall Budget In Oct.

9-1-56 Adv-  
Members of the State Board of Education at their next regular meeting in October will consider the 1957-58 budget of Marshall College, it was announced yesterday. The board ended its two-day September meeting yesterday afternoon.

The budget, submitted by Dr. Stewart H. Smith, president of Marshall, requests \$3,893,005. This includes \$1,750,000 for a new fine arts building with auditorium and necessary land. Dr. Smith also recommended \$2,066,005 for personal service to permit staff additions and salary increments for present personnel.

## Board To Act On New College Budget In October

9-7-56 Adv-  
The State Board of Education is scheduled to act at its October meeting on a proposed 1957-58 Marshall College budget recommended to the board Wednesday by President Stewart H. Smith of Marshall. The board ended a two-day session yesterday in Charleston.

Dr. Smith requested a total of \$3,893,005, including \$1,750,000 for construction of a new fine arts building with auditorium, and for purchase of additional land. He also recommended \$2,066,005 for personal services to permit staff additions and salary increments for present personnel.

## Frosh Class Tops 1,000

9-11-56 H. D. D. Adv-  
A record class of new freshmen for "normal times" enrolled yesterday at Marshall College, according to Luther Bledsoe, registrar and director of admissions.

Mr. Bledsoe said exact figures were not available in the registration day rush, but he said the new freshmen would number well over 1,000. Other first year students will include approximately 150 who enrolled during the summer session, and others who entered Marshall at the beginning of the second semester last winter.

Mr. Bledsoe said the previous "normal times" record was 901 last year. The "abnormal times" record was nearly 1,300 in 1946, when hundreds of veterans enrolled under the GI Bill of Rights. Transfer students will register today.

## Clinic Among Busiest College Spots; 1,000 Freshmen Get Exams

9-20-56 Adv-  
By DOROTHY BUZEK  
One of the busiest places at Marshall College these days is the college clinic at 1712 Fifth avenue.

No, going back to school didn't make everybody sick. In fact, most of the clinic visitors aren't even ill; they're just complying with the requirement that every student entering Marshall for the first time must have a physical examination made.

Since the freshman class numbers in excess of 1,000, Dr. Charles H. Hagan Jr., college physician, and Mrs. Mary P. Summers, R.N., clinic nurse, have had plenty to keep them busy.

"This is considered just a rough screening examination, one of its main purposes being to determine whether or not the student should be allowed to take physical education classes," Dr. Hagan explained.

### Check 70 To 80 Per Day

He estimated it takes five to 10 minutes to examine the average student and said he figures the number seen per day is 70 to 80. He hasn't had time to figure it out yet.

Mrs. Summers said she remembers one day when 211 students were seen. Her records show that in the year ending last July there were 7,261 visits made to the clinic.

When a student reports to the clinic for his entrance examinations, he has his height, weight, blood pressure and pulse checked by Mrs. Summers. She also has him read an eye chart to check his vision. Dr. Hagan examines ear drums, checks eye and knee reflexes, examines throat, heart, lungs and makes a urinalysis.

A student assistant helps out in the laboratory and also aids in taking of x-rays and using other equipment when necessary. Resident physicians of Huntington hospitals lend a hand too when the clinic is doing a rushing business as it is now.

### Students Pay \$2.25 Health Fee

Funds for operation of the clinic come from a \$2.25 health fee paid by each student. The fee entitles him to the facilities and services of the clinic.

Students who fail to pass the entrance physical examination have to drop out of school. However, this doesn't happen often. Dr. Hagan, himself a Marshall graduate, has been college physician for a year and can recall only two or three cases wherein students had to drop out.

"This is just an outpatient clinic," the doctor explained. "It isn't intended to offer full medical care. If a student needs special treatment, we refer him to a private physician. If he requires hospitalization, we advise his parents. If they want him sent home, we try to arrange that. If they want him cared for here, we attempt to arrange hospitalization in Huntington."

### Hope To Get New Quarters

When the clinic is operating on normal schedule — after the entrance exams are finished — an average of approximately 25 students visit the clinic daily.

The clinic is in line for new quarters when and if Marshall gets sufficient funds for such a project. College plans call for a clinic to adjoin the proposed new health and physical education building Marshall hopes to erect.

Dr. Hagan says the new facilities are needed because the present clinic, originally a residence, was never intended for the use to which it now is being put.

They are paid \$5 an hour. The state supplies the funds for operation of the clinic. Students, in turn, reimburse the state by paying a \$2.25 health fee, which entitles them to the facilities of the clinic.

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# Plans For Marshall Homecoming Slated For Discussion Tonight

9-19-56  
Plans for Marshall College's homecoming celebration October 20 will be discussed at a meeting of the student senate tonight in the student government office.

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16—The Herald-Dispatch—Wed., Sept. 19, 1956 •

## Marshall Frosh Stage Intra-Squad Contest Under Lights Tonight

Marshall's fine looking freshman crop will substitute for the varsity tonight at Fairfield Stadium, when they will stage an intra-squad scrimmage at 7:45 P. M. Originally, Coach Herb Royer's eleven was scheduled to display their wares before the home folks last Saturday night, but heavy rains forced postponement of the affair.

In explaining the varsity's absence tonight, Royer cautiously said he did not want to risk any uncalled for injuries with the season's opener against rugged Xavier University just three days away. Besides, the squad still has a lot of work cut out for them before being ready to face the Cincinnati outfit.

Frosh Coach Bill Chambers is well pleased with his squad, and remarked that his scrappy gridgers have come along exceptionally well after five practice sessions. With some 38 yearlings dressing tonight, Chambers nevertheless will limit the quarters to 12 minutes each.

The freshman seem to be pretty well stocked with some highly regarded tackles, which is one of Royer's problems with the varsity. Counting heavily in future plans are tackles Larry Gryskevich of Weirton, Rudy Colombo of Clarksburg, and Dick Allen of Beckley.

9-19-56  
Coming in for some recognition in the backfield are halfbacks Charles Wilson of Pomeroy, H. K. Smith of Parkersburg, who is out with a foot infection, and fullback Paul Adams of Barboursville.

Chambers appears pretty deep at quarterback, with Barry Keagle of Alderson, Jim Sindedecker of Fairmont East, Toddy Fugate of Milton, and Jim Maddox, a transfer from Dayton by way of Barboursville. Although Maddox will see action tonight, he will be ineligible to play during the regular season.

In connection with Marshall's campaign opener with Xavier Saturday, the Chesapeake and Ohio Railroad has put into effect a special cut rate round trip fare of \$4.40 for persons desiring to journey to Cincinnati. The C&O's George Washington will leave Huntington at 4:25 A. M. Saturday, arriving at Cincinnati at 8 A. M. in ample time for the 2 P. M. contest. On the return trip, the George Washington will depart from Cincinnati at 6:15 P. M. the same day and arrive at Huntington at 9:25 P. M.

Tickets for the game itself may be purchased at the college's athletic department. The price has been established at \$2. with all seats being reserved. No phone or mail order tickets however, will be accepted.

# Board Approves New Degree For Marshall

9-7-56

By DOROTHY BUZEK

The State Board of Education at Charleston yesterday approved several appointments to the Marshall College faculty and granted the institution's request that it be permitted to award the degree of bachelor of science in medical technology.

The curriculum for the degree meets the requirements of the American Society of Clinical Pathologists for admission into a school of medical technology, Dr. Stewart Smith, Marshall president, told the board.

The academic courses will be given at Marshall. The senior year's work will be done at the Cabell-Huntington Hospital and will be of 52 weeks' duration. Instructors of technical work will be pathologists and registered medical technologists at the hospital and visiting lecturers from the medical profession.

## Name Speech Teacher

New members of the faculty and staff at Marshall whose employment was approved include the following:

Mrs. Elaine Adams Novak, instructor in speech. Mrs. Novak received her A. B. degree from Marshall and her Master's degree from the University of Colorado. She was at one time executive secretary to the vice-president of the National Committee for Free Europe and has had wide experience in theatrical productions and acting.

Miss Mary Belle Watrous, instructor in English. Miss Watrous has had three years of teaching experience at Hurricane and Huntington high schools. She received both her A. B. and M. A. degrees from Marshall.

Ralph S. Fellows, assistant professor of geology. Mr. Fellows received his A. B. from Tufts College and his M. A. degree from Boston University where he has

(Con. on Page 4, in Col. 4)

## Board

(Continued from Page One)

been employed as a laboratory research assistant. Prior to that he had had experience in secondary schools and college as a teacher of geology and mineralogy.

## Coach Is Approved

William G. Kearns, instructor in speech. Mr. Kearns received his A. B. from Marshall; his Master's from Ohio University at Athens, and has had six years of teaching experience. He has been a teacher of English and speech at Huntington East high school.

William W. Hillen, assistant football coach and track coach. Mr. Hillen received his Bachelor of science degree from West Virginia University where he was assistant football coach.

Eric P. Thorn, instructor in English. Mr. Thorn received both his A. B. and M. A. degrees from Brooklyn College.

Edward Julius Harford, instructor in education, industrial arts, Marshall laboratory school. Mr. Harford received his A. B. degree from Peabody College. For 20 years he was with the U. S. Marine Corps.

Margaret Colina Campbell, instructor in education, Marshall laboratory kindergarten. Miss Campbell received her B. S. in education from the University of Missouri and her M. A. from Peabody. She has had 16 years' experience as a teacher in Missouri schools.

## Wilkinson Okehed

Eugene Burl Wilkinson, mechanical engineer. Mr. Wilkinson was superintendent of buildings and maintenance in Greenbrier county and was responsible for the maintenance program in that county.

Ronald Burton Thomas, consultant in adult education. Mr. Thomas will work with Paul S. Collins, director of adult education at the college, in furthering Marshall's program of adult services throughout its service area.

The State Board of Education at its two-day session which ended yesterday also approved the appointment of several part-time instructors at Marshall.

## College Classes Are Under Way

9-17-56  
Fall semester classes began at Marshall College today as the college registrar's office continued registering students with the payment of a one-dollar late enrollment fee.

The late registration fee will increase at the rate of one dollar a day through Friday. Fall registration will end Saturday.

A total of 539 classes are being offered by Marshall this semester. Saturday and evening classes are available in 26 fields.

Anyone registering this week will go through the entire enrollment procedure in the registrar's office.

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## Davidson Gives Recital Tonight

9-19-56  
William Davidson of the Marshall College music department will give a piano recital at 8:15 P. M. tonight in the auditorium of Old Main.

His program will include "Partita in C Minor" by Bach, "Soaring" and "Warum" by Schumann, "Sonata, Opus 110" by Beethoven and "Sonata for Piano" by Samuel Barber.

## Marshall Marching Band To Perform At Xavier

9-20-56  
Sixty members of the Marshall College marching band will travel by special bus to Cincinnati Saturday for the Marshall-Xavier University football game. Thomas S. O'Connell, band director, announced today.

The group will arrive in the Ohio city prior to the game which begins at 2:30 P. M. They will play during the game and perform special half-time maneuvers at Xavier Stadium.

Eight majorettes will accompany the group and participate

in the stadium activities. They are led by Mina Hensley, William senior.

Majorettes are Margaret Quinter, Betty Frame, Peggy Shaver, Gladys Frazier, Paul Frame, Juanita Bower, and Beverly Cain.

They will do a series of Latin American presentations during half-time.

The band and majorette corps will also accompany the team the Miami University and Ohio University games.

# Alpha Chi Omega Initiation Held

Charleston, W. Va., a graduate of DePauw University who has been a member of the fraternity for 56 years and Miss Lucy Pritchard of this city.

Short and inspiring talks were given by Mrs. Suppes and Mrs. Davis. Several awards were made and a program presented by the five active initiates.

At the first meeting of the alumnae held last night at the chapter house Mrs. Harry Browning was elected president; Mrs. Chauncey B. Wright, vice president; Mrs. Herbert Sumners, secretary; Mrs. Albert Coram, treasurer and Miss Catherine Bliss Enslow, editor and public relations director.

Gamma Omicron chapter of Alpha Chi Omega sorority of Marshall College initiated 26 pledges at ceremonies Saturday and Sunday. Six of the pledges were initiated into the active chapter and 20 prominent Huntington women were initiated into the chapter as alumnae.

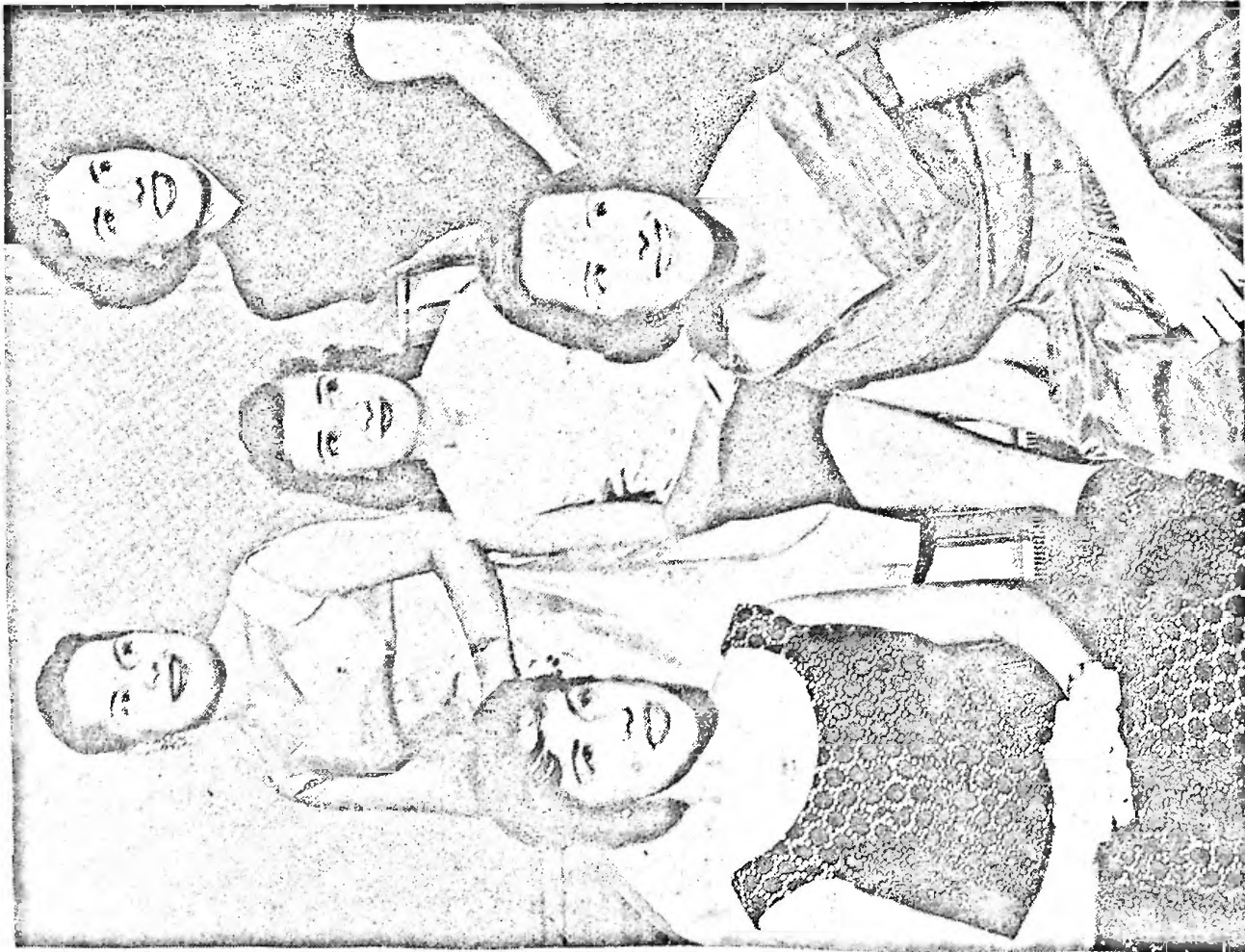
Mrs. Raymond L. Suppes, of Chevy Chase, Md., national president and Mrs. Royce E. Davis of Cuyahoga Falls, O., national vice president were here to officiate at the initiation.

Pledging took place Saturday evening at the Alpha Chi Omega chapter house, 1601 Fifth avenue and the formal initiation was held in the ballroom of the Hotel Frederiek Sunday afternoon followed by a formal banquet in the Georgian Terrace Sunday evening.

The new members initiated are Miss Carol Browning, Miss Eugenia Damron, Miss Mary Lou Grant, Miss Sandra Potter and Miss Claudette Roberts, actives.

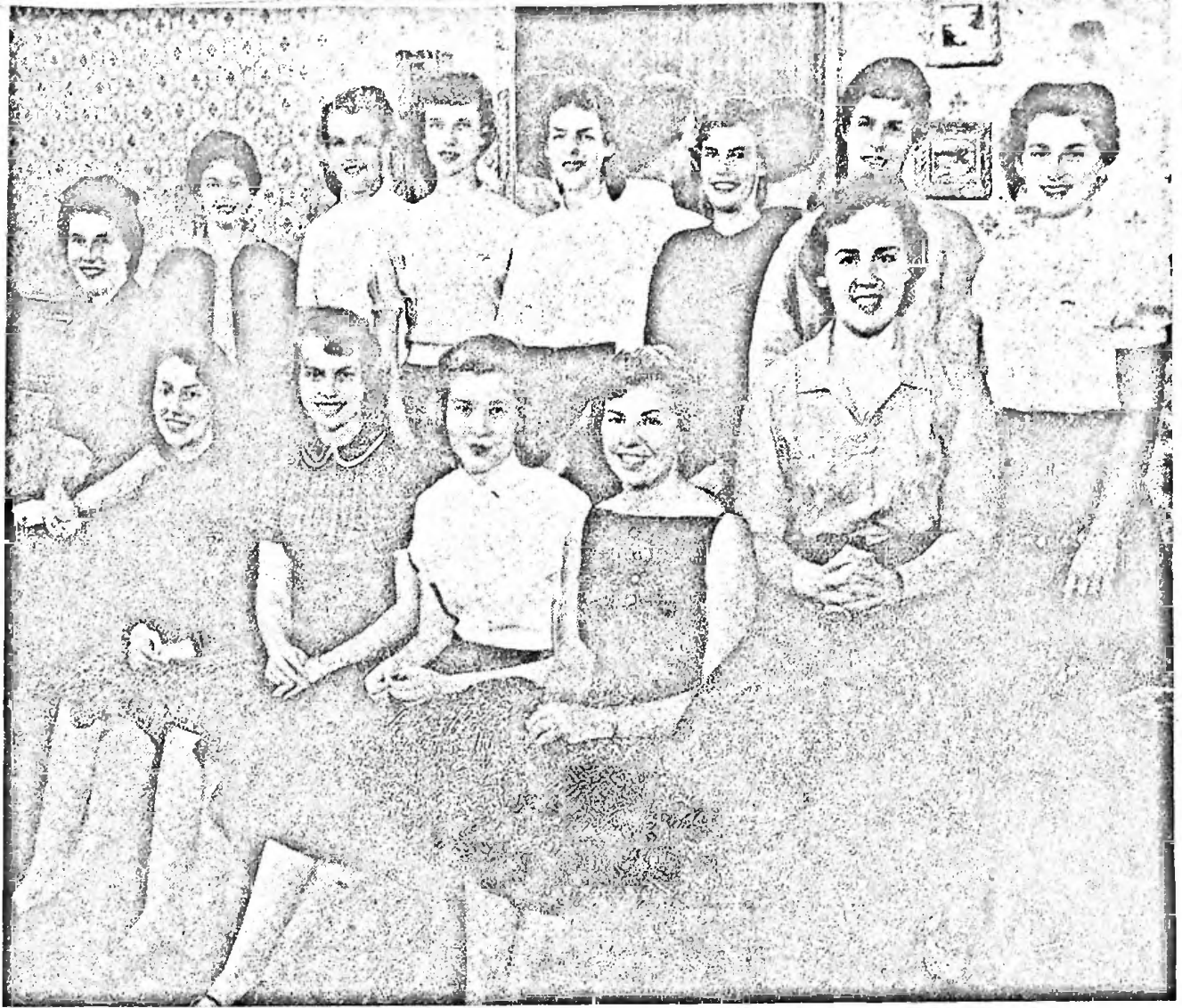
The 20 Huntington women initiated into the membership as alumnae are: Mrs. Herbert Summers, Mrs. F. Holmes Troutman, Mrs. Henry B. Engsign, Mrs. A. Grant Beckett, Mrs. Verlin E. Childers, Miss Catherine Bliss Enslow, Mrs. Chauncey B. Wright, Mrs. L. Boyd Smoot, Mrs. Hez G. Ward, Mrs. E. B. McNeer, Mrs. James Heckman, Mrs. A. E. McCaskey, Mrs. Lyle E. Squire, Mrs. Sterling Hamlet, Mrs. William K. Ford, Mrs. Dorsey Ketchum, Mrs. Hunter Kincald, Miss Louise Langfitt, Mrs. George N. Hamer of Kenova.

Two guests of honor attending were Mrs. Nelle Waldo of



New actives of Alpha Chi Omega sorority at Marshall College seated below, Miss Sara Grass and Miss Sandra Potter; top, seated left to right, Miss Carol Browning, Miss Claudette Roberts, center and Miss Eugenia Damron, right.





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New active members of Alpha Xi Delta sorority of Marshall College who were initiated in a ceremony Sunday, are shown above. Seated left to right, Miss Berridge Long, Miss Dee Kitchen of this city; Miss Eileene Kerwood of Cottagefield; Miss Ruth Ann McCabe of St. Albans; Miss Sonia Moats of Dunbar; Miss Rose Brown of Charleston; and standing, Miss

Peggy Tolley of Mullens; Miss Marjorie R. Weaver of Wellsburg; Miss Janett Lee Cotton of Gallipolis, O.; Miss Judy New of St. Albans; Miss Nancy Dunn of Bluefield; Miss Joan Johnston of Clarksburg; Miss Joyce Coffman of West Hamlin. Others not present were Miss Linda Frye of Man; Miss Janet Mills of Beckley and Miss De Ann Yardly of Parkersburg.

## Sixteen Women Initiated By Alpha Xi Delta Sorority

Alpha Xi Delta sorority of Marshall College held an initiation ceremony for 16 young coeds pledged last March, at the chapter house 1645 Fifth avenue, Sunday morning.

Miss Jean Ford, is president of the sorority. After the formal ceremony the entire sorority attended church services at the First Methodist Church.

A dinner was given in honor

of the pledges at noon Sunday, at The Woodland on Fifth Street road.

# 12th Foreman-Manager Personnel Conference Will Open Tomorrow

"Growth Through Teamwork" will be the theme of the 1956 Foreman-Manager Personnel Conference which opens tomorrow at Marshall College.

An estimated 600 business management experts and educators from throughout the area are expected to attend the two day event here.

This will be the 12th year the

9-6-56 ADV  
conference has taken place in Huntington.

Eight prominent speakers will address the group during various sessions and discussion periods.

They are William Oncken Jr., director of management development, New York Central System; Dr. J. Crudup, noted physicist and educator; Dr. George Heaton, minister; Frank J. Cornwall, industrial relations manager, West Virginia Steel Corp.; and Dr. B. J. Chandler, associate professor of business at Northwestern University.

Cloyd S. Steinmetz, director of

sales training, Reynolds Metal Co., also will speak.

Industrial key men from West Virginia, Ohio, Kentucky, and Virginia will attend the event.

Keynote speaker will be Dr. George Heaton, Arrangements for the affair are being taken care of by Paul H. Collins, conference director and director of adult education at Marshall College.

The assembly will close Saturday with a luncheon.

The conference is sponsored by the college, the Huntington Foreman-Managers Club and the Huntington Personnel Association.

## Smith For One Board

Dr. Stewart H. Smith, president of Marshall College, yesterday told a legislative group he felt a single state board higher of education would provide better coordination and other administrative advantages if it were adequately financed and staffed.

His view coincided with that of President Harry B. Heflin of Glenville State College, but differed with that of Dr. Irwin Stewart, president of West Virginia University.

The educators expressed their views as the Commission on Interstate Cooperation and the Joint Committee on Government and Finance began two days of joint sessions in Charleston.

Recent studies undertaken by special survey staffs under direction of the legislative groups recommend creation of a single board of higher education to take over the higher education functions of the present WVU board of governors, which administers the university and Potomac State College, and the State Board of Education, which operates the other nine state colleges.

# Mutual Respect Held Basic In Industry

*Dis 9-8-56*  
Mutual respect between labor and management is essential in building a smoothly functioning industrial team, the 12th annual session of the Foreman-Manager Personnel Conference was told last night.

The opening event of the two-day program for more than 500 industrial personnel from West Virginia, Kentucky, Ohio and Virginia was a dinner at the Hotel Frederick. The speaker was Dr. George D. Heaton, pastor of the Myers Park Baptist Church at Charlotte, N. C.

In order to build an efficient team, Dr. Heaton told his au-

dience, labor and management must begin with a mutual understanding of, and respect for, the people who are a part of the team. Once the understanding and respect is gained, the members of the team will become more conscious of things they do daily which violate the dignity of individuals, Dr. Heaton added.

L. Boyd Smoot of Houdaille Industries here, president-elect of the Foreman-Managers Club, presided at the dinner. The invocation was by Dr. Arthur E. Beckett of the First Methodist Church.

The meeting will move this morning to Marshall College, where the principal speaker at a general session will be William Oncken, Jr., of New York, director of management development for the New York Central Railroad.

W. A. Buchanan of ACF Industries will preside, and Dr. Stewart H. Smith of Marshall College will welcome the visitors. The devotional will be led by the Rev. Charles R. Cross of the Highlawn Baptist Church.

Speakers at group sessions this morning will include Cloyd S.

Steinmetz of Louisville, Ky., director of sales training for the Reynolds Metals Co.; Dr. Madeleine Feil and Dr. J. T. Richardson of the Marshall faculty; Dr. B. J. Chandler of Evanston, Ill., professor of education at Northwestern University, Mr. Oncken, and Frank Cornwell, director of industrial relations for the West Virginia Steel & Manufacturing Co. here.

The conference will end with a general luncheon session in the college dining hall at which the speaker will be Dr. Joseph Crudup, president of Bureau of College at Gainesville, Ga. Dr. J. F. Bartlett, dean of the college of arts and sciences at Marshall, will preside and the Rev. Royce K. McDonald of the Enslow Park Presbyterian Church will deliver the invocation.

The conference is sponsored by Marshall College, the Foreman-Managers Club and the Huntington Personnel Association. The theme of the current meeting is "Growth Through Teamwork."

Vick

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# Students Swell Engineer Classes

*9-15-56*  
The influx of new engineering students at Marshall College offers encouragement to industrialists pleading for technicians and is a devastating answer to those who would abolish the engineering course for the sake of economy.

Prof. A. E. McCaskey, Jr., head of the department, said the enrollment this year will set a peacetime record and may exceed the number during the years "the veterans swamped the campus."

Prof. McCaskey attributed part of the increase to the series of articles by Brooks Wells in The Advertiser stressing the need of engineers by industries and the government.

This need has been emphasized by page after page of advertisements in metropolitan newspapers offering attractive positions to scientists and engineers. Only the other day an advertisement appeared even in Italian papers for engineers to come to Cincinnati.

The shortage is so acute it is hampering industrial expansion. By forcing curtailment of research efforts and the

*ndw*  
development of new products and processes it can retard scientific and industrial progress and ultimately check the country's rising standard of living.

Lack of trained men and women is also a grave threat to the nation's defense. It will prevent expanding research efforts in the nuclear field for more devastating weapons to deter Communists from aggression and will slow progress in developing defenses against hydrogen bombing.

While hampering the country in its military competition with Russia and Red China, it will also handicap our efforts to tighten foreign ties by sending technicians to help in the development of backward areas.

With the whole future safety and progress of the nation depending upon all possible expansion of engineering study, it is foolhardy to talk of eliminating engineering courses for the sake of saving a little money.

Instead, the state education department should offer every inducement possible to attract more boys and girls to engineering and scientific studies.



MARSHALL COLLEGE GREENBOOK

September, 1956



Edited By

James H. Herring  
Director of the Information Service  
Assistant Professor of Journalism  
Marshall College  
Huntington, West Virginia

Published By Marshall College

## FOREWORD

This handbook attempts to collect into one publication statements of those policies and procedures which are in frequent use. It should contribute to progress toward the solution of problems facing Marshall College in its day-by-day operation. Members of the faculty and administrative staffs, those who have been long with us as well as those who are new, will do well to keep the publication and consult it regularly.

The Greenbook is new at Marshall. It takes the place of two previous publications, the Faculty Manual of Marshall College and Marshall College Administrative Policies, both of which were published by the college secretary.

This publishing venture represents another forward step in Marshall's working procedure. As we turn its pages, let us remember that we shall continue to need, for the solution of college problems, a high degree of cooperation and friendly consultation within and between Marshall's faculty and administration.

We want this handbook to be useful and invite you to help us improve it.

Stewart H. Smith  
President  
Marshall College

## PREFACE

The Marshall College Greenbook is intended as a supplement to the college catalog and bulletins, not as a substitute for any one of them. It is a handbook embodying policies, procedures and descriptions that every member of the faculty and administrative staff needs to have available for ready reference.

Items in the Greenbook have been categorized so that related information appears under the same grouping in logical order. An indexing method devised by the editor is employed to simplify the location of material on any given subject. By this method the reader may quickly find the line on any page where a given subject begins. There is no reading of an entire page to find a subject by the process of elimination. An explanation of the indexing method is found on page 65.

It is hoped that this first edition of the Marshall College Greenbook will prove useful and time-saving in every part of the college program. It will be noted that the language is stripped of the excess words that so often ~~are~~ found in formal statements of policy. The date upon which each policy went into effect is not included, for such information is not needed by the everyday user of a manual of this type. For those who seek details on the time and circumstances under which a policy was adopted, the administration has carefully kept records which they may examine.

The chief function of this publication is to inform the user quickly, with as little effort as possible, what policies, procedures and descriptions were applicable in September, 1956.

During the two-year interval before another edition of the Greenbook appears, the Greenbook editor will send out specially written supplements to faculty and administrative staff members whenever the need arises. All changes and additions occurring during the interval will reappear in the 1958 Greenbook, along with those in the 1956 edition which happen to be still in effect.

Every Greenbook should be cared for as any other book would be. The supply of these manuals is limited and the college will not be in a position to replace every one that may be lost.

Suggestions on improving the Marshall College Greenbook will be welcomed. Every member of the faculty and administrative staff has an opportunity to make a constructive contribution to the publication and thus to make it a more useful tool for all college personnel.

James H. Herring

Martinsburg, West Virginia  
September, 1956

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MARSHALL COLLEGE

## HISTORY

The original one and one-half-acre site of Marshall College was bought in 1837 for \$40 from John and Lucy Holderby, who made the provision that the estate always be used for school purposes. Today Marshall is a multi-million-dollar institution whose campus covers 25 acres in the heart of Huntington. There are 12 permanent buildings and numerous temporary structures. College athletic teams have the use of a stadium seating 12,000 persons and a field house with a capacity of about half that many.

John Laidley, friend of Chief Justice John Marshall for whom the college was named, is considered the founder of Marshall College. It was first known as Marshall Academy. On March 3, 1858, by act of the Virginia Assembly, the Academy became Marshall College, with authority to confer degrees.

The financial status of the institution was never very stable in the beginning, and the outbreak of the war between the North and South made its money problems worse. The school was finally sold for debts, but it housed a private school during the civil war because of the terms of the original deed.

Out of the confusion of war, the new state of West Virginia was created, and in 1867 the West Virginia State Normal School was established within the framework of Marshall College. Since that year Marshall has shown a steady growth in size and service to the state.

In 1902 a formal department of education was added with a model training school for prospective teachers.

College preparatory work was offered in addition to teacher training, and by 1886 there was a full "academical" course of two years. Through the later years of the nineteenth century and the first two decades of the twentieth, the college offered, in addition to secondary work, two years of liberal arts work and two years of teacher training.

In 1920 the West Virginia State Board of Education approved the granting of a Bachelor's degree in education. Teachers College conferred degrees upon four candidates in June, 1921.

The College of Arts and Sciences was established in 1923 and awarded the first liberal arts degrees in 1925. The degree of Bachelor of Science was authorized in 1936, Bachelor of Engineering Science in 1940, Bachelor of Science in Chemistry in 1951, and Bachelor of Business Administration in . In 1945 two-year programs leading to the degrees of Associate in Arts and Associate in Science were approved in ten fields.



0 The Graduate School, authorized in May, 1948, grew out of a program of graduate work in six departments which had been established in 1938. Courses leading to the degree of Master of Arts or Master of Science are now offered in nine major fields with ten additional departments offering work in a minor field.

1 Marshall now maintains three divisions, each under a dean--- College of Arts and Sciences, Teachers College, and Graduate School--- plus an adult education program with a full-time director.

2 Marshall College is located near the nation's major coal fields and chemical industries. The institution has always placed emphasis upon an active cooperation with the expanding industry of its area and upon complete participation in community affairs. Some of its community activities include:

3 A foreman-manager personnel conference for a five-state area; a vocational home economics program backed by federal aid received under the George Deen Act; night degree courses for those who work during the day; alien citizenship courses given in cooperation with the U. S. Department of Justice; conference for public school personnel dealing with supervision, driver education, industrial English, public relations, coaching problems, and other subjects; annual joint meetings of West Virginia high school newspaper staff members, journalists teachers and yearbook advisers; and an annual institute for high school science teachers of seven states, held in cooperation with the National Science Foundation; and psychological and speech correction clinics.

#### 4 INSTITUTIONAL PURPOSES

6 The highest development of the personality of its students is the general purpose of Marshall College, an institution of higher education supported by the State of West Virginia. The college encourages students in the attainment of scholarship and the acquisition of skills. Marshall also recognizes an obligation to contribute to the cultural growth of its community.

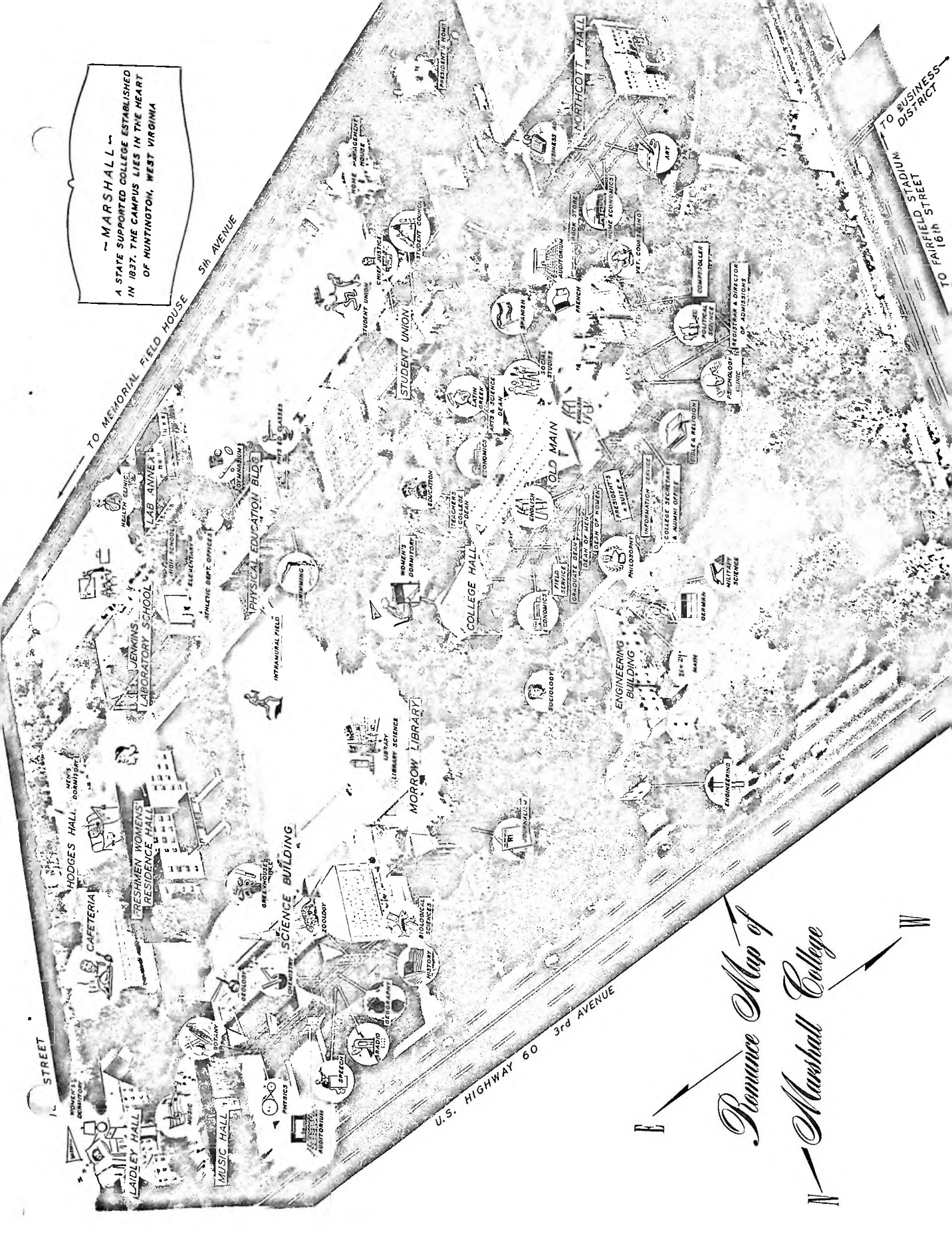
7 The college aids in developing those who come under its influence by helping them to understand and to contribute in a positive way to the culture in which they live; to develop and maintain physical health; to participate in democratic processes. It endeavors to inculcate worthwhile spiritual, social and economic values; to stimulate intellectual curiosity and the desire to continue personal and professional growth.

8 Various departments of the college provide for education in specialized fields to prepare for professional and industrial careers.

9 The institution offers for community advancement evening courses, extension classes, lectures, musical programs, conferences, forums, an annual Artists Series, and other campus and field activities.

10

— MARSHALL —  
 A STATE SUPPORTED COLLEGE ESTABLISHED  
 IN 1837. THE CAMPUS LIES IN THE HEART  
 OF HUNTINGTON, WEST VIRGINIA



1st STREET

HODGES HALL

FRESHMEN WOMEN'S  
RESIDENCE HALL

CAFETERIA

MUSIC HALL

SCIENCE BUILDING

MORROW LIBRARY

LIBRARY SCIENCE

COLLEGE HALL

STUDENT UNION

PHYSICAL EDUCATION BLDG.

LAB ANNEX

LABORATORY SCHOOL

STUDENT UNION

STUDENT UNION

STUDENT UNION

STUDENT UNION

STUDENT UNION

STUDENT UNION

STUDENT UNION

U.S. HIGHWAY 60

3rd AVENUE

5th AVENUE

TO MEMORIAL FIELD HOUSE

TO BUSINESS DISTRICT

TO FAIRFIELD STREET

TO STADIUM

TO 16th

TO 16th

TO 16th

TO 16th

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TO 16th

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TO 16th

*Panance Map of  
 Marshall College*

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PHYSICAL PLANT AND FACILITIES

1 OLD MAIN---This, the oldest building on the campus, contains all administrative offices, an auditorium, classrooms, offices for many members of the faculty, and the college bookstore and post office.

2 NORTHCOTE---Completed in 1915 and named for the late C. A. Northcott, distinguished Huntington citizen, provides facilities for the business administration, art, and home economics departments.

3 SCIENCE HALL---Completed in 1950, includes a 300-seat lecture auditorium, elevated lecture halls, a temperature control room, special research laboratories for graduate students, lounges for men and women, a greenhouse, a news photography dark room as well as classroom, laboratory and office space.

4 PHYSICAL EDUCATION BUILDING---Completed in 1931, includes facilities for the physical education activities of men and women. It has two swimming pools, one full-size and two small playing floors, lounges, and offices for the teachers and executives of this department.

5 MUSIC HALL---Built in Includes a small auditorium for recitals, practice rooms for piano and voice students, a band room, and classrooms.

6 MORROW LIBRARY---Built in 1950 and named in honor of James E. Morrow, former president of the college, contains the entire library collection, reading rooms, art exhibit room, and offices and work-rooms for the library staff. It also houses the department of journalism, news rooms of The Parthenon, and a television viewing room.

7 COLLEGE CLINIC---A building at 1712 Fifth Avenue, is readily accessible to the dormitories as well as other college buildings. A full-time nurse and a resident physician are at the clinic during definite hours.

8 COLLEGE HALL---Covers most of the east end of Old Main. On the first, second and third floors are rooms to house 68 women students. An honor council room is in a non-residence section of the building.

9 LARLEY HALL---Completed in 1937, houses 150 women. It contains the college nurse's suite with a two-bed infirmary and diet kitchen. It was named for John Larley, friend of Chief Justice John Marshall for whom the college is named, who is considered the founder of Marshall College.

10 FRESHMAN WOMEN'S DOMITORY---Completed in 1955, this modern structure houses women. It eventually will bear a name.

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RODGES HALL---Completed in 1937, is a residence hall for men. It provides living room for 175 men. This building was named for Rodges, former president of Marshall College.

COLLEGE DINING HALL---Built in 194 , provides meal service to dormitory residents. Special luncheons and banquets also are served. The building features one large dining hall with two steam table serving areas, a smaller dining hall with one steam table area, both for everyday use. Other features include a large banquet room, and two small banquet rooms.

BYRNETT HALL---A three-story residence on Fifth Avenue, is the Home Management House under supervision of the Department of Home Economics. A nursery school occupies the first floor. Senior women in home economics use the second and third floors as the Home Management House.

DONALD COURT---Housing for married students is provided at Donald Court, a temporary housing area on Donald Avenue, two miles south of the campus. Sixty-two units are available for married students.

JENKINS LABORATORY SCHOOL---Dedicated in 1930, was named for Albert Gallatin Jenkins, native of Cabell county, who was a distinguished Confederate cavalry officer. The laboratory school provides for kindergarten, elementary, and high school education, and serves a major function in the student teaching program of the teachers college.

SHAWKEY STUDENT UNION---Built in 1932 and enlarged in 1935, was named in honor of Dr. Morris P. Shawkey, former Marshall College president. As the social center of the college it is the scene of many informal gatherings, college dances, and receptions.

COLLEGE BOOK STORE---In the basement of Old Main, it is maintained by the college for the convenience of students and faculty members. Here textbooks and other college supplies are sold at reasonable prices. The college post office is adjacent to the book store and is operated by the book store manager.

FAIRFIELD STADIUM---Located about eight blocks from the campus, it is the scene of Marshall football games. It will accommodate about 12,000 spectators.

ENGINEERING BUILDING---A two-story temporary building located on the north campus, includes ten classrooms, two conference rooms, and sixteen offices.

RESTRICTION MEMORIAL FIELD HOUSE---A modern fireproof structure on Fifth Avenue about ten blocks from the campus, serves as Marshall's home basketball court. It is also the scene of the Marshall-sponsored

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State High School Basketball Tournament and of certain other programs of the college.

1

The next buildin already scheduled on Marshall's expansion program is a new physical education building. Also proposed for the immediate future is a large classroom building with a 3,000-seat auditorium.

2

Marshall is embarking upon a ten-year expansion program which will involve planning by a college-layman committee and specialists in the expansion of higher educational physical plants.

## II

ORGANIZATION OF THE COLLEGE

## WEST VIRGINIA BOARD OF EDUCATION

The West Virginia Board of Education has jurisdiction over Marshall College, along with eight other state colleges. The board acts on recommendations of the president in matters of personnel appointments, curriculum, finances and the physical plant.

## PRESIDENT

The president is chief administrative officer of the college and is directly responsible to the West Virginia Board of Education. The president is chairman of the administrative cabinet, which coordinates academic and business policies of the college. The president also appoints and calls meetings of the college council, and advisory body.

The president calls general faculty meetings and appoints faculty committees. He accepts final responsibility for the selection of all college personnel.

The president appoints college committees and announces such appointments at the beginning of each term.

He also represents Marshall College in public meetings, official ceremonies, and official social affairs. He frequently addresses school, college, church and civic bodies.

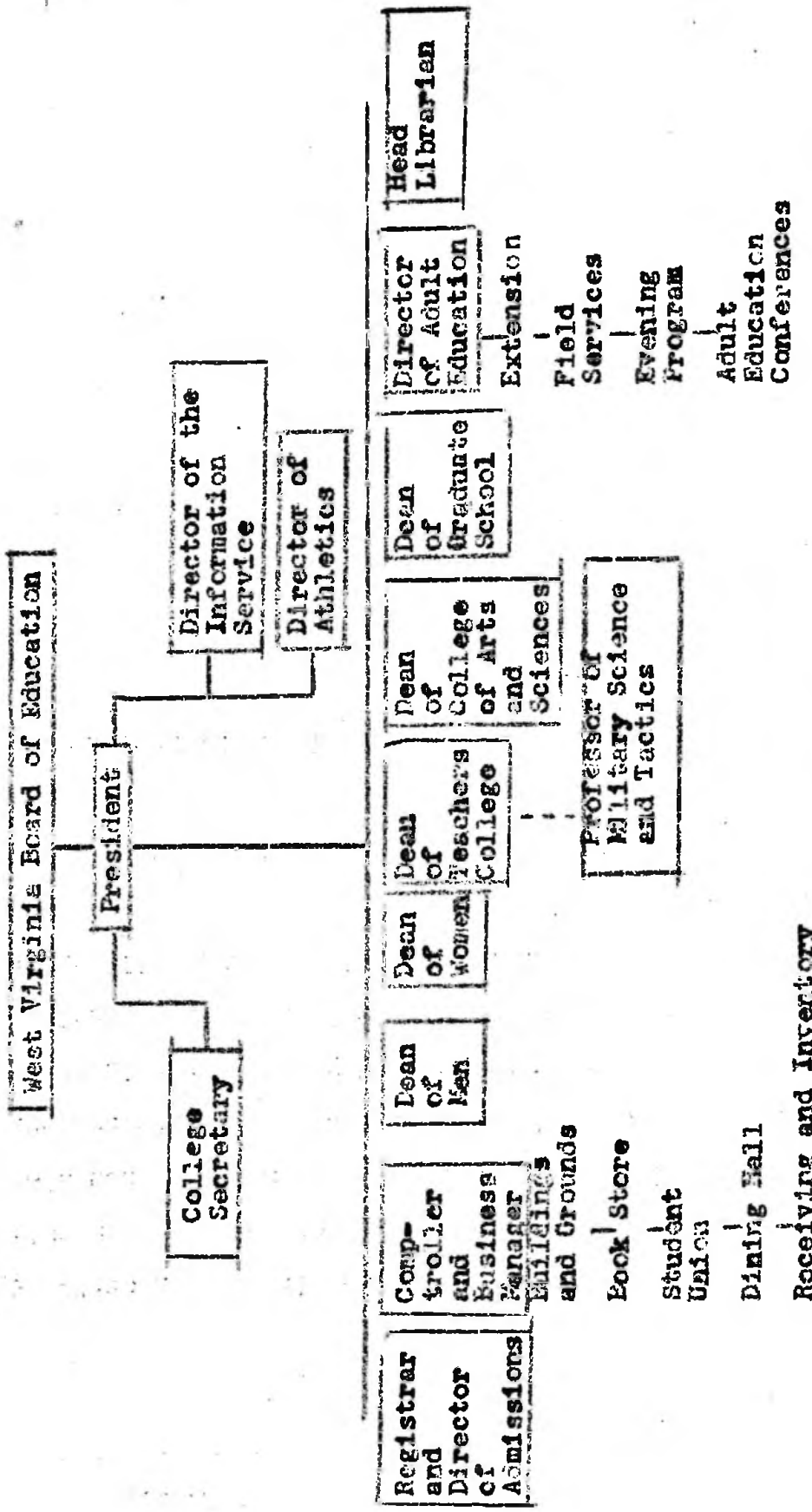
## DEANS OF THE COLLEGES

The deans of the colleges---College of Arts and Sciences and Teachers College---head the instructional unit of the administration. They take the leadership in curriculum organizations and development and are responsible for constructing class schedules, assigning teaching loads, operating the counseling and testing programs, evaluating the work of faculty members, coordinating the work between related departments, assisting new faculty members in their adjustment to the campus, recommending students for graduation, aiding in the placement of graduates, recording absences on the basis of faculty reports, assisting in disciplinary matters of faculty members, recommending new faculty members, making summer session appointments, recommending leaves of absence, arranging for class work in the temporary absence of faculty members, and calling single college faculty meetings.

## DEAN OF THE GRADUATE SCHOOL

The dean of the graduate school administers and promotes the graduate program of the college. He acts on applications for both

ORGANIZATION OF MARSHALL COLLEGE





0 admission to the graduate school and admission to candidacy for  
 1 the master's degree; gives final approval on theses; recommends  
 candidates for graduation; recommends new graduate courses to the  
 curriculum committee; arranges for graduate program extension;  
 2 assists in the evaluation of the qualifications of faculty members  
 who will teach courses for graduate credit; aids in the placement  
 of graduates; records absences in graduate courses on the basis of  
 faculty reports; works with deans of the colleges in constructing  
 class schedules; assigns graduate students to advisors, and calls  
 graduate faculty meetings.

#### HEADS OF DEPARTMENTS

3 The department head conducts departmental meetings and looks  
 after the well-being and progress of his department. The depart-  
 ment head is responsible to the proper dean for developing depart-  
 mental curricula, initiating class schedules, improving department  
 instruction, utilizing testing program results and counseling.  
 He or she also recommends student placement faculty assignments,  
 4 requests for leaves of absence, students assistants, travel, faculty  
 absences, vacations, regular and summer term appointments, and  
 approves requisitions for departmental equipment.

#### PROFESSOR OF MILITARY SCIENCE AND TACTICS

5 The professor of military science and tactics is an Army  
 officer who is appointed and paid by the Army to work on the campus.  
 This person is approved by the president of Marshall College and the  
 West Virginia Board of Education.

6 The professor of military science and tactics heads a staff of  
 Army personnel who compose the military science faculty of Marshall  
 College. He is in direct charge of the Reserve Officers Training  
 Program.

#### THE SOCIAL DEANS

7 The deans of men and women operate offices for service to  
 all students at Marshall. They assist students who may not be  
 developing to the extent of their potential, and those who need  
 counsel, provision of additional social experience, or help in  
 8 correcting personality problems.

9 Offices of the deans of men and women keep records on students'  
 extra-curricular activities and operate a clearing house for student  
 employment both on and off the campus. Other duties include the  
 preparation of a social activities calendar and the listing of  
 available rooms and apartments.

#### REGISTRAR AND DIRECTOR OF ADMISSIONS

10 The registrar and director of admissions is responsible for  
 the admission, registration and accounting of all students and for



0 keeping all academic records. The College Catalog, the summer school bulletin, schedules of courses, and certain other academic information sheets are edited in the office of the registrar and director of admissions.

1 **DIRECTOR OF ADULT EDUCATION**

2 The director of adult education initiates, organizes and administers off-campus activities of the college. They include extension classes for both graduate and undergraduate students, credit or non-credit workshops for teachers and others, conferences for public school personnel and laymen, and research in connection with adult education.

3 The director of adult education also coordinated the college evening program.

4 **COMPTROLLER AND BUSINESS MANAGER**

5 The comptroller and business manager is responsible for drawing up the budget from figures agreed upon by committees after study departmental budget estimates. He also processes requisitions to be charged against the various budgets.

6 Procedures of the comptroller's office are not optional. This office reports directly to the West Virginia Board of Education, the director of the budget, the state department of purchases, the state auditor, and the Teachers Retirement System. The requirements of these offices must be met in business matters of Marshall College. Responsible to the comptroller for their operations are the superintendent of buildings and grounds, the book store and student union managers, the Dining Hall manager and dietitian, the duplicating department manager, the operator of the campus information desk and the college switchboard, and the manager of the receiving and inventory department.

7 **DIRECTOR OF THE INFORMATION SERVICE**

8 The director of the Information Service is responsible for the principal public relations function of the college. He and his staff collect, prepare and distribute news and feature stories of the college and its people to all mass media of the area served by the college. He works with newspaper, radio and television representatives who give on the spot coverage to campus news events, and writes scripts for radio or television news or documentary film presentations on college subjects. The director of the Information Service, who is also assistant professor of journalism, does research for, compiles and publishes brochures, informative bulletins, and reports on various phases of college activity. He is editor of the Marshall College Greenbook.

9 **COLLEGE SECRETARY**

10 The college secretary is responsible for assembling and submitting recommendations to the West Virginia Board of Education;

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1 for reporting membership applications to the Teachers Retirement Board; for arranging college commencement exercises, and for publishing the Faculty Directory and the weekly Faculty Bulletin and special notes. The college secretary also cooperates with the alumni secretary in compiling and maintaining alumni records.

#### DIRECTOR OF ATHLETICS

2 The director of athletics has charge of athletic department business matters and is responsible for all details of the inter-collegiate athletic program. He plans and conducts clinics for high school principles and coaches. He is responsible for promoting the development of an athletic program consistent with the general purposes of the college. Also the athletic director sells employee athletic activity tickets to faculty and staff members.

#### SUPERINTENDENT OF BUILDINGS AND GROUNDS

4 The superintendent of buildings and grounds directs the entire custodial and maintenance service of Marshall College.

5 He accepts signed memoranda for custodial or maintenance service from department heads, and insofar as college facilities and personnel will permit, assigns workers to provide the services requested. Sometimes the pressure of work is so great that the superintendent must fulfill requests on the basis of urgency or need.

#### HEAD LIBRARIAN

6 The head librarian is director of the James E. Morrow Library. He is responsible for all library facilities and establishes the procedure for their use by faculty members and students. He reserves books on the recommendation of faculty members, orders books on the recommendation of department heads and operates an inter-library loan service in which the borrower pays transportation costs to and from the lending library. (Also see librarian, P. )

#### DINING HALL MANAGER AND DIETITIAN

8 The dining hall manager and dietitian directs the entire dining hall operation, the features of which include serving daily meals, maintaining order in the dining hall, approving employees for work in the dining hall, and serving special groups connected with Marshall College. (Also see dining hall, P. )

## III

DETERMINATION OF FACULTY RANK, SALARY AND TENURE

## PROBATIONARY PERIOD

The first four years of initial employment at Marshall College shall be a probationary period. No promotions in professorial rank will be made until tenure has been secured.

One entering the service of the college at the rank of Associate Professor or Professor and who has had five or more years of acceptable teaching experience may receive one year's credit toward tenure, i.e. probationary period of three years.

Notice will be given in writing by February 1 if a teacher who does not hold tenure is not to be recommended for reappointment.

## INSTRUCTOR

For admission to the faculty of Marshall College the minimum academic requirement shall be a master's degree from an accredited college with a major in the teaching field. One entering the service of the college with this preparation and no teaching experience will be given the professorial rank of Instructor. Within the prevailing salary scale the administration of the college shall be free to fix the annual salary within the limits of available college funds.

In all cases involving promotion from Instructor to Assistant Professor, the faculty member must have completed at least forty-five hours of graduate credit in his teaching field or in courses that are acceptable to his dean. To be eligible for advancement to the rank of Assistant Professor the faculty member holding the rank of Instructor must have shown promise of superior worth to the college.

## ASSISTANT PROFESSOR

Eligibility for admission to the rank of Assistant Professor may be achieved in one of three ways:

- (a) By promotion from the rank of Instructor as provided above.
- (b) By completion of sixty hours of graduate study and teaching experience of three or more years.
- (c) One entering the service of the college who holds an earned doctorate and no teaching experience may be eligible for the rank of Assistant Professor.

The rank of Assistant Professor shall extend for five years unless accelerated as provided below.

0  
1 By giving superior service to the college, and by evidence that his services in the future will be of increasing value and by the completion of sixty or more hours of graduate study in his teaching field or in courses directly related to his major and acceptable to his dean, plus a minimum of five years' experience as a teacher in Marshall or elsewhere.

2 A faculty member not having reached sixty hours of graduate study by the time he has attained the upper level of the rank of Assistant Professor and the salary provided for that level will not be eligible for advancement to the next rank above, that of associate Professor.

3 It is assumed that some college positions by their very nature can be filled satisfactorily by persons whose graduate study is limited to the master's degree. Reference is made to positions requiring mainly the teaching of skills. Examples are typing, shorthand, mechanical drawing, certain courses in physical education, basic courses in music and art. These subjects can be taught expertly by persons with master's degrees. It should, therefore, be understood that the terminal point in professional ranks for some teachers is that of Instructor, and for others, that of Assistant Professor. However, the terminal point in salaries for superior teachers of ten or more years' experience may exceed the maximums when in the judgment of the administration it is right and proper to do. Subject matter fields rich in content, in depth and breadth, require seasoned, scholarly men and women as teachers. Reference is made particularly to the social sciences, languages and literature, philosophy, education, psychology, the sciences, and others. For teachers of these fields and subjects, the two upper professorial ranks are primarily reserved. As evidence of their scholarship, these teachers should possess the doctorate. New entrants to the faculty whose services as teachers include scholarly interpretation of content courses and subjects should hold the highest degrees.

7 Within the prevailing salary scale, the administration of the college shall be free to fix the annual salary in the light of available college funds.

#### 8 ASSOCIATE PROFESSOR

9 Eligibility for admission to the rank of Associate Professor may be achieved by promotion from the rank of Assistant Professor as heretofore provided.

The rank of Associate Professor shall extend, normally, for a period of eight years, the specific length of time to be determined by the administration of the college.

10 A faculty member entering this rank may achieve eligibility for promotion to the rank of Professor in four years by earning the doctorate, provided that he has nine years' teaching experience, and, has met the requirements for "Worth to the College",

0 It is intended that this rank and that of Professor shall  
 1 give wider opportunities for advancement in salaries than is given in  
 the two preceding ranks. By the time a faculty member reaches the  
 rank of Associate Professor, it should be reasonably evident how  
 much professional growth has taken place in the two preceding ranks,  
 and what his value to the college will be in the future. Accord-  
 2 ingly, provision is made to reward special fitness and superior service  
 at any point within the limits of the salary scale for this rank.

2 It will be the duty of the college administration to withhold  
 salary raises for persons of this rank if they cease to grow  
 professionally and to widen their influence as college teachers.  
 The administration will be free to give salary increases in line  
 with a teacher's worth to the college. Through such provision,  
 3 an impelling incentive is given for best service to the institu-  
 tion. It is not assumed that the possession of the highest earned  
 degree carries with it immunity from the necessity of further  
 study, nor that it is a sine qua non of good classroom teaching.

#### PROFESSOR

4 Admission to the rank of Professor shall be the highest  
 earned degree recognized in the field, and nine years' teaching  
 experience, evaluated as successful, plus meeting the requirements  
 for "Worth to the College". It is at this point that the require-  
 5 ments for "Worth to the College" should be rigorously applied.  
 The annual salary shall be determined by the administration in  
 the same manner as provided for the rank of Associate Professor.  
 It is intended that the maximum salary will be a goal toward which  
 many will aspire, but which only those who are recognized for  
 scholarship, teaching ability and educational leadership may reach.

#### FACULTY PERSONNEL COMMITTEE

6 An advisory committee on faculty personnel shall advise with the  
 administration of the college in the solution of problems that  
 7 occasionally arise in connection with the determination of  
 professorial ranks and salaries of new entrants to the faculty.  
 Experience has shown that problems requiring special attention  
 usually involve the evaluation of related work experiences, private  
 instruction without college credit, and the procurement of faculty  
 8 in fields of extreme scarcity.

1. The Faculty Personnel Committee shall be composed of  
 9 seven full-time regular teaching members of the  
 faculty, three members from each of the two colleges,  
 and one from the faculty at large.
2. To be eligible for membership on the Faculty  
 Personnel Committee a faculty member must hold the  
 rank of Associate Professor or Professor.
3. The term of membership shall be two years;

- 0
4. Every full-time regular teaching member of the faculty shall be entitled to participate in the election of the seven members of the Faculty Personnel Committee;
- 1
5. The committee members shall be selected by a majority vote of the faculty members casting ballots;
6. No committee member is eligible to succeed himself. One year must have elapsed between terms.
- 2
7. At a meeting of the faculty held between May 1 and May 15, two persons shall be nominated from the floor for each vacancy on the committee;
- 3
8. Ballots bearing the names of the nominees shall be prepared by the Secretary to the President and distributed to all full-time members of the teaching Faculty within 48 hours;
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9. Each faculty member shall vote for one person for each vacancy and deliver his ballot to the President's Secretary not later than the end of the eighth day after nominations are made, counting the day of nomination as the first day;
- 5
10. The President's Secretary and the holdover members of the committee shall count the ballots and announce immediately the results of the election.
- 6
11. The academic deans shall be ex-officio members of the committee. The President shall serve as chairman.

#### PROMOTION

##### 1. Annual Consideration for Promotion

7 All persons with the ranks of Instructor, Assistant Professor, or Associate Professor who regularly teach one or more classes in the college and who are employed full time shall be given annual consideration for promotion to a higher rank.

##### 2. Promotion Process

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- (a) No promotion shall be automatic. It is a reward for achievement.
- 9
- (b) Preliminary consideration for promotion shall be effected in February of each year.
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- (c) Final and formal approval of all recommendations for appointment and promotion must be made by the West Virginia Board of Education.

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- (d) Normally the department head will be responsible for initiating formal proposals for promoting the members of his department.
- 1
- (e) The department head shall prepare annually a report in which every member of his department below the rank of Professor is recommended for retention in his rank, promotion to a higher rank, or separation from service at this institution. This report shall be in the hands of the respective deans by January 15 of each year.
- 2
- (f) After a study of the written report, the dean shall call in the department head for a conference during which each recommendation shall be discussed. After the conference between the dean and the department head is concluded, the dean, within a reasonable time, shall indicate to the department head, in writing, what his decision is concerning each proposal. A recommendation may be approved without explanation. If a recommendation is disapproved, reasons for the disapproval should be indicated. If further conference fails to reconcile a disagreement between the dean and the department head, the question will be referred to the President of the College.
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### 3. Criteria for Promotion

- (a) Teaching effectiveness, the prime criterion in determining the worth of a teacher, is, strictly speaking, undefinable, and, just as strictly speaking, unmistakable. The department heads, the deans and the president will use all appropriate means to determine fairly the relative effectiveness of individual teachers.
- 6
- (b) Subordinate to teaching effectiveness, but contributing to it, are the following criteria, all of which may be considered, to determine an individual's eligibility for promotion:
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- 8
- productive scholarship (work on and/or publication of papers or books in one's special field); professional improvement (attendance at and participation in professorial meetings, graduate study, travel, and other pursuits which may be judged as contributing to professional betterment); experience (years of duty as a teacher); committee work (work on any duly recognized college committees involving faculty, faculty-administration, or faculty-student relationships); extra-curricular activity (supervision of student activities); community activity (participation in
- 9
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extramural activities which may serve directly or indirectly, the best interests of the college; scholarship other than that designated, "Productive Scholarship".

- (c) In addition to the criteria set forth in paragraphs (a) and (b) above, consideration will be given to those personal characteristics which promote the smooth functioning of faculty-student, faculty-administration, and intra-faculty relationships, enthusiasm (a manifest and sincere liking of the job); cooperativeness (the antonym of obstructionism); loyalty (faithfulness to the college, to the department); adaptability (recognition that the college cannot be adapted to the pattern of each individual and willingness, therefore, to conform, in essentials, to the pattern of the college); cheerfulness (a practical optimism which gives impetus to work); dependability (a reliable acceptance of responsibility).
- (d) One advancement into the next higher rank may be made on the basis of many years of superior service to the college. Such recommendation for advancement must come through the department head and respective academic dean.

#### TENURE

##### 1. Purpose

The purpose of any system of tenure is twofold: (1) to protect the individual; (2) to protect the institution.

The institution during a stated number of years has an opportunity to observe and evaluate the capabilities and services of a teacher. Each time a contract comes up for renewal the administration is charged with the responsibility of judging all the qualifications of every faculty member. This should be a dynamic and not a passive judgment. Upon this judgment must be based a decision to reappoint those who have performed satisfactorily, to cancel the contracts of those who have failed to adapt themselves to the standards of this institution, or to promote those who have achieved beyond the normal expectation or who have performed satisfactorily over a period of years. No system of tenure will work if the administration fails to act with firmness in canceling contracts of those who are not adapted, by training, experience, or temperament, to the local situation. It goes without saying that lack of success here does not necessarily foretell lack of success elsewhere.

After a teacher has served his apprenticeship for a specified number of years and has been found worthy of retention on the faculty, he should be given the assurance of continuous appointment which cannot be terminated except for reasons given in the next paragraph.



## 2. Definition

Tenure at Marshall College provides for a continuing series of term appointments which may not be terminated by the college except for cause or for lack of sufficient work in the field or fields in which the person is qualified to teach.

## 3. Dismissal Under Tenure

A member of the teaching faculty who has been granted tenure may not be dismissed except as provided in the following statement on tenure formulated by a joint conference of committees from the Association of American Universities and the American Association of University Professors:

"Termination for cause of a continuous appointment or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment on his case. He should be permitted to have an adviser of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions...."

Marshall College accepts this statement as its basic policy governing dismissal under tenure.

## 4. Faculty Committee on Tenure

- (a) The Faculty Personnel Committee shall hear charges involving termination for cause of a continuous appointment.
- (b) If a committee member is himself the accused, the faculty shall elect a substitute who shall complete the term of the accused.
- (c) Hearings before the Faculty Personnel Committee shall be conducted in full accord with procedures laid down by the American Association of University Professors and the Association of American Colleges.

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(d) At the conclusion of a hearing, the committee shall prepare a full report which shall include specific recommendations for disposition of the case. These recommendations shall be transmitted to the President of the College for action.

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5. Resignation From the Faculty

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Any member of the faculty whether under tenure or not should give, in writing, not less than four months' notice of his intention to resign from the faculty.

3

IV  
FISCAL INFORMATION

1                   **TEACHERS RETIREMENT SYSTEM**

2           Every member of the faculty who teaches one-half time or more must become a member of the teachers retirement system of West Virginia. Five per cent of the annual salary, not to exceed \$153 in a fiscal year, is deducted by the state and matched by state funds. Every new faculty member should fill out retirement forms within one week after the beginning of the term for which he or she is appointed. The college secretary will provide forms for this purpose.

3           A new faculty member who has been a member of another state college faculty or a county school system in West Virginia should notify the college secretary promptly of this fact in order that full retirement credit may be given.

4           A college employee is retired on August 31 following his or her 65th birthday anniversary.

5                   **FACULTY EMPLOYMENT--SUMMER SESSIONS**

6           Members of the summer instructional staff will be specially employed for either part-time or full-time work. Salary will be calculated on a weekly basis, being based upon the teaching load and each class enrolling not less than eight students. Six semester credit hours constitutes a full load. The president must approve any departure from the eight-student per class.

7                   **PERSONNEL ACTION FORMS**

8           Forms for personnel action may be obtained from the comptroller's office. Each form, filled out in triplicate, must be approved by the proper dean, office head and the president before the president can recommend its approval by the State Board of Education.

9           A minimum of seven days should be allowed for the processing and final approval of the personnel action form by the State Board of Education. In the case of hourly workers, the seven-day minimum is not required.

10                  **SALARY CHECKS**

          Salary checks for college employees are received in the comptroller's office on the last day of the month for which payment is due. These checks, totaling about 450, must be checked with the payrolls submitted, recorded, and placed in sealed envelopes. Checks are placed in mailboxes by noon on the last day of each month.

0 Checks are accompanied by slips showing monthly salary earned and deductions for federal income tax, Social Security and retirement.

1 **COMPENSATION FOR EXTENSION AND ADULT EDUCATION**

2 A member of the faculty teaching extension or off-campus adult education courses will receive no more than \$100 per semester hour taught off the campus. He or she may receive a maximum of \$600 for extension or other off-campus teaching, so long as he or she teaches 15 hours of residence work or 10 hours of residence work and the equivalent of five hours more.

3 **WORKMEN'S COMPENSATION BENEFITS**

4 Employees of the West Virginia Board of Education are entitled to Workmen's Compensation Benefits in case of injury while on the job. If an injury causes temporary total disability, the employee will receive  $66 \frac{2}{3}$  of his average weekly earnings, not to exceed \$25 per week, for a period not to exceed 156 weeks.

5 When permanent disability results from an injury, the percentage of total disability is determined and the award is computed as follows:

6 For permanent disability of from one to eighty-five per cent,  $66 \frac{2}{3}$  per cent of the average weekly earnings is to be paid for four weeks for each per cent of disability determined.

7 Numerous statutory awards are made for all types of injuries resulting from partial or total loss of limbs. (See Compensation rules and regulations, available in the college secretary's office.)

8 Whenever an employee is fatally injured on the job, certain dependents are entitled to compensation benefits. If the deceased employee leaves a dependent widow or invalid widower, payments shall be \$50 per month until the death or remarriage of such widow or widower, and in addition each child under 18 years of age shall be awarded \$15 per month until 18 years of age.

9 In the event of an injury or fatality on the job, forms obtainable in the comptroller's office must be filled out promptly. The comptroller must deliver these forms to the workmen's compensation commissioner not later than 24 hours after the injury or fatality occurs.

10 **HOSPITALIZATION**

Hospitalization under a group plan is available to faculty members through a local service. Monthly collections for hospitalization are made by the book store manager.

**SOCIAL SECURITY**

All Marshall College employees are under Social Security. Information this program may be obtained from the college secretary.

## VACATION POLICY

A three-week vacation with full pay is prescribed by the West Virginia Board of Education for 12-month employees of the college in the categories of president, dean of instruction, superintendent and director. Every other full-time 12-month employee of the college is entitled to a vacation of two calendar weeks with full pay. To be entitled to a full vacation with pay, an employee must have been employed by the college for a full 12 months. Twelve-month employees who have been employed at least six months are entitled to a one-week vacation with full pay, but if one week is taken at that time, only one other week may be taken at the end of a full year from the time of employment.

At the Board of Education's discretion, leaves may be cumulative so long as the total does not exceed four weeks and so long as college work is not interrupted by the accumulated leave of a staff member.

The Board of Education may charge unexcused absences to annual leave or leave without pay. Annual leave with pay shall not be granted to temporary or emergency employees or to hourly or per diem employees unless they are employed full time.

Full-time members of the college staff may observe the following holidays with full pay:

January 1, New Year's Day; July 4, Independence Day; Labor Day; presidential election day every four years; Thanksgiving Day; December 25, Christmas, and the day before and after Christmas; and Friday afternoon and Saturday before Easter.

## LEAVE OF ABSENCE

A member of the faculty may obtain a leave of absence for advanced study upon approval of the Board of Education and with the understanding that the Board will act upon the re-employment of the person returning from a leave of absence as is done in the case of a person not on leave. When a leave of absence is granted, a substitute is employed for the duration of the leave only and the Board agrees, subject to the above stipulations, to re-employ the faculty member for one year upon the expiration of the leave of absence. (Also see Sabbatical Leave, P. )

## SABBATICAL LEAVE

An applicant for a sabbatical leave must have reached the rank of assistant professor and have served at least six years at the college. Approval of the application depends upon the merit of the request and prevailing conditions at the college when it is made. Sabbatical leaves are not automatic.

0 Recommendation for a sabbatical leave is made to the State Board of Education by the college president.

1 A sabbatical leave entitles the faculty member full salary for one semester or half salary for two semesters.

At the end of his or her leave, the faculty member must return to Marshall for three years or return the full leave allowance.

2 A sabbatical leave may be granted for full-time study at an approved college or university, for research or for writing. Upon returning each member on leave must file a report with the college president on his or her studies, research, or writing while on leave. A copy of this report must go to the secretary of the State Board of Education. (Also see Leave of Absence, P. )

#### 3 LEAVE FOR MILITARY PURPOSES

4 Every college staff members who is a regular member of a military reserve unit may receive a two-week leave of absence without pay each year to attend the annual encampment of the reserve unit with which he is connected. (Also see Leave, P. )

#### TRAVEL EXPENSES

5 Every requisition for travel by a faculty member must be submitted to his or her academic dean no later than three weeks before the trip. (Also see Out-Of-State Travel, P. )

#### OUT-OF-STATE TRAVEL

6 The state auditing board of traveling expenses, composed of the governor, as president, the attorney general, as a member, and the secretary of state, as secretary, has been established by the legislature to approve or disapprove requests for trips outside West Virginia, considered from a standpoint of necessity, benefit and cost. The Board also gives final approval or disapproval to itemized requests. expense accounts submitted under approved requests.

8 Whenever a request for out-of-state travel is made, it should be accompanied by a cost estimate and a statement of benefits to be derived from such travel. Trips outside the United States will not be considered.

9 The law cites employees or officers of the state as being eligible for travel reimbursement. A request should be submitted at least seven or ten days prior to the date of departure. In cases of extreme necessity where an in-state trip (not out-of-state) has been made and time did not permit an entry of request, reimbursement for travel expenses will be considered if a requisition with proper explanation accompanies the expenses account.

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1  
In filing the expense account under an approved travel requisition, all expenses must be itemized in detail, costs of hotel room listed by day---with hotel receipt attached---and cost of each meal shown. Like charges for the same meal or meals on continuous days will be questioned. No item shall be designated as miscellaneous or sundry. Tips shall not be included.

2  
Items for dues or membership in voluntary organizations, if included, must be entered as such on the expense account, provided the item has been previously submitted to the director of the budget, and approved by the Board of Public Works.

3  
The Travel Board has never set any definite amount of allowances for hotel and meals except the above suggestion concerning meals, while traveling outside the state. It expects the person making a trip to keep the cost of such items at a minimum, which will allow him to live with the same dignity as if the trip were being made for personal reasons.

4  
It has been customary to allow 7 cents per mile while traveling in a personally-owned automobile. This somewhat exceeds the first-class rail and air services and should be considered when a trip is contemplated, as the Board will approve only amounts equal to first class passenger service, on trips where common carrier will take the traveler to complete destination.

5  
6  
Persons desiring to take a private automobile may do so, but will be paid an amount equal to first class common carrier, unless two or more parties are transported---then seven cents per mile for the car will be approved. On trips to metropolitan areas, storage of cars also adds to the excess.

7  
Permission for use of state-owned automobile outside the state is required even though a courtesy card is used for the gas and oil, and no other expense is incurred. If the trip is made in a state-owned car, a courtesy card is used, amounts of purchases by courtesy card must be shown in the form of a notation on the expense account---although the amount is not included in the total.

8  
All travel on common carriers while in the interest of the state is federal tax exempt if the necessary steps are taken. Expense accounts must be verified by affidavit of the person incurring the expense. (Also see Travel Expense, P. )

9  
TRAVELING EXPENSE ACCOUNT VOUCHERS---IN-STATE AND  
OUT-OF-STATE

10  
A faculty member applying for reimbursement for all expenses incurred by official travel for the college should use travel expense account voucher for travel in West Virginia and an out-of-state travel expense account voucher for travel in other states. These vouchers must be carefully prepared with all reimbursable expenses completely itemized. The forms are self-explanatory.

0 All travel by common carrier which is reimbursable by the state is tax free, provided a tax-exemption form, available in the comptroller's office, is prepared and submitted to the agent of the carrier at the time the ticket is purchased.

1 In-state travel expenses should be submitted on the white traveling expense voucher. This form must be prepared in the original and three copies. Expenses must be itemized by each calendar date and the cost of each night's hotel bill or lodging must be shown, together with the cost of each meal. A paid receipt for hotel or lodging must be attached before it will be passed for payment by the auditor. A total of transportation may be shown as one item, even though it may cover travel on two or more days--that is, Huntington to Clarkburg, and return. Should the traveling cover a long period, charges between various points on the map should be shown. Mileage shown on the state road maps or the actual fare of traveling by common carrier is used in computing expenses.

2 The purpose of the traveling and all other expenses must be shown on the back of all vouchers. This should be as detailed and as specific as possible in order that there can be no question as to the necessity and legality of the travel.

3 The out-of-state traveling expense voucher is prepared and itemized in the same way as the in-state form, except that the yellow form is used and it must be prepared in the original four copies.

4 When either of these vouchers is completed, it is necessary for the claimant to have all copies of the voucher properly certified by a notary public. This can be done by the treasurer. No voucher should be submitted to the comptroller's office without the notary's signature and certification.

#### 5 LACK OF INSURANCE COVERAGE FOR OCCUPANTS OF STATE-OWNED CARS

6 Occupants of college-owned cars are not protected by state insurance. This includes both the driver and other occupants.

#### 7 APPROPRIATED AND NON-APPROPRIATED FUNDS

8 Every proposed expenditure of as much as \$500 from the college budget item, "repairs and alterations," and from non-appropriated accounts of the college for repairs, renovations and new construction must be approved by the college president before such work may proceed.

#### 9 REQUISITIONS

10 Each requisition originating with a faculty member must be signed by the proper department head, who will forward it to the proper dean for his signature. After approving the requisition, the dean sends it to the controller for processing.



0 All equipment and supplies, by state statute, must be purchased  
by the state department of purchases. Once the comptroller's office  
processes the requisition and sends it to the department of purchase,  
1 the office has no further control over it. When the purchase order  
has been written by the department of purchases, the comptroller's  
office receives three copies of the order. One of these copies is  
sent promptly to the person who prepared the requisition. This  
person should check it carefully for accuracy. This will make it  
possible for errors to be detected quickly. In cases of error, the  
2 comptroller's office will have corrected purchase orders issued.

3 When requisitioned items are received, they should be checked  
with the purchase order to make sure the quantity and quality  
specified have been received. When an invoice arrives, it should  
be approved by the department head who approved the requisition and  
returned immediately to the comptroller's office.

4 It will not be necessary to inquire as to whether requisitioned  
items have been received; they will be delivered immediately upon  
receipt.

5 All equipment and supplies requested by faculty members must be  
requisitioned by means of the Instructor's Requisition Form, sepa-  
rate forms being used for expendable equipment and supplies. In-  
structor's requisition forms are available at the deans' offices.  
Each requisition should be prepared in the original and one carbon.  
Entries on the requisition should be complete and specific enough  
to avoid misunderstandings.

6 The estimated cost should be provided both on a unit and total  
cost basis. This should be based upon current prices and should  
never vary more than 10 per cent from the actual cost.

7 One source of supply for each item is required and as many as  
three are desirable. All items available from one firm should be  
grouped, together with the firm concerned.

8 Whenever a particular product is desired, to the exclusion of  
all other trade named products, it will be necessary to completely  
justify such a purchase on the face of a requisition or by letter.

9 Merely writing "do not substitute" will not be sufficient.  
If a proprietary item is necessary, a statement must appear on the  
face of the requisition substantially as follows:

"This item is proprietary to \_\_\_\_\_"  
Name of Manufacturer

and no other will do for the following reason:

---

10 If the justification is adequate the purchase may be made;  
otherwise, it will be handled in the regular way and a comparable  
product will be purchased if the price is lower.

Requisitions must contain detailed specifications, i.e., size, type, brand, weight, color and, in the case of furniture and equipment, must carry manufacturer's name, serial number and catalog references where available. Where sources of supply are known, particularly local to your institution, this information should be noted on the bottom of the requisition so that requests to bid may be sent them.

When ordering repairs for equipment, give the name, manufacturer, serial number and name or number of the part required.

Requisitions must be submitted to the comptroller's office at least 30 days prior to the required delivery date. Faculty members should give even a longer period for delivery when possible. Purchases should not be requested by means of petty purchase orders unless an emergency exists. No petty purchase order should exceed \$10.

All requisitions received at the comptroller's office which are defective in any way will be returned to the originator for completion or correction before they are processed. Correctly prepared requisitions will expedite approval and receipt of items ordered.

The college must conform to the quarterly basis of encumbering the annual budget. This means that about one-fourth of the amount budgeted in Current Expense, Equipment, or Repairs and Alterations can be spent or encumbered in the first quarter (July 1 to September 30). However, requisitions covering the second quarter allowance may be sent in as early as September 15. These amounts are cumulative and whatever is not spent in one quarter will carry over to the next quarter. Encumbrances are controlled by the budget director in Charleston and requisitions exceeding the amount allowed for the quarter will be returned.

#### COST OF ATTENDING MARSHALL

A freshman at Marshall College should have approximately \$800 available for basic expenses of the first year at college. This includes the following items, which are subject to change with prevailing economic conditions:

	First Semester	Second Semester
Tuition	\$25.00	\$ 25.00
Student Activity Fee	15.00	15.00
Health Service	2.50	2.50
Meals*	180.00	180.00
Room (college dormitory**)	60.00	60.00

Tuition for non-residents is \$175 per semester.

Expenses for books, gym outfit, laboratory fees, supplies, laundry, dry cleaning, and other personal items depend upon personal

0 tastes and courses carried. They may be estimated at \$100 per semester.

\* Plus 2% sales tax

1 \*\* Somewhat higher in private homes

#### PAYMENT SCHEDULE FOR BOARD AND ROOM CHARGES

2 The college must operate on a cash basis, with all fees and other obligations being collected in advance. Board and room payments from students may be divided into not more than two equal instalments. The president, however, may authorize the collection of such payments on an advance month-by-month basis if he thinks it advisable in the case of certain students.

#### 3 STUDENT INDEBTEDNESS

4 A student who is indebted to the college may not re-register, be graduated, or receive a transcript of credits until the debt is paid in full.

#### 5 TUITION AND FEES FOR GRADUATE ASSISTANTS

6 Graduate assistants are exempt from tuition and laboratory fee payments under specified conditions. Those working full-time pay no tuition or laboratory fees, while those working half-time pay only half of the amount specified for tuition and fees. Graduate assistants working less than half-time are not exempt from tuition and laboratory fees. Student activity fees must be paid by all graduate assistants. Graduate assistants are paid from the Marshall College budget item designated "Graduate Assistants". The president reports graduate assistant assignments to the Board of Education and to the college business manager at the beginning of each semester.

#### 7 TIME KEEPING FOR STUDENT ASSISTANTS

8 Application for a student assistant must be made on Form MRM-1, Personnel Action Request. When such an assignment becomes effective, the faculty supervisor keeps a daily record of the student assistant's work on Form MRM-9. This signed time sheet should be submitted to the comptroller's office on the last day of every month. The Supervisor is financially responsible for any error resulting in an overpayment.

9 This sheet showing the time worked by a student must be submitted not later than the first day of the month following the pay period to be entered on the monthly payroll. The supervisor will deprive the assistant of receiving payment on time if the time report is late.

#### 10 CONCERT AND LECTURE SERIES TICKET PURCHASES

Tickets for the Artists Series and College-Community Forum may be bought from Mrs. Will Mount, Artists Series secretary-treasurer,

0 telephone 6406. (Also see Artists Series Policy For Students, P. .)

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0 Graduates whose scholastic average on high school subjects accepted by the college is below a "C" will be admitted on WARNING which will limit academic and social activities until the condition is removed.

1 2. Non-Residents of West Virginia:

2 Non-resident students are eligible for admission if they are graduates of an accredited high school and have a minimum of a "C" average on those high school subjects accepted by the college. Non-resident students who have less than a "C" average on those high school subjects regularly accepted for admission will not be admitted to the college.

3 Accredited schools are standard high or preparatory schools as classified by the Department of Education in the various states, or by any of the regional accrediting agencies, such as the North Central Association of Colleges and Secondary Schools.

4 \*\* Accredited by membership in one of the associations of colleges, or on the approved list of the state university in the state in which it is located.

5 Admission of Transfer Students

Any person who applies for admission and has attended another institution of collegiate rank, whether he has earned credit or not, will be classified as a transfer student.

6 A transfer student must meet the entrance requirements of this institution and present evidence that he is in good standing in every respect at the institution last attended. Students who have been dismissed for academic or social reasons will not be eligible for admission. In no case shall a student be admitted whose record is such that he would have been dropped at Marshall College.

7 Transfer credits which are "C" quality or better will be accepted from accredited\*\* colleges and universities.

8 Admission by Examination

9 The Test of General Educational Development, used as an entrance examination, is administered to those who have not graduated from high school prior to the opening of each semester and summer term. Applicants must be twenty-one years of age or older. All candidates for admission by examination must notify the Director of Admissions of their intentions of taking the examination at least two weeks prior to the opening of the semester or term which they wish to enter. Successful completion of this test will enable the applicant to qualify for a high school equivalency diploma which will be issued by the State Department of Education.

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0 Advance Standing by Examination

1 Full time students who have studied a subject elsewhere may  
take examinations for advanced standing. Such students must convince  
the appropriate Department Head and Dean that the subject matter which  
2 they have mastered is equivalent to the course content of the course  
in which they desire to be examined. Examinations must be taken  
within three months after the opening of a semester. Candidates for  
examinations must secure a permission form from the Registrar's  
Office at least five days before the date of the examination and must  
3 secure the signature of the appropriate Department Head and Dean and  
pay the fee before undergoing the examination.

4 Specific Admission Requirements

5 In the evaluation of high school credits, not more than one  
unit each in journalism, dramatics, arithmetic, and public speaking  
will be accepted. Not less than one unit of foreign language, chem-  
istry, and physics will be accepted. Less than one-half unit in any  
subject will not be accepted.

6 Teachers College By regulation of the West Virginia Board  
of Education any graduate of a first-class high school in West Virginia,  
with credits obtained in any one of the curricula provided for high  
schools, may enter upon a teacher training curriculum.

7 Arts and Sciences Degrees offered within the College of  
Arts and Sciences require slightly different entrance credits. The  
entrance requirements for the different degree curricula follow:

8 A. A. or A. B. Degree

Recommended:

2 units of a foreign language

9 A. S., B. S., or B. B. A. Degree and Pre-professional students  
1 unit of algebra, 1 unit of plane geometry

Recommended:

2 units of foreign language

10 B. E. S.--Bachelor of Engineering Science Degree

1½ units of algebra, 1½ units of geometry

Recommended:

1 unit each of physics and chemistry

2 units of foreign language

B. S. in Chemistry---Bachelor of Science in Chemistry

1½ units of algebra, 1 unit of plane geometry

Recommended:

1 unit each of chemistry and physics

2 units of foreign language

Students not meeting these requirements must make up the deficiency  
during the first year.

Graduate Study For information concerning admission to  
the Graduate School, see the Graduate School Catalogue.

## ADMISSIONS POLICIES

Resident students applying for admission with scholastic records below "C" will be admitted on warning\* unless they give sufficient evidence of intellectual and social maturity\*\*\* to warrant admission in good standing.

Non-resident high school graduates will be eligible for admission providing they have a minimum average of "C" on those high school subjects accepted by the college.

\*The college program of students admitted on warning will include the following restrictions:

1. Maximum academic load of 12 semester hours (except for Korean Veterans).

2. Any student on warning or probation for the first time will be permitted to participate in one extra-curricular activity, but may not engage in any intercollegiate competition.

3. Hours of employment should not exceed 15 hours during the regular school week (Monday through Friday). If more than 15 hours per regular school week is required, the academic load should be reduced below 12 semester hours. A student should not work more than 5 hours per regular school week if he desires to participate in extra-curricular activities as in 2.

4. Students admitted on warning must earn a quality point average of 1.5 on the work attempted during his or her first semester in college. If this average is not attained he or shee will be placed on academic probation the following semester.

5. Consideration should be given to provide special counseling for all students admitted on warning.

\*\*\*Evidence of intellectual and social maturity:

Military Experience  
Work experience  
Additional studies



**RESIDENT AND NON-RESIDENT STUDENTS**

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1 A resident student is one whose actual bona fide citizenship or domicile is within West Virginia. A person may have one or more residences, but only one legal residence, citizenship, domicile.

2 The residence of a single person under 21 years of age is considered to be that of his parents, bona fide guardian, or the parent with whom the person makes his or her home. An exception is made to this rule where the person can prove emancipation from parents. Parental residence is not considered in determining the residence of a married person under 21.

3 The residence of a married woman is fixed by the citizenship or domicile of her husband.

4 A person named as a guardian for the purpose of obtaining the resident fee is not considered a bona fide guardian. A declaration of intended residence in West Virginia does not of itself constitute residence in the sense of this provision.

5 No non-resident student who establishes domicile in West Virginia merely to attend a state college is subject to a resident charge.

6 A person domiciled in another state who comes to West Virginia for the purpose of attending college, or for any temporary purpose of employment, must pay the non-resident charge for students.

7 Residents of the District of Columbia under 21 years of age whose parents are regularly registered and voting citizens of West Virginia and all students who are regularly registered and voting citizens of West Virginia but now live in the District of Columbia, shall be permitted to register in state institutions or colleges without payment of the non-resident fee.

8 Where a person's application makes it advisable, the registrar may require evidence supporting his or her claim of residence in West Virginia before permitting the payment of a resident fee. If evidence submitted does not, in the opinion of the registrar, support the resident claim, the registrar may require payment of the non-resident fee.

**CREDIT FOR NON-RESIDENT COURSES**

9 Marshall College will accept a maximum of 26 semester hours of credit from accredited institutions for courses offered by correspondence, extension, and radio or television, and for military service. For correspondence, radio and television credits to be accepted, those courses must have been given by institutions of higher learning accredited by a regional accrediting agency, such as the North Central Association of Colleges and Secondary Schools, and/or a national accrediting agency, such as the American Association of Colleges for Teacher Education.

10

## GRADUATE EXTENSION COURSES FOR TEACHER EDUCATION

Not more than 12 semester hours of extension work may count toward a teaching certificate based upon a master's degree, and no credits earned before acceptance of a graduate student for graduate study may count toward such certification.

## REGISTRATION PROCEDURES

Registration procedures affecting the faculty will be explained by the registrar or the deans at faculty meetings immediately preceding the opening of each semester or term.

These general regulations governing registration should be noted:

All forms contained in the registration packet are returned to and checked by personnel in the registrar's office as soon as approved by the dean or counselor. These packets are held intact by the registrar until a receipt card is received from the treasurer's office showing that fees have been paid. Each card is then taken from the registration packet, stamped and forwarded to the proper office or faculty member.

Faculty members shall not permit any person to attend class until a class card stamped "Fees Paid---Registrar's Office" is received from the registrar's office. These class cards will be placed in the faculty mailboxes in the bookstore. Faculty members should ask any person coming to class for whom a class card has not been received to report immediately to the registrar or treasurer and not to permit such person to attend classes until such stamped class card is received.

No person is classified as a student by the college until all fees have been paid. Any person failing thus to qualify as a student may not participate in college activities, change his schedule of courses, attend classes or represent the college in any way.

Faculty members are responsible for students assigned to their classes by the academic dean or adviser throughout the semester unless a drop card is received indicating the student has withdrawn from college, dropped from the course or transferred to another course.

Students shall not be permitted to enter classes through a change of schedule until the faculty member concerned receives a stamped class card.

Continued absences from class should be reported to the proper academic dean for investigation.

**GRADUATION REQUIREMENTS FOR STUDENTS WHOSE SCHOOLING IS INTERRUPTED**

0  
1 Any student who entered Marshall College before September, 1947, and had to drop out because of military service or some other good reason, may choose to follow graduation requirements in effect at the time he entered Marshall or those in effect when he returned to the college.

2 Students entering Marshall in September, 1947, or later, may graduate by meeting requirements at the time of their first enrollment, provided that not more than ten years have elapsed between the time of entrance and the time of graduation. If more than ten years have passed, the candidate must meet requirements in effect at the time of his or her graduation.

**STUDENT TEACHING REQUIREMENT**

3  
4 The completion of at least one course in student teaching is required of each candidate for the Bachelor of Arts degree from Teachers College and also of any person whom the dean of Teachers College recommends to the State Board of Education for a first class teaching certificate.  
5

VIFACULTY-STUDENT RELATIONSHIPS

## MINIMUM NUMBER IN CLASS

Undergraduate classes should have a minimum of eight students and graduate classes a minimum of five. When fewer students need a required course, an exception may be made.

## IBM CLASS CARD

A faculty member shall not admit a student to class until he or she has an IBM class card. A class card to be official must have this notation stamped on its reverse side: "Fees Paid—Registrar's Office".

## STUDENT ABSENCES FROM CLASS

A student is expected to attend all sessions of a class for which he or she is enrolled. When a student is absent unavoidably, as in the case of illness or a death in the immediate family, he or she should report to the instructor concerned what the circumstances were. In such cases, the instructor should provide an opportunity for the student to make up work missed by the unavoidable absence.

A distinction is made between willful absences and institutional absences. Institutional absences include those incurred by participation in a college activity approved by the academic deans. Students absent for such reasons must make up the class work missed. The instructor should not subject them to undue penalty because of such absences.

When a student is absent for other reasons than those given above, he or she does so at the risk of jeopardizing his or her academic standing.

Control of class attendance rests with members of the faculty. Each faculty member is expected to formulate his own policy covering class attendance and, one month prior to the effective date, to notify the proper academic dean in writing what the policy is.

The faculty member should announce the prevailing policy on absences at the first class meeting in each semester and at the first class meeting following the last date of registration for each semester. A full explanation should be made at the same time as to how class work missed may be made up. (Also see Reports of Attendance, p. .)

## REPORTS OF ABSENCES

Members of the faculty should report to their respective deans the daily absences of veterans only. Reports should be turned in each Friday on absences occurring during that week. (Also see Student Absences from Class, p. .)

## GRADING AND QUALITY POINTS

Marshall and other state colleges of West Virginia have the following grading system:

A: Superior	I: Incomplete
B: Good	W: Withdrew
C: Average	WP: Withdrew passing
D: Below Average; lowest passing mark	WF: Withdrew failing
F: Failure	FIW: Failure due to irregular withdrawal from entire college or from a single class

Quality points, computed on all work for which the student has registered except courses on which the grades are I, W and WP, is based upon the following quality point average for each semester hour of credit:

A: 4	F: 0
B: 3	WF: 0
C: 2	FIW: 0
D: 1	

With the approval of the academic dean, a student may repeat a course in which he has received a grade of "D" or "F". If a course is repeated the hours and quality points of all attempts will be included in the computation of the quality point average.

## SENIOR FINAL EXAMINATION POLICY

A faculty member is not required to give a final examination to a student who at the end of a semester or summer term is completing all requirements for a degree. Grades reported for graduating seniors should be final.

Graduating seniors should attend class and laboratory sessions up to the beginning of final examinations for other students.

## CHEATING

Cheating is the giving or receiving of help during examinations. The first offender should be removed from the class and given an F in the course. The president, or some person designated by him, should be given complete details of the cheating incident.

In the case of a second offense, the president, or some person designated by him, will warn the student that a third offense would mean his being expelled. A third offense would bring immediate expulsion from the college.

A faculty-student committee has made recommendations on how cheating may be prevented. They include:

1. The instructor should remain in the room during the examination and be alert to all important happenings in the room.
2. The instructor should be aware of the subtle devices used by certain students during examinations in giving and receiving help, and should promote an atmosphere aimed to protect the student who prefers to be honest, and should use techniques that would make cheating difficult. Suggested techniques are:
  - a. Seat people apart; two different tests distributed alternately throughout the room; different tests for each section of a class; collecting scrap paper; use of the blue book for essay type tests and colored paper for others. The student bringing only a pencil or pen to class.
3. Examinations should be based fundamentally upon materials which have been discussed in the classroom.
4. Minimize the importance of the final written examination. A student's grade in a course should not be based entirely upon the outcome of one final written examination.

#### GRADE REPORTING

Grades are the universal means of evaluating a student's scholastic achievement and should be reported accurately. An error in grade reporting may mean the loss of GI benefits, the failure of a student to be admitted to a professional or graduate school or loss of deferment from military service.

Grades are reported to the registrar's office at the end of each semester or term. Class listings for grade reporting are provided by the registrar's office during the examination period. Detailed instructions for reporting grades accompany the listings.

The faculty member's name shall be signed at the bottom of each grade slip. Initials are not acceptable. Each faculty member shall deliver grade reports to the registrar's office in person and remain until the lists can be checked by the designated person. Grade reports should never be placed in mailboxes or delivered by students.

0 Faculty members must turn in grade reports by the deadline indicated. This is extremely important in the case of veterans or rehabilitation students. Any failure to meet the deadline will delay the total grade reporting process which involves the use of IBM machinery. A delay, of course, greatly inconveniences the student.

1  
2  
3 Once reported, a grade cannot be changed except with college council approval. If an error in reporting or new evidence concerning a student's work makes a grade change necessary, the faculty member should explain the circumstances and propose the change in a letter to either the registrar or the college council. If council approval is given, the faculty member goes to the registrar's office, makes the change, places his or her initials opposite the new grade, and indicates the date on which the change was made.

4 A faculty member's grade report becomes a basic record in the registrar's office. It should be filled out accurately and neatly, preferably with a typewriter.

5 Each faculty member should have a copy of the current academic publication affecting his program. Copies may be secured in the registrar's office. These publications should be preserved for future reference.

#### TUTORING BY FACULTY MEMBERS

6 A faculty member must have the approval of his or her department head and the academic dean before tutoring Marshall College students for pay.

## VII

POLICIES RELATING TO EXTRA-CURRICULAR ACTIVITIESELIGIBILITY REGULATIONS FOR PARTICIPATION IN  
EXTRA-CURRICULAR ACTIVITIES

Only a student whose scholastic average is satisfactory is eligible to hold positions of honor or trust in college clubs or student organizations and to represent the college or student body in any official capacity.

An extra-curricular organization or activity is one recognized by the college. To be eligible to participate in extra-curricular organizations or activities, a student must be in good academic and social\*\* standing (not on probation) and must be carrying a minimum of 12 hours of work.

Officers and standing committee representatives of recognized student organizations must meet extra-curricular activity eligibility requirements in order to hold their posts. Similar eligibility is required of cheerleaders, Chief Justice staff members, College Theatre members, forensic activity participants, inter-collegiate athletic participants (including managers), intra-rural board members, majorette corps members, Parthenon staff members, student assistants, and student government members.

No student on probation may become a pledge or member of any student organization.

The faculty sponsor or adviser of each extra-curricular organization or activity is responsible for checking the eligibility of students in his group before they participate. Checking usually is done at the beginning of a semester, but irregular checking may be necessary in certain cases.

The faculty adviser should provide a list of students seeking participation to the proper administrative office and receive a written statement from that office that students listed are eligible. The faculty adviser is accountable to the proper administrative officer for adherence to this procedure.

If the eligibility regulations of inter-collegiate organizations or associations having Marshall chapters are lower than those of Marshall College, Marshall regulations must be followed.

The checking for eligibility should be done by the sponsors or advisers in the following offices:

a. Eligibility for participation in departmental activities and clubs and honorary organizations in the offices of the academic deans.



(1). College of Arts and Sciences:

Alpha Epsilon Delta	Mars Club
Alpha Kappa Delta	Marshall Classical Association
Alpha Psi Omega	Marshall Engineers Club
American Chemical Society	Marshall Philosophical Society
Chi Beta Phi	Parthenon staff
College Theatre	Pershing Rifles
Collegiate Academy of Science	Pi Kappa Delta
D-Rho D-Theta	Pi Sigma Alpha
Debate Club	Pre-law Fraternity
Eta Mu Pi	Psi Chi
Eta Sigma Phi	Psi Society
Forensic Activities	Scabard and Blade
Fourth Estate	Science Council
German Club	Sigma Delta Pi
International Relations Club	Sociology Club
La Sociedad Hispanica	Trilobite Club
Le Cercle Francois	

(2). Teachers College

Choral Union	Kappa Pi
Delta Omicron	Majorettes
Future Teachers of America	Marshall College Band
Home Economics Club	Marshall Orchestra
Kappa Delta Pi	Music Educators
Kappa Omicron Phi	Phi Mu Alpha Sinfonia
	Pi Omega Pi

B. Eligibility for activities and organizations which require grade certification in the Registrar's Office:

Alpha Lambda Delta	Omicron Delta Kappa
Honor Council	Phi Alpha Theta
Inter-collegiate athletics, including managers	Phi Eta Sigma
	Pi Delta Phi

C. Eligibility for participation in social organizations and all other activities not heretofore mentioned in the offices of the social deans.

(1). Dean of Women:

Alpha Chi Omega	Junior Panhellenic Council
Alpha Sigma Alpha	Kappa Delta Chi
Alpha Sigma Tau	Laidley Hall
Alpha Xi Delta	Marshall Editors Council
Baptist Student Fellowship	Newman Club
B'Nai B'Rith Hillel	Panhellenic Council
Centerbury Club	Pi Kappa Sigma
Cavalettes	Sigma Sigma Sigma
Cheer Leaders	Sportlettes
College Hall	Student Christian Association
Delta Sigma Epsilon	Women's Athletic Association



0           \*\* Social Probation

1           Social probation constitutes a warning to the student and his  
 2           parents or guardian that his social conduct bears improvement.  
 3           Recommendations that a student be placed on social probation may be  
 4           made by the Student Court or the appropriate social dean to the  
 5           President of the college whenever such action is indicated by the  
 6           abuse of privileges or conduct at variance with college standards.  
 7           A student on social probation is subject to suspension in the event  
 8           of further instances of social misconduct. (When a student is placed  
 9           on social probation, the social deans, the academic deans, and the  
 10          registrar should be notified.)

                  CUMULATIVE RECORDS OF STUDENTS

3           Cumulative records of students are kept by the deans of men and  
 4           women. Faculty members should send to those offices memoranda about  
 5           the participation of students in campus activities. Such information  
 6           will become part of their permanent records in offices of the social  
 7           deans.

4                               FACULTY ADVISERS

5           Many faculty members are called upon to serve as advisers  
 6           because the first requirement for recognition of a campus organiza-  
 7           tion is a faculty sponsor. The adviser's role is that middle path  
 8           between disregarding and dominating the group. The social deans  
 9           appreciate the help of faculty members who devote their time to work  
 10          as faculty advisers.

6                               THE PARTHENON

7           The Parthenon, student newspaper of Marshall College, shall be  
 8           devoted to the best interests of the college, its students, faculty  
 9           and governing authority. The publisher is Marshall College and the  
 10          college president controls the publication.

8           The president delegates general direction of The Parthenon to  
 9           the journalism faculty in specific direction to the faculty advisor,  
 10          who may be a member of the journalism faculty but not necessarily so.  
 11          The faculty advisor is appointed by the president on the basis of  
 12          ability and character. The Parthenon staff is responsible to the  
 13          faculty advisor in editorial, managerial, and related matters. The  
 14          faculty advisor is answerable directly to the president for the  
 15          manner in which the student newspaper is operated. The faculty  
 16          advisor delegates certain editorial direction to a member of the  
 17          journalism faculty designated as the editorial counselor.

18          As a campus student newspaper, The Parthenon may be used as a  
 19          laboratory of practical experience for journalism students, but  
 20          non-journalism students also may be members of the newspaper staff.

0 The frequency of publication may be changed to meet varying  
conditions, but under the existing student enrollment fee of \$2.00  
per semester for each regularly enrolled student plus income from  
advertising and other revenue, it is necessary to publish at least  
1 two four-page issues, or one eight-page issue, tabloid-size, for  
each of 15 weeks during a semester. The summer Parthenon fee is  
50 cents for each six-week term.

2 The size of the staff may vary with the frequency of publication.  
It is the responsibility of the faculty adviser and journalism faculty  
to maintain an adequate staff.

3 Advertising solicitation and sale, rates and space of student  
publications, including The Parthenon, are controlled by the Student  
Publications Board. This board also recommends standards for ap-  
proval or removal of certain student publication staff members,  
including those of The Parthenon, after the staffs of the respective  
publications have indicated their choice for these offices.

4 To be eligible for a Parthenon staff position, a student must  
be of sophomores or higher rank, must be taking no less than 12  
semester hours of class work, and must be in good academic standing.

5 The editor-in-chief shall be a student major in the journalism  
department. Other editors and the business manager may be journalism  
majors but not necessarily so. The staff of The Parthenon includes  
the editor-in-chief, business manager, managing editor, news editor,  
sports editor, feature editor and society editor and these positions  
are to be filled so that both Teachers College and the College of  
Arts and Sciences will be represented. Each such staff member is  
entitled to one vote. The faculty adviser is ex-officio chairman of  
6 the staff.

7 The faculty adviser shall submit in writing to the Student  
Government Publications Board evidences of qualifications along with  
his recommendations for staff appointments. The faculty adviser  
shall secure evidence of academic eligibility from the registrar.  
Evidence of eligibility, other than academic, shall be determined by  
the Student Publications Board.

8 The Parthenon enjoys the same freedom as is professionally  
guaranteed the professional American press. Its issues are not  
censored or influenced by any outside source, but the staff and  
faculty adviser are admonished to prevent the publication of any  
material that is in any way libelous, defamatory, unethical, in bad  
taste, or contrary to the best interests of Marshall College, its  
student body, faculty, and administration.

9 The financial management of The Parthenon is delegated to a  
Financial Control Board consisting of four faculty and three student  
members, none of whom are members of the journalism department.

Income from student fees collected with tuition as subscriptions, income from all advertising and income from any other source shall be deposited with the treasurer of Marshall College. This income is to be credited to the Student Special Account #6635-5, Parthenon Fund, and deposited with the state treasurer. Final authority as to what may or may not constitute the legitimate income is vested in the president of the college.

Student fees collected with tuition as subscriptions, advertising income and all other income for The Parthenon may be expended only for costs directly incurred by publication, such as printing, engraving, and incidentals directly attributable thereto. All purchases and expenditures shall conform to the procedures as set up by state law. Requisitions submitted to the comptroller's office shall be approved by the chairman of the Financial Control Board or by a person designated by the president of the college.

Business manager of The Parthenon, under direction of the faculty adviser, and subject to review by the Financial Control Board, is vested in a bonded student staff member, designated as the business manager.

No salaries, commissions, or bonuses are to be paid to the editorial staff members of the newspaper during the regular school year. The business manager shall be paid 15 per cent for local advertising and 10 per cent for national advertising. In the case of specialized services performed by students, it may be advisable to pay a remuneration, but this shall not exceed the amount per month paid to undergraduate student assistants on the campus. Specialized services include those that are not in line with the laboratory experience for which the journalism department uses The Parthenon, such as routine office work, typing, photographic work, etc.

At the end of each academic year the comptroller shall prepare and submit to the president of the college a report covering the operations and financial state of The Parthenon for the closing year.

These policies include the recommendations of the faculty-student committee which were submitted on July 11, 1952.

#### PURPOSES OF INTERCOLLEGIATE ATHLETIC PROGRAM

As an integral part of the whole educational structure of Marshall College, the intercollegiate athletic program is intended to promote wholesome cooperation and competition; to promote qualities of good citizenship, including initiative, loyalty, sportsmanship, and the will to win; to prepare students for future recreation and healthful living by developing interest and proficiency in sports activities; to provide laboratory experiences for students who expect to follow careers in athletics, physical education or recreation, and to provide competent personnel for these fields; and to foster a sense of pride and to stimulate morale throughout the institution and the community by developing college spirit and loyalty, preserving traditions, and providing a rallying point for students, alumni, and community enthusiasts.

## USE OF TENNIS COURTS

Classes have priority in the use of tennis courts. Varsity and intramurals have next consideration. No one may reserve a tennis court for more than one hour a day. A user should leave the court at the end of one hour except when no one else is waiting.

All players must sign the time schedule on the bulletin board at the court to be used.

If the court is not claimed within five minutes after the assigned hour, the court is considered free for that hour.

Players must be students or faculty members. They must wear tennis shoes without heels.

## HOMECOMING PARADE FLOATS AND DECORATIONS

Campus organizations planning to enter floats in the homecoming parade should submit complete plans of such entries to a committee of the president and social deans no later than Friday, two weeks before the homecoming football game. If unavoidable circumstances make it necessary for an organization to change a float design, a plan of the emergency float should be submitted to the same committee no later than noon on the Tuesday preceding the homecoming game.

Floats will be inspected by the committee at the point of assembly just before the parade begins. House decorations will be inspected on the afternoon preceding the day of the homecoming game. The committee has authority to declare a house decoration or float as unsuitable and to order dismantled.

## GENERAL REGULATION ON DISCIPLINE

The conduct of every Marshall student must be decorous, sober and upright, whether on the campus or otherwise, so long as he or she remains a student of the college. The president has authority to enforce this ruling of the state Board of Education.

## STUDENT EMPLOYMENT

The dean of men's office operates a placement bureau for students desiring part-time employment and for graduates who seek employment or new jobs. At this office students may apply for financial aid, positions as student assistants or part-time work on or off the campus. Responsible persons may examine these applications.

## STUDENT ASSISTANTS

Students assistants work a maximum of 50 hours per month for an hourly rate of 65 cents.

0 A student assistant may work for two departments during the same term, provided his total work load does not exceed 50 hours per month.

1 No student may hold two full student assistantships, and under no circumstances may he be paid for more than 50 hours of work per month. (Also see Time Keeping for Student Assistants, p. .)

#### STUDENT SOCIAL ACTIVITIES CALENDAR

2 The dean of women's office maintains a student social activities calendar.

#### CHAPRONS FOR STUDENT SOCIAL ACTIVITIES

3 Faculty members are requested to volunteer their services as chaprons at student social activities. Three faculty members are required for each event of this kind.

#### AWARDS OF TROPHIES AND GIFTS

4 All awards of trophies and gifts to students by representatives of business organizations must be made at the annual awards convocation in the spring.

5

## VIII

ADMINISTRATIVE SERVICES AND PROCEDURES

## OFFICE HOURS

Office hours in college administrative offices during the regular term are 8:15 a. m. to noon and 1 to 4:15 p. m. Monday through Friday. Saturday hours are 8:30 to noon. Summer hours are 8 a. m. to noon and 1 to 4:15 p. m. Monday through Friday. Saturday hours during the summer are 8 to 11:30 a. m.

Faculty members will post office hours to fit their class schedules.

## RECEIVING DEPARTMENT

All items being delivered to the campus will first go to the receiving and inventory department where they will be inventoried and distributed. These items will be delivered to the person requesting them after someone in the department concerned signs the receiving ticket. Equipments may not be moved from one part of the campus to another without the receiving department being notified promptly.

## INSTRUCTIONAL SUPPLIES

Instructional supplies (examples: chalk and erasers) and classroom equipment (examples: desks and chairs) will be provided from the central supply room by the department of buildings and grounds. A signed request should be made to the superintendent of buildings and grounds when such items are needed.

## EXPENDABLE OFFICE SUPPLIES

Expendable supplies for Marshall College offices are distributed from a central supply office known as the receiving department. Supplies are delivered only on Friday of each week. When supplies are needed, the office head should fill out MEM Form 3 and send it to the comptroller's office by Wednesday of the week delivery is desired. All information requested on MEM Form 3 should be given so as to assure promptness in filling the order.

## ROOM AND OFFICE ASSIGNMENTS

All classroom and office space and Science Hall auditorium are assigned by the registrar. Old Main auditorium is assigned by the auditorium coordinator, Clayton Page. (Also see Space in College Buildings, p. .)



## SPACE IN COLLEGE BUILDINGS

The maximum use should be made of all college buildings. Any request for the use of a classroom or Science auditorium at a time when it is not regularly scheduled for use ~~is~~ must be filed with the registrar 24 hours before the room is needed. Use of Old Main auditorium is scheduled through the auditorium coordinator at room 117, Old Main.

## CONTROL OF KEYS ON THE CAMPUS

Keys to buildings, offices and classrooms will be issued by the superintendent of buildings and grounds on the request of department heads. Requests for additional keys must be approved by the proper academic dean or some other designated official. Special forms for key requests are available at the office of the superintendent of buildings and grounds.

This policy is applicable only to classroom buildings--- Old Main, Northcott Hall, Library, Physical Education Building, Music Hall, Engineering Building, and Science Hall.

Keys to Science Hall. The superintendent of buildings and grounds will issue keys to Science Hall to individual faculty members on the recommendation of their department heads. Any faculty member needing more than one key may obtain them with the approval of his or her department head and the dean of the college concerned. The superintendent of buildings and grounds keeps a file on Science Hall keys issued and signed authorizations for such issuances.

Persons other than those mentioned above and members of the department of buildings and grounds may not have keys to any part of Science Hall.

Old Main Elevator Keys. Faculty members who teach or have offices on the second or third floors of Old Main will receive keys to the elevator. Physically handicapped students may also have keys.

Request forms for such keys are available at the office of the superintendent of buildings and grounds. Each form must be signed by the department head and proper academic dean before keys will be issued by the superintendent.

Handicapped students use the same request form, but they must obtain the signature of the proper social dean.

## USE OF COLLEGE FACILITIES

The use of college facilities is limited to college-sponsored organizations and to those civic organizations which serve an educational purpose and which are non-denominational and non-political. As a state-supported institution, the college must remain non-partisan and non-sectarian.

**USE OF OLD MAIN AUDITORIUM**

Professor Clayton Page is coordinator for Old Main auditorium. Only he can authorize any group to use it.

Mr. Page sets up a schedule in the spring on groups authorized to use the auditorium during the following term.

Each program in the auditorium should be directly managed by a faculty member. The faculty member is responsible for working out all details for use of the auditorium with the auditorium coordinator. Professor Page should be notified immediately when an event scheduled to take place in the auditorium is canceled.

Even when preliminary details for using the auditorium have been attended to and the program appears on the spring auditorium schedule, it is advisable for the faculty member in charge of each auditorium performance to check with the auditorium coordinator before performance time. This will lessen the chance of a conflict and give time for working out problems.

**USE OF SCIENCE HALL AUDITORIUM**

Science Hall auditorium will be made available to civic organizations for their meetings provided the meeting times do not conflict with those of college groups. The registrar coordinates the use of this auditorium. (Also see Space in College Buildings, p. .)

**USE OF NORTH PARLOR**

The comptroller's office controls the use of North Parlor in Old Main. Appeals may be made to the faculty lounge committee.

North Parlor is for official entertainment by the president and deans; for forum receptions; for receptions for national, sectional, state, and college departmental educational organizations; for formal entertainment by campus organizations under faculty sponsorship for distinguished guests; for faculty entertainments and social gatherings; and for monthly meetings of the Faculty Wife's Club, provided reservations are made one month in advance and provided college functions are given priority.

**ROOM FOR HONORARY SOCIETIES**

The dean of women controls the use of the room south of College Hall which is the meeting place of campus honorary societies. Each reservation for use of the room must be made no later than noon on the day before it is to be needed.

The dean of women arranges with the superintendent of buildings and grounds to have the room cleaned before each meeting.

**SMOKING REGULATIONS**

Smoking is prohibited in classrooms, laboratories, and in Old Main auditorium, including its stage and dressing room. Classes and organizations meeting in late afternoon or night are not exempt from this regulation.

Smoking is permitted in the corridors, provided available receptacles are used for the disposal of stubs or matches.

A committee determines whether smoking regulations are being observed and what changes should be made to assure better control.

**POST OFFICE**

The college post office is located at the southwest corner of Old Main. It is entered through the basement corridor. The book store manager, who has charge of the post office, will assign each faculty member a mailbox locked by combination lock. The post office is open Monday through Friday between 7:30 and 4:15 p. m.

Saturday hours are 8 a. m. to noon, except in the summer when the Saturday closing time is 11:30 a. m. All mail needing meter postage should be delivered to the college post office by 4 p. m. Monday through Friday and by 11:45 a. m. on Saturday during the regular term or by 11:15 a. m. on Saturday during the summer.

**BOOK STORE**

The Marshall College book store sells college textbooks and materials required in class work. Book orders should be placed with the book store about two months before the beginning of the semester during which they will be needed. Forms will be provided by the book store manager. Faculty members should give all information specified on the forms and sign them, not initial them.

In approving books needed by veterans, each faculty member should approve only textbooks which are required for non-veterans as well as veterans.

**STUDENT UNION**

The Shawkey Student Union offers fountain service, dance and meeting facilities, and recreational facilities for students, faculty members and administrative personnel. The ball room may be reserved by either campus or off-campus groups for dances and other social affairs. Groups on the campus have priority in making reservations.

The Student Union Manager schedules the use of either the ball room or the upstairs meeting room.

## LIBRARY SERVICE

At the beginning of each semester or term, each faculty member should give the librarian a list of reserve books, including textbooks, for his or her courses. Only those books in daily or frequent use should be listed for reserve. Reserve books may be withdrawn for two-hour periods during any class day. Students may take them out overnight provided they return the books at the beginning of the next class day.

Whenever making up bibliographies for assigned readings, faculty members should first make sure that the material included is in the library. Lists may be revised when new materials are received by the library.

Any faculty member may take advantage of the library's inter-library loan service. The borrower pays transportation costs to and from the lending library.

Faculty suggestions as to what books should be ordered are accepted by the library at any time. Lists for orders are requested three or four times a year.

TELEPHONE AND TELEGRAPH SERVICE ~~THROUGH CAMPUS INFORMATION~~

Campus telephones are operated through a central switchboard located at the campus information booth in the first floor corridor at the west end of Old Main. Telephone service is available from 8:30 a. m. to 8:30 p. m. Monday through Friday and 8:30 to 4 p. m. Saturday. The switchboard is closed all day Sunday. Closing time of the switchboard and campus information booth is different in the summer. It closes at 5 p. m. Monday through Friday and at noon on Saturday.

A telephone directory is issued each year to the faculty or administrative person in charge of each telephone extension. The directory lists telephone numbers that may be used when the switchboard is closed.

The operator is not permitted to accept personal toll calls under any circumstances. A pay telephone for personal use is located opposite the teachers college office in the first floor corridor of Old Main.

Whenever a college business toll call is made from a campus extension, the caller must report immediately the date, person and place called, nature or purpose of the call, and the person placing the call.

Telegrams on official college business may be sent via telephone to the Huntington office of Western Union for transmittal. There are five college offices which have Western Union accounts for the sending of telegrams. These offices are the offices of the president, registrar, treasurer, athletic director and dean of men. Every telegram

0 must be charged against one of these office accounts and then only with the approval of the person responsible. A copy of the telegram must be filed with the switchboard operator.

#### 1 STENOGRAPHIC SERVICE

There is no central stenographic service for the faculty. Faculty members having work of this nature to be done might secure from the social deans the names of students desiring part-time typing work.

#### 2 LOST AND FOUND SERVICE

3 The social deans maintain a lost and found service. Faculty members who find articles in their classrooms may turn them in to these offices.

#### COLLEGE PHYSICIAN AND HEALTH SERVICE

4 The college physician has a private practice and works for the college part time. His hours at the clinic, Fifth Ave. and 17th St., are 9 a. m. to noon Monday through Friday, and 10 a. m. to noon Saturday. Wednesday is special appointment day for the college physician. On this day students must make appointments in order to see him during the specified office hours.

5 The college physician is available for emergency evening calls for students living in dormitories, rooming houses, sorority and fraternity houses. He is available only for clinical services except in emergencies.

6 The college physician is available to members of the faculty and staff only in emergencies on the campus. After emergency treatment following a campus accident, a faculty member is expected to secure the services of his personal physician.

7 The clinic telephone number is 21921.

#### DUPLICATING DEPARTMENT

8 All miltilithing is done by the duplicating department. Each faculty member requesting service is responsible for the typing of masters. Masters should be presented to the duplicating department with an order indicating the work desired and the number of copies desired.

9 The duplicating department charges only for stencils and paper. This charge is made against that portion of the department's educational supplies budget which is designated for duplicating.

10 The faculty member should turn in typed masters early enough for the duplicating department to have at least three days to complete the work.

0  
1 This is especially important when most departments are requesting work to be done. No faculty member should send the duplicating department an order for work to be finished immediately.

2 In fairness to all, the duplicating department will fill orders for duplicating work in the order in which they are received.

3 When tests or examinations are to be duplicated, the faculty member must be responsible for bringing in his own typed stencils and returning for the completed work.

4 Duplicating Testing Materials. When testing materials are being duplicated in the duplicating department, regularly employed personnel will replace student assistants. Testing materials should be submitted to the duplicating department no less than three days before the time of expected use. At the six-week and semester examination periods, such materials should be submitted no later than one week before the time of expected use.

5 Testing materials should not be submitted to student assistants.

6 Masters of tests are kept for one month, after which they are burned.

7 Testing materials stored in the duplicating department are kept in locked compartments.

8 Use of Duplicating Equipment. State-owned duplicating equipment at Marshall College may be used in doing work directly connected with the college administration or instruction and may be used for the duplicating work of recognized college organizations provided they pay for all materials used. Under no circumstances may state-owned duplicating equipment be used for non-college work.

#### AUDIO-VISUAL AIDS POLICY

9 The audio-visual aids program of the college is carried on under an audio-visual aids director. The program provides training in the selection, use and care of audio-visual materials and equipment. It also is intended to increase interest in such aids and to coordinate their use on the campus.

10 An audio-visual aids committee formulates general policies of the program and strives for its general improvement. The audio-visual aids director is a member of this committee.

Certain requirements are imposed under the audio-visual aids program. They include:

## DINING HALL

The college dining hall is located on the east end of the campus on 18th St. It serves faculty members, students and guests of the college. Meals are served cafeteria style at reasonable prices.

The dining hall is open for three meals daily except Saturday and Sunday when the evening meals are eliminated.

The large dining room has two steam table serving areas. The smaller room downstairs has one steam table.

Features of the building include a banquet room and two small luncheon rooms. These rooms are available to either college or non-college groups. Arrangements for using them may be made at the office of the dining hall manager and dietitian.

Prices of meals at the cafeteria are lower than the downtown rates.

Serving hours at the main dining room are:

	<u>Monday Through Saturday</u>	<u>Sunday</u>
Breakfast	7:00 to 9:00	8:30 to 9:30
Lunch	11:00 to 1:30	12:30 to 2:00
Saturday	11:30 to 12:30	
Dinner	5:00 to 6:30	No evening meal
Saturday	No evening meal	

0  
1  
2  
1. A general policy is for any item of audio-visual material or equipment costing more than \$10 to be bought through the audio-visual aids laboratory with funds provided it for that purpose. However, any department may buy such an item with its own funds provided it procures the item through the audio-visual aids laboratory. Before the biennium budget is prepared, each department head should submit a list of audio-visual material and equipment items costing more than \$10 expected to be ordered during the biennium. This enables the audio-visual aids laboratory to request sufficient funds to cover all items needed.

3  
4  
5  
2. All materials or items of equipment purchased through the audio-visual aids laboratory shall be made available wherever they are needed in the college program. They may be used by faculty, administrative, or student groups for purposes connected with the college program. Non-college groups may use audio-visual materials under conditions of strict accountability for their damage or loss, but the loaning of audio-visual equipment for use off the campus is discouraged.

4  
3. The audio-visual aids director of the department head to whom audio-visual material or equipment is assigned, may make additional rules governing the use of items assigned to them.

#### APARTMENT AND ROOM LIST

5  
6  
Copies of a list of available rooms and apartments may be obtained from the offices of the social deans.

#### FACULTY RESIDENTS IN TEMPORARY HOUSING UNITS

6  
7  
8  
New faculty members may live in college temporary housing units for a maximum of two years, provided not more than ten per cent of such housing units are assigned to faculty members simultaneously.

#### TEMPORARY HOUSING FOR FAMILIES OF STUDENTS OR FACULTY MEMBERS CALLED TO THE SERVICE

7  
8  
9  
Whenever a student or faculty member is called to the Armed Forces, his family may remain in a college temporary housing unit for 90 days. A longer stay is allowed if no eligible students have made application for the space. When the family of a faculty member or student called to the Armed Forces has stayed the 90 days, such family is subject to a 90-day vacancy notice if an eligible student has filed application for the housing concerned.

#### CAMPUS PARKING

9  
10  
Parking is not permitted in the fire lane extending from the student union to 16th Street. It is also banned in the circle outside College Hall, in service driveways, grassed areas and other points on the campus where signs indicating no parking have been



0 placed. College personnel and students may stop for no more than three minutes on drives to receive or discharge passengers. Faculty members may stop outside the bookstore for three minutes to pick up mail.

1 No one is exempt from abiding by traffic directive signs on the campus.

Fast or reckless driving on the campus is prohibited.

2 Only service vehicles and emergency apparatus may park in service drives.

3 The parking area south of Old Main is reserved for college service vehicles and the cars of guests or disabled faculty or staff members.

4 Faculty and administrative staff members may park in the parking area to the east, south and west of Science Hall. Permits for such parking should be displayed on the rear window of each car. Permits will be issued by the comptroller's office.

All parking on the campus is at the owner's risk.

5 Visitors' cars on the campus will be accorded all privileges granted under regular parking and operating permits.

The Science Hall parking lot will open at 7 a.m. and close at 11 p.m. daily except Sundays and holidays. Cars without permit stickers may use this parking area between 7 and 11 p.m.

6 A special permit must be obtained from the comptroller's office for overnight parking on any college parking lot.

No student of the college, without exception, has special parking privileges on the campus.

7 Traffic infringements for which campus police may give tickets include:

8 Parking in prohibited space, improper parking in permissible areas, parking after 11 p.m. except by special permission or during college functions, driving on driveways the wrong way, parking and blocking driveway, no parking lot permit, failure to observe traffic sign, and fast or reckless driving.

9 A traffic violation ticket directs the offender to report to the dean of men's office within three days of the time of issuance. Hours of the office, located at 110 Old Main, are 8 a.m. to noon or 1 to 4:15 p.m. Monday through Friday and 8 to 11:30 a.m. Saturday. Failure to report within the specified period constitutes an additional violation and may result in disciplinary action.

10 Penalties for traffic violations include:

First violation, warning; second violation, \$2 fine; and third violation, probation and/or disciplinary action. Repeated or flagrant

0 violations will be referred to the traffic committee.

1 The college reserves the right to revoke any permit or to discipline any person for violation of the letter or spirit of these regulations and to take such disciplinary action in all cases as the circumstances justly warrant.

#### USE OF COLLEGE BUS

2 The office of the comptroller controls use of the college bus. Application for use of the bus should be made no earlier than ten days before it is needed and not later than seven days prior to the date it is needed. Application should be made no later than one month before the bus is needed for a trip to a point more than 50 miles from Huntington, for a trip across state lines or for a trip involving arrangements with other agencies.

3 Whenever there is any change in plans for using a college bus, the faculty member or person in charge should notify the driver when there will be a delay in meeting the bus and notify the comptroller's office when a trip has to be cancelled.

4 Whenever a bus will not be available because of a breakdown, the comptroller's office should notify promptly the person in charge of the group which is scheduled to use the bus.

5 Unless special arrangements are made with the comptroller's office, the bus must be returned to the college by 4:30 p.m. on the day it is scheduled for use. Special arrangements also must be made for Saturday afternoon trips.

6 The bus has a seating capacity of 36. The faculty member accompanying the group is responsible for its conduct to and from the destination.

7 Two faculty members scheduled to use the bus at different times may exchange periods provided the change is reported to the comptroller's office promptly.

8 Where departments located in Science Hall are concerned, one faculty member will coordinate the use of the college bus by faculty members occupying that building. The person having this duty should be a regular user of the bus.

9 Whenever two faculty members desire use of the bus on a single day, they should reach an agreement as to which hours each will use the bus and notify the comptroller's office of this arrangement at the time the bus is scheduled for use.

#### USE OF COLLEGE CARS

10 The college owns three cars: a 1952 Chevrolet, a 1953 Plymouth, and a 1956 Plymouth.

0 The Chevrolet may be scheduled at the office of the director of adult education. It is for use primarily by the director himself and teachers of extension courses.

1 The president's office coordinates the use of both Plymouths. Administrative officers and members of the faculty use the 1953 Plymouth in carrying on work of the college. The later model is used by administrative officers.

2 These cars may be used to attend educational meetings in West Virginia, for high school visitation and testing, and for trips involved in speaking before civic and other groups when expenses are not paid by such groups.

3 These cars are to be used only in West Virginia, except that they may be used for short trips into neighboring states if as many as two persons are required to take each trip. The State travel board must approve in advance any trip to be taken out of the state.

4 Only full-time employees of the college who are licensed operators may drive these cars. Whenever a defect develops in a college car en route, the person authorized to use it should either have repairs made before proceeding, or call the proper person at the college for instructions. A written report on each trip should be made upon returning to the campus. This report includes destination, dates, mileage, gas and oil purchased, and repairs made or needed. Each car is provided with an Esso Standard courtesy card which is kept in the glove compartment. The driver should sign for all purchases of gas, oil, etc., and should leave receipts in the glove compartment.

6 Unless special permission is given, each college car must be returned to the campus immediately after the scheduled trip.

#### USE OF DRIVER EDUCATION CARS

7 Cars assigned to the college for use in driver education classes may be used only for driver education instructional work. Any other use of such cars will constitute a violation of the contract between the college and the automobile dealer. If an accident occurs while a driver education car is being used for any purpose except driver education, it may result in a personal liability for either the driver or the college administrator in charge.

#### FACULTY BULLETIN

9 The college secretary's office issues a weekly bulletin of general faculty news and information. Items for the Faculty Bulletin should be given to the college secretary on Friday during the week before they are expected to appear in the publication. The Faculty Bulletin is published each Saturday.

**FACULTY BULLETIN BOARD**

0 A faculty bulletin board is maintained in the lobby of the college post office.

**COLLEGE CALENDAR**

1 An up-to-date college calendar is maintained by the college secretary's office in the southwest hall of Old Main. Faculty members should report events to the college secretary in order  
2 that entries may be made in the calendar.



0 the spring. Faculty members are honorary members of the association and are invited to take part in its activities.

#### 1 SELLING ON THE CAMPUS

All solicitation and selling on the campus is prohibited by the State Board of Education unless it is done by groups connected with the college and with the approval of the president.

#### 2 VENDING MACHINES ON CAMPUS

Vending machines may not be placed in classroom buildings or the library.

#### 3 NAMING OF BUILDINGS ON THE CAMPUS

No Marshall College building may be named for a person currently employed by the State Board of Education.

#### 4 FACULTY WIVES CLUB TEA SERVICE

The tea service owned by the Faculty Wives Club is to be used by the club itself or any of its subsidiary organizations. It will be loaned to college organizations using the North Parlor provided they use it on the campus only.

The hospitality chairman of Faculty Wives Club will accept reservations for use of the tea service.

#### 5 KAPPA DELTA PI TEA SERVICE

6 A tea service has been presented to Marshall College by Phi chapter of Kappa Delta Pi. It will be made available to the following:

7 Any administrative officer sponsoring a college or professional function on the Marshall campus; any department head sponsoring a college or professional function on the campus; any honor society or professional organization recognized by the college for a function under faculty sponsorship; the Marshall College Alumni Association for any campus meeting; the Faculty Wives Club without reference to its meeting place; any official organization of faculty members without reference to place of meeting; Kappa Delta Pi without reference to its meeting place; and the student government through its president and faculty adviser for any social function given in the name of the student government.

9 The tea service is available only for social functions. It is not available to non-college organizations, to college personnel for personal or non-college functions, and to social fraternities and sororities.

0

The tea service may be checked out for use at either the teachers college or graduate school offices. Reservations will be honored in the order received.

1

The tea service is insured.

2

APPENDICES

## METHOD OF INDEXING

The method of indexing used in the Marshall College Greenbook has been specially devised by the editor to facilitate the reader's use of the manual. Each subject appearing in the index is located first by page number and second by position on the printed portion of the page, or that portion reserved for print. The portion reserved for print is roughly the entire page except for one-inch margins on the top, right, and bottom, and a one and three-quarter inch margin on the left.

Suppose you are looking for information on travel by faculty and administrative staff members. The index would locate the subject by a hyphenated number. Let us say the index shows it to be as follows: Travel, 32-5, 33-0, 34-10.

Take the 32-5 first. The 32 refers to the page on which the subject is found. On turning to that page, we find that tenths of the page area reserved for print are indicated by figures appearing vertically in the left margin. The 5 in 32-5 indicates that the material on travel begins five tenths of the way down the portion of the page reserved for print, or at the middle point on the page. The position on the page is given to the nearest tenth; therefore it may be necessary to glance over two or three lines to find the right one.

The second figure after "Travel" in the index entry above is 33-0. The 33 indicates the page number. The zero merely shows that the subject begins at the no-tenth position on the portion of the page reserved for print. That would be the extreme top of the page.

The third page reference under "Travel" in the index example above is 34-10. This means that the material begins at the ten-tenths position on the portion of the page reserved for print. That is the extreme bottom of the page.



## INDEX

Note: This is a sample of the index form to be used in the Marshall College Greenbook. See "Method of Indexing" in Appendices.

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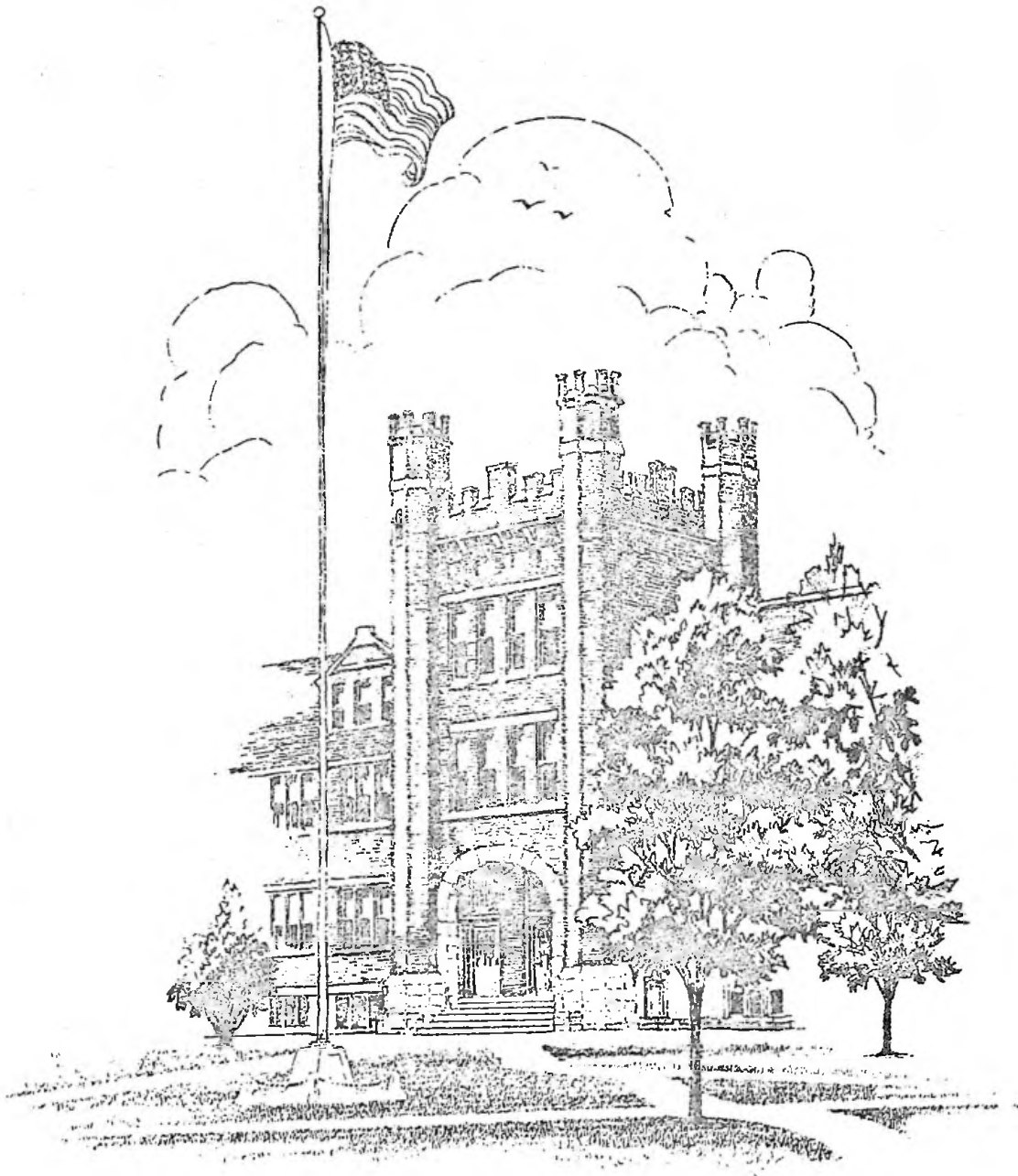
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(etc.)

# Marshall College Greenbook



Edited by

James H. Herring  
Director of the Information Service  
Assistant Professor of Journalism  
Marshall College  
Huntington, West Virginia

Published by Marshall College

## FOREWORD

This handbook attempts to collect into one publication statements of those policies and procedures which are in frequent use. It should contribute to progress toward the solution of problems facing Marshall College in its day-by-day operation. Members of the faculty and administrative staffs, those who have long been with us as well as those who are new, will do well to keep the publication and consult it regularly.

The Greenbook is new at Marshall. It takes the place of two previous publications, the Faculty Manual of Marshall College and Marshall College Administrative Policies.

This publishing venture represents another forward step in Marshall's working procedure. As we turn its pages, let us remember that we shall continue to need, for the solution of college problems, a high degree of cooperation and friendly consultation within and between Marshall's faculty and administration.

We want this handbook to be useful and invite you to help us improve it.

Stewart H. Smith  
President  
Marshall College

## PREFACE

The Marshall College Greenbook is intended as a supplement to the college catalog and bulletins, not as a substitute for any one of them. It is a handbook embodying policies, procedures and descriptions that every member of the faculty and administrative staff needs to have available for ready reference.

Items in the Greenbook have been categorized so that related information appears in the same grouping in logical order. An indexing method devised by the editor is employed to simplify the location of material on any given subject. By this method the reader may quickly find the line on any page where a given subject begins. There is no reading of an entire page to find a subject by the process of elimination. An explanation of the indexing method is found on page 65.

It is hoped that this first edition of the Marshall College Greenbook will prove useful and time-saving in every part of the college program. It will be noted that the language is stripped of the excess words that so often are found in formal statements of policy. The date upon which each policy went into effect is not included, for such information is not needed by the everyday user of a manual of this type. For those who seek details on the time and circumstances under which a policy was adopted, the administration has carefully kept records which they may examine.

The chief function of this publication is to inform the user quickly, with as little effort as possible, what policies, procedures and descriptions were applicable in September, 1956.

During the two-year interval before another edition of the Greenbook appears, the Greenbook editor will send out specially written supplements to faculty and administrative staff members whenever the need arises. All changes and additions occurring during the interval will reappear in the 1958 Greenbook, along with those in the 1956 edition which happen to be still in effect.

Every Greenbook should be cared for as any other book would be. The supply of these manuals is limited and the college will not be in a position to replace every one that may be lost.

Suggestions on improving the Marshall College Greenbook will be welcomed. Every member of the faculty and administrative staff has an opportunity to make a constructive contribution to the publication and thus to make it a more useful tool for all college personnel.

James H. Herring

Huntington, West Virginia  
September, 1956

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0

## I

MARSHALL COLLEGE

1

## HISTORY

2

The original one and one-half-acre site of Marshall College was bought in 1837 for \$40 from John and Lucy Holderby, who made the provision that the estate always be used for school purposes. Today Marshall is a multi-million-dollar institution whose campus covers 25 acres in the heart of Huntington. There are 16 permanent buildings and numerous temporary structures. College athletic teams have the use of a stadium seating 12,000 persons and a field house with a capacity of 7,000.

3

John Laidley, friend of Chief Justice John Marshall for whom the college was named, is considered the founder of Marshall College. It was first known as Marshall Academy. On March 3, 1858, by act of the Virginia Assembly, the Academy became Marshall College, with authority to confer degrees.

4

5

The financial status of the institution was never very stable in the beginning, and the outbreak of the war between the North and South made its money problems worse. The school was finally sold for debts, but it housed a private school during the Civil War because of the terms of the original deed.

6

Out of the confusion of war, the new state of West Virginia was created, and in 1867 the West Virginia State Normal School was established within the framework of Marshall College.

7

College preparatory work was offered in addition to teacher training, and by 1886 there was a full "academical" course of two years. Through the later years of the nineteenth century and the first two decades of the twentieth, the college offered, in addition to secondary work, two years of liberal arts work and two years of teacher training. In 1902 a formal department of education was added with a model training school for prospective teachers.

8

In 1920 the West Virginia Board of Education approved the granting of a Bachelor's degree. Teachers College conferred degrees upon four candidates in June, 1921.

9

The College of Arts and Sciences was established in 1923 and awarded the first liberal arts degrees in 1925. The degree of Bachelor of Science was authorized in 1938, Bachelor of Engineering Science in 1940, Bachelor of Science in Chemistry in 1951, and Bachelor of Business Administration in 1954. In 1945 two-year programs leading to the degrees of Associate in Arts and Associate in Science were approved in ten fields.

10

0 The Graduate School, authorized in May, 1948, grew out of a program of graduate work in six departments which had been established in 1938. Graduate work is offered in nineteen fields. Nine fields offer work for a major. In six others a combination of education and subject matter courses leads to the master's degree for teachers.

1 Marshall includes a College of Arts and Sciences, Teachers College, and Graduate School--each under a dean--plus an adult education program with a full-time director.

2 Marshall College is located near the nation's major coal fields and chemical industries. The institution has always placed emphasis upon an active cooperation with the expanding industry of its area and upon complete participation in community affairs. Some of its community activities include:

3 A foreman-manager personnel conference for a five-state area; a vocational home economics program backed by federal aid received under the George Dean Act; night degree courses for those who work during the day; alien citizenship courses given in cooperation with  
4 the U. S. Department of Justice; conference for public school personnel dealing with supervision, driver education, industrial English, public relations, coaching problems, and other subjects; annual joint meetings of West Virginia high school newspaper staff members, journalism teachers and yearbook advisers; and an institute for high  
5 school science teachers of seven states, held in cooperation with the National Science Foundation; and psychological and speech correction clinics.

#### 6 INSTITUTIONAL PURPOSES

7 The highest development of the personality of its students is the general purpose of Marshall College, an institution of higher education supported by the State of West Virginia. The college encourages students in the attainment of scholarship and the acquisition of skills. Marshall also recognizes an obligation to contribute to the cultural growth of its community.

8 The college aids in developing those who come under its influence by helping them to understand and to contribute in a positive way to the culture in which they live; to develop and maintain physical health; to participate in democratic processes. It endeavors to inculcate worthwhile spiritual, social and economic values; to stimulate intellectual curiosity and the desire to continue personal  
9 and professional growth.

Various departments of the college provide for education in specialized fields to prepare for professional and industrial careers.

10 The institution offers for community advancement evening courses, extension classes, lectures, musical programs, conferences, forums, an annual Artists Series, and other campus and field activities.

MARSHALL  
 A STATE SUPPORTED COLLEGE ESTABLISHED  
 IN 1837. THE CAMPUS LIES IN THE HEART  
 OF HUNTINGTON, WEST VIRGINIA



Romance Map of  
 Marshall College

0

## PHYSICAL PLANT AND FACILITIES

1 OLD MAIN---This, the oldest building on the campus, contains  
all administrative offices, an auditorium, classrooms, office for  
many members of the faculty, the college book store and post office,  
and facilities of the Building and Grounds Department.

2 NORTHCOTT---Completed in 1915 and named for the late G. A.  
Northcott, distinguished Huntington citizen, provides facilities for  
the business administration, art, and home economics departments.

3 SCIENCE HALL---Completed in 1950, includes a 300-seat lecture  
auditorium, 9 elevated lecture halls, a temperature control room,  
special research laboratories for graduate students, lounges for  
men and women, a greenhouse, Geology Museum, and a news photography  
dark room as well as classroom, laboratory and office space.

4 PHYSICAL EDUCATION BUILDING---Completed in 1921, includes  
facilities for the physical education activities of men and women.  
It has two swimming pools, one full-size and two small playing  
floors, lounges, and offices for the teachers and executives of  
this department.

5 MUSIC HALL---Built in 1926, includes a small auditorium for  
recitals, practice rooms for piano and voice students, a band room,  
and classrooms.

6 MORROW LIBRARY---Built in 1930 and named in honor of James  
E. Morrow, former president of the college, contains the entire  
library collection, reading rooms, art exhibit room, and offices  
and workrooms for the library staff. It also houses the depart-  
ment of journalism, news rooms of The Parthenon, and a television  
viewing room.

7 COLLEGE CLINIC---A building at 1712 Fifth Avenue, is readily  
accessible to the dormitories as well as other college buildings.  
A full-time nurse and a resident physician are at the clinic during  
definite hours.

8 COLLEGE HALL---Covers most of the east end of Old Main. On  
the first, second, and third floors are rooms to house 68 women  
students. An honor council room is in a non-residence section of  
the building.

9 LAIDLEY HALL---Completed in 1937, houses 150 women. It  
contains the college nurse's suite with a two-bed infirmary and  
diet kitchen. It was named for John Laidley, friend of Chief  
Justice John Marshall for whom the college was named, who is con-  
sidered the founder of Marshall College.

10

FRESHMAN WOMEN'S DORMITORY---Completed in 1955, this modern  
structure houses 184 women.

0

HODGES HALL---Completed in 1937, is a residence hall for men. It provides living room for 175 men. This building was named for Dr. Thomas E. Hodges, former president of Marshall College.

1

COLLEGE DINING HALL---Built in 1942, provides meal service to dormitory residents. Special luncheons and banquets also are served. The building features one large dining hall with two steam table serving areas, a smaller dining hall with one steam table area, both for everyday use. Other features include two small banquet rooms.

2

EVERETT HALL---A three-story residence on Fifth Avenue, is the Home Management House under supervision of the Department of Home Economics. A nursery school occupies the first floor. Senior women in home economics use the second and third floors as the Home Management House

3

PRESIDENT'S HOME---Located at 1636 Fifth Avenue, this attractive three-story residence is occupied by the President and his family.

4

DONALD COURT---Housing for married students is provided at Donald Court, a temporary housing area on Donald Avenue, two miles south of the campus. Sixty-two units are available for married students.

5

JENKINS LABORATORY SCHOOL---Completed in 1937, was named for Albert Gallatin Jenkins, native of Cabell county, who was a distinguished Confederate cavalry officer. The laboratory school provides for kindergarten, elementary, and high school education, and serves a major function in the student teaching program of the Teachers College.

6

SHAWKEY STUDENT UNION---Built in 1932 and enlarged in 1955, was named in honor of Dr. Morris P. Shawkey, former Marshall College president. As the social center of the college it is the scene of many informal gatherings, college dances, and receptions.

7

8

COLLEGE BOOK STORE---In the basement of Old Main, it is maintained by the college for the convenience of students and faculty members. Here textbooks and other college supplies are sold at reasonable prices. The college post office is adjacent to the book store and is operated by the book store manager.

9

FAIRFIELD STADIUM---Located about eight blocks from the campus, it is the scene of Marshall football games. It will accommodate about 12,000 spectators.

10

ENGINEERING BUILDING---A two-story temporary building located on the north campus, includes ten classrooms, two conference rooms, and sixteen offices.

HUNTINGTON MEMORIAL FIELD HOUSE---A modern fireproof structure on Fifth Avenue about ten blocks from the campus, serves as Marshall's home basketball court. It is also the scene of the

Marshall-sponsored State High School Basketball Tournament and of certain other programs of the college.

1           The next building already scheduled on Marshall's expansion program is a new physical education building. Also proposed for the immediate future is a large classroom building with a 3,000-seat auditorium.

2           Marshall is embarking upon a 10-year expansion program which will involve planning by a college-layman committee and specialists in the expansion of higher educational physical plants.

## II

0

ORGANIZATION OF THE COLLEGE

## WEST VIRGINIA BOARD OF EDUCATION

1

The West Virginia Board of Education has jurisdiction over Marshall College, along with eight other state colleges. The board acts on recommendations of the president in matters of personnel appointments, curriculum, finances and the physical plant.

2

## PRESIDENT

3

The president is the chief administrative and executive officer. It is his duty to see that the college is operated in conformity to the policies fixed by the West Virginia Board of Education. As chief executive officer, he is finally responsible for everything concerning the college and for the effective and economical operation of all departments.

4

## DEANS OF THE COLLEGES

5

6

The deans of the colleges---College of Arts and Sciences and Teachers College---head the instructional unit of the administration. They take the leadership in curriculum organization and development and are responsible for constructing class schedules, assigning teaching loads, operating the counseling and testing programs, evaluating the work of faculty members, coordinating the work between departments, assisting new faculty members in their adjustment to the campus, recommending students for graduation, aiding in the placement of graduates, recording absences on the basis of faculty reports, recommending new faculty members, recommending leaves of absence, arranging for class work in the temporary absence of faculty members, and calling college faculty meetings.

7

## DEAN OF THE GRADUATE SCHOOL

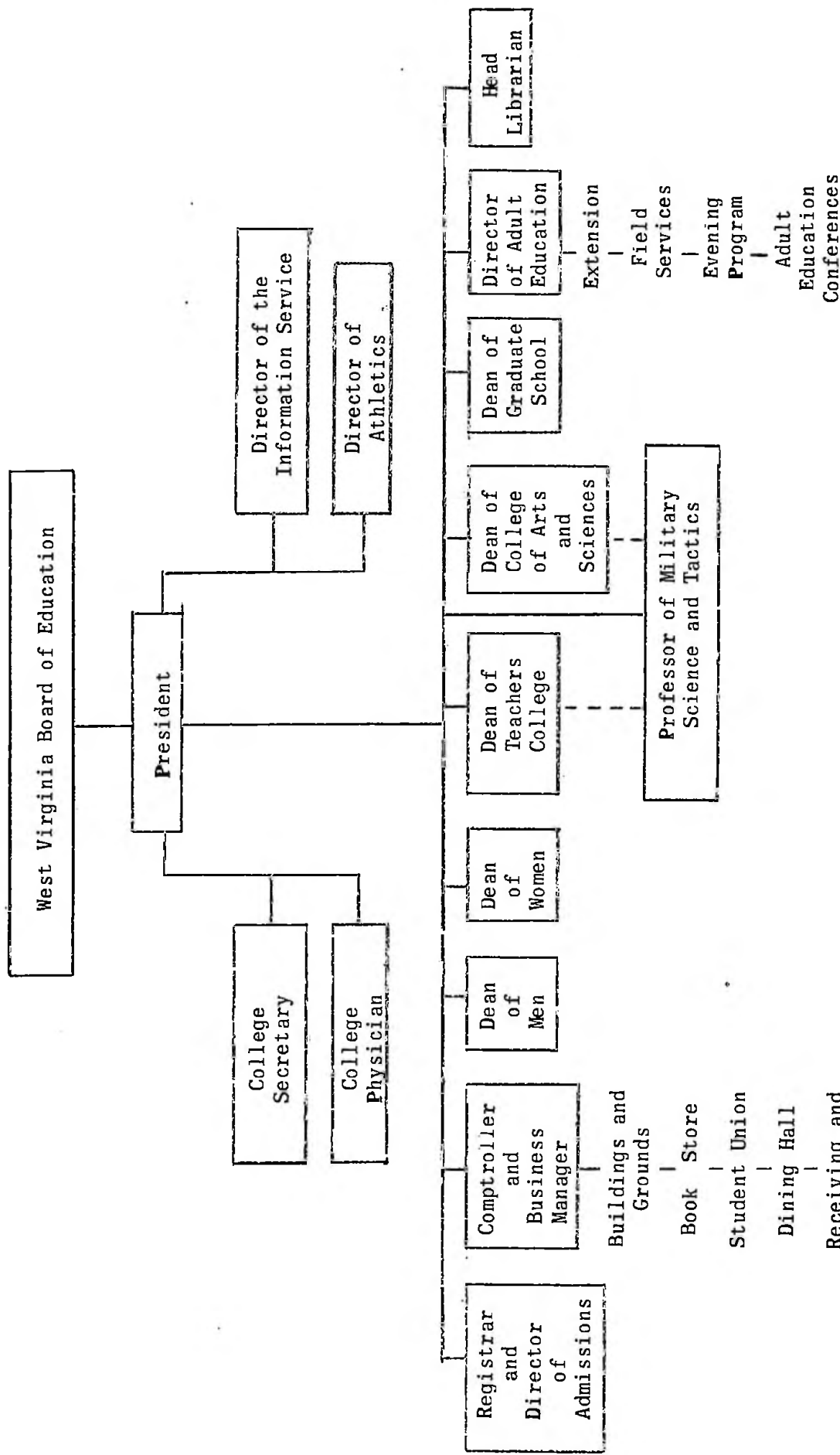
8

9

The dean of the Graduate School administers and promotes the graduate program of the college. He acts on applications for both admission to the Graduate School and admission to candidacy for the master's degree; gives final approval on theses; recommends candidates for graduation; recommends new graduate courses to the curriculum committee; approves the qualifications of faculty members for graduate instruction; aids in the placement of graduates; works with deans of the colleges in constructing class schedules; assigns graduate students to advisers, and calls graduate faculty meetings.

10

ORGANIZATION OF MARSHALL COLLEGE





0 HEADS OF DEPARTMENTS

1 The department head conducts departmental meetings and looks after the well-being and progress of his department. He is responsible to the proper dean for developing departmental curriculums, initiating class schedules, improving instruction, utilizing testing program results and counseling. He recommends requests for leaves of absence, student assistants, travel, regular and summer term appointments, and approves requisitions for departmental expenditures.

2 PROFESSOR OF MILITARY SCIENCE AND TACTICS

3 The professor of military science and tactics is an Army officer who is appointed and paid by the Army. This person is approved by the president of Marshall College and the West Virginia Board of Education.

4 The professor of military science and tactics heads a staff of Army personnel who compose the military science faculty of Marshall College. He is in direct charge of the Reserve Officers Training program.

5 THE SOCIAL DEANS

6 The deans of men and women operate offices for service to all students at Marshall. They assist students who may not be developing to the extent of their potential, and those who need counsel, provision of additional social experience, or help in correcting personality problems.

7 Offices of the deans of men and women keep records on students' extra-curricular activities and operate a clearing house for student employment both on and off the campus. Other duties include the preparation of a social activities calendar and the listing of available rooms and apartments, counseling of individuals and groups, discipline, keeping student personnel records, regulating and supervising social programs and supervising dormitories.

8 REGISTRAR AND DIRECTOR OF ADMISSIONS

9 The registrar and director of admissions is responsible for the admission, registration and accounting of all students and for keeping all academic records. The college catalog, the summer school bulletin, schedules of courses, and certain other academic information sheets are edited in the office of the registrar and director of admissions.

0

### DIRECTOR OF ADULT EDUCATION

1

The director of adult education initiates, organizes and administers off-campus and certain campus activities of the college. They include extension classes for both graduate and undergraduate students, credit or non-credit workshops for teachers and others, conferences for public school personnel, industry and business, and research in connection with adult education.

2

The director of adult education also coordinates the college evening program.

### COMPTROLLER AND BUSINESS MANAGER

3

4

The comptroller and business manager is responsible for drawing up the budget from figures agreed upon by the finance committee after a study of departmental budget requests. He also processes requisitions to be charged against the various budgets, collects and disburses money, and maintains proper accounting records.

5

6

Procedures of the comptroller's office are not optional. This office reports directly to the West Virginia Board of Education, the director of the budget, the state department of purchases, the state auditor, and the Teachers Retirement System. The requirements of these offices must be met in business matters of Marshall College. Responsible to the comptroller for their operations are the superintendent of buildings and grounds, the book store and student union managers, the dining hall manager and dietitian, the duplicating department manager, the operator of the campus information desk and the college switchboard, and the manager of the receiving and inventory department.

7

### DIRECTOR OF THE INFORMATION SERVICE

8

9

The director of the Information Service is responsible for a major public relations function of the college. He and his staff collect, prepare and distribute news and feature stories of the college and its people to all mass media of the area served by the college. He works with newspaper, radio and television representatives who give on the spot coverage to campus news events, and writes scripts for radio or television news or documentary film presentations on college subjects. The director of the Information Service, who is also assistant professor of journalism, does research for, compiles and publishes brochures, informative bulletins, and reports on various phases of college activity. He is editor of the Marshall College Greenbook.

10

### COLLEGE SECRETARY

The college secretary is responsible for assembling and submitting recommendations to the West Virginia Board of Education; for

0 maintaining files of official minutes of the Board; for maintaining  
 permanent faculty personnel files; for reporting membership applica-  
 tions to the Teachers Retirement System; for coordinating college  
 commencement exercises, and for publishing the annual Faculty  
 1 Directory and the weekly Faculty Bulletin.

The college secretary serves as continuing secretary of the  
 College Council and the faculty and is an officer and member of the  
 Board of Directors of The Marshall Foundation, Inc. The secretary's  
 2 office is the coordinating office for the development program of the  
 Foundation and the Alumni Association.

#### DIRECTOR OF ATHLETICS

3 The director of athletics has charge of athletic department  
 business matters and is responsible for all details of the inter-  
 collegiate athletic program. He plans and conducts clinics for high  
 school principals and coaches. He is responsible for promoting the  
 4 development of an athletic program consistent with the general pur-  
 poses of the college. The athletic director also sells employee  
 athletic activity tickets to faculty and staff members.

#### SUPERINTENDENT OF BUILDINGS AND GROUNDS

5 The superintendent of buildings and grounds directs the entire  
 custodial and maintenance service of Marshall College.

6 He accepts signed memoranda for custodial or maintenance  
 service from department heads, and insofar as college facilities  
 and personnel will permit, assigns workers to provide the services  
 requested. Sometimes the pressure of work is so great that the  
 superintendent must fulfill requests on the basis of urgency or need.

7

#### HEAD LIBRARIAN

8 The head librarian is director of the Morrow Library. He is  
 responsible for all library facilities and establishes the procedure  
 for their use by faculty members and students. He reserves books on  
 the recommendation of faculty members, orders books on the recommenda-  
 tion of department heads and operates an inter-library loan service  
 in which the borrower pays transportation costs to and from the lend-  
 9 ing library.

#### DINING HALL MANAGER AND DIETITIAN

10 The Dining Hall manager and dietitian directs the entire  
 dining hall operation, the features of which include serving daily  
 meals, maintaining order in the Dining Hall, approving employees  
 for work in the Dining Hall, and serving special groups connected  
 with Marshall College. (Also see Dining Hall, p. 56.)

## 0 III

1 PLAN FOR DETERMINING ACADEMIC RANK  
AND TENURE FOR MARSHALL COLLEGE  
FACULTY MEMBERS

## SECTION I. Principles and Objectives

2 A. The general purpose of this plan is to provide a sound professional basis for accomplishing the following objectives:

- 3 1. To assist the administration by providing sound standards for the original selection of staff members.
- 
- 4 2. To result in the retention, encouragement, and promotion of able and promising staff members.
- 
- 5 3. To assure the faculty that individuals will be treated with the maximum impartiality.
- 
- 6 4. To offer assurance that accomplishment will be recognized and rewarded.
- 
- 7 5. To assure the faculty of the maintenance of promotional opportunity.
- 
- 8 6. To assure the faculty of security of tenure in the terms herein set forth and of freedom of teaching, of research, and of opinion.
- 
- 9 7. To provide appropriate procedures for release and dismissal so that faculty members may be guaranteed adequate notice and a fair hearing of complaints bearing on their security.

10 B. It is assumed that some college positions by their very nature can be filled satisfactorily by persons whose graduate study is limited to the master's degree. It should, therefore, be understood that the terminal point in academic rank for some teachers is that of instructor, and for others, that of assistant professor. However, the terminal point in salaries for superior teachers of ten or more years' experience may exceed the maximums when in the judgment of the administration this is right and proper. Subject matter fields rich in content, in depth and breadth, require seasoned, scholarly men and women as teachers. For teachers in these fields, the two upper academic ranks are primarily reserved. As evidence of their scholarship, these teachers should possess the doctorate. New entrants to the faculty whose services as teachers include scholarly interpretation of content courses and subjects should possess the doctorate.

C. It will be the duty of the college administration to withhold salary raises for persons of all ranks if they cease to grow profes-

0 sionally and to widen their influence as college teachers. According  
to the provisions of the salary scale, the administration will be free  
to give salary increases in line with a teacher's worth to the college.  
"Worth to the college" may be measured by criteria for promotion  
listed in Section V. Through such provision, an impelling incentive is  
1 given for best service to the institution. It is not assumed that the  
possession of the highest earned degree carries with it immunity from  
the necessity of further study, nor that it is a sine qua non of good  
classroom teaching.

2 SECTION II. Definitions

A. Faculty: As used in this plan, the term "faculty" means anyone  
teaching one or more courses at Marshall College.

3 B. Administration: As used in this plan, the term "administration"  
means the president, the academic deans, and the department head con-  
cerned in any particular problem.

4 SECTION III. Faculty Personnel Committee

A. A Faculty Personnel Committee shall advise with the administra-  
tion of the college in matters of rank, tenure, and salary.

5 B. The committee shall be composed of seven members of the faculty  
whose primary duty is teaching.

C. Members of the committee must have achieved tenure.

6 D. The term of membership on the committee shall be two years,  
with the exception that at the first election the three members having  
the lowest number of votes shall have terms of only one year. Subse-  
quently, in alternate years, three or four members shall be elected to  
the committee. After the first election, terms on the committee shall  
begin September 1.

7 E. Every member of the faculty as herein defined shall be  
entitled to vote for members of the committee.

8 F. No committee member shall be eligible for successive terms.

G. At a meeting of the faculty held between April 15 and May 15,  
nominations from the floor shall be made for vacancies on the com-  
mittee.

9 H. Ballots bearing the names of nominees shall be prepared by the  
secretary to the president and distributed to all members of the  
faculty within forty-eight hours.

10 I. Every member of the faculty as herein defined shall vote for  
as many persons as there are positions open on the committee and  
deliver his ballot to the secretary to the president not later than  
the end of the eighth day after nominations are made, counting the

0 day of nomination as the first day.

J. Positions on the committee shall be filled by those candidates having the highest number of votes.

1 K. In the event a vacancy on the committee is created prior to completion of a member's term of office, the vacancy shall be filled by a special election at the next regular faculty meeting.

2 L. The secretary to the president and the holdover members of the committee shall count the ballots and announce immediately the names of those elected. (At the first election of the committee, the president shall appoint two members of the faculty to assist the secretary in counting the ballots.)

3 M. Members of the committee shall elect their own chairman each year.

4 N. The president and the academic deans shall be ex-officio members of the committee.

#### SECTION IV. Requirements for Academic Ranks: Initial Appointment and Advancement

##### 5 A. Rank for Incoming Members of the Faculty

6 New members of the faculty shall be assigned academic rank and salary by the college administration on the basis of qualifications for the various ranks established in Section IV B, C, D, and E, with the exception of the tenure requirement. Experience has shown, however, that on certain occasions special problems arise in connection with the determination of academic ranks and salaries of new entrants to the faculty. Such problems usually involve the evaluation of related work experience, private instruction without college credit, and the procurement of faculty in fields of extreme scarcity. If at 7 any time the administration feels that it is advisable to assign rank or salary above that to which a newcomer is entitled under this plan, the Faculty Personnel Committee shall be consulted before any commitments are made. It is understood that in a few exceptional emergencies 8 a quorum of the committee may not be available on the campus; in such emergencies the administration shall proceed as seems most desirable. While it is recognized that in every case the final decision of the college rests with the president, it is the conviction of the faculty that no other exceptions in the assignment of rank or salary should 9 be made without prior approval of the Faculty Personnel Committee.

##### B. Requirements for the Rank of Instructor

10 1. Except as provided below, for entrance as an instructor the applicant must have at least a master's degree from an accredited college, with a major in the teaching field. A person who has taught on the college level

0 three or more years before being employed for  
teaching service in a college under the control  
of the West Virginia Board of Education shall be  
employed on probationary status for three years  
before becoming eligible for tenure. Within this  
1 time the president (with appropriate advice) shall  
recommend to the governing board either that the  
probationary instructor be placed on tenure or  
that his employment be discontinued at the end of  
the contractual period. In the latter event,  
2 notice shall be given not later than the middle  
of the last academic year.

2. However, in certain special areas in which profes-  
sional achievement is of unusual importance, or in  
3 which personnel holding higher degrees is extremely  
scarce, the bachelor's degree or its equivalent may  
be sufficient for acceptance as an instructor.

4 C. Requirements for the Rank of Assistant Professor

1. The faculty member must have acquired tenure.
2. He must show promise of superior worth to the college.
- 5 3. He must have had at least five years' teaching experi-  
ence in institutions of higher learning, or other  
experience deemed equivalent; or he must have at least  
three years' experience and the doctor's degree.
- 6 4. He must have completed, beyond the master's degree,  
at least fifteen hours of graduate work in his  
teaching field or in courses that are acceptable to  
the dean of his college.
- 7 5. However, in certain special areas where professional  
achievement is of unusual importance, or in which  
personnel holding higher degree is extremely scarce,  
the securing of the master's degree or its academic  
8 equivalent may be considered as sufficient for pro-  
motion to assistant professor.

9 D. Requirements for the Rank of Associate Professor

1. The faculty member must have acquired tenure.
2. He must show evidence of superior worth to the college.
3. He must give evidence that his services in the future  
will be of increasing worth to the college.
- 10 4. He must have had at least eight years' teaching experi-  
ence in institutions of higher learning, or other  
experience deemed equivalent.

- 0           5. He must have completed, beyond the master's degree,  
at least thirty hours of graduate work in his teach-  
ing field or in courses that are acceptable to the  
dean of his college.
- 1           6. Interest in scholarship as evidenced by some publica-  
tion activity in the form of research papers, creative  
writing, book reviews, etc.

2           E. Requirements for the Rank of Professor

1. The faculty member must have acquired tenure.
2. He must show evidence of superior worth to the college.
- 3           3. He must give evidence that his services in the future  
will be of increasing worth to the college.
- 4           4. He must have had at least ten years' teaching experi-  
ence in institutions of higher learning, or other  
experience deemed equivalent.
- 5           5. He must have the highest earned degree recognized in  
his field.
- 6           6. Scholarship as evidenced by publications of research  
within his field or in the areas of teaching problems  
on the college level or of creative writing.

6           SECTION V. Criteria for Promotion

7           A. Teaching Effectiveness: The department heads, the deans, and  
the president will use all appropriate means to determine fairly the  
relative effectiveness of individual teachers.

B. In addition to teaching effectiveness, all the following criteria  
may be considered to determine an individual's eligibility for promotion:

- 8           1. Research and scholarship: publications, creative productions,  
and other scholarly attainments.
2. Professional recognition: awards, fellowships, state and  
national offices, etc.
- 9           3. Professional improvement: attendance at and participation  
in professional meetings, graduate study, travel and other  
pursuits which may be judged as contributing to professional  
betterment.
- 10          4. Experience: years of service as a teacher.



- 0           5. Committee work: work on any duly recognized college  
              committees involving faculty, faculty-administration,  
              or faculty-student relationships.
- 1           6. Extra-curricular activity: supervision of student  
              activities.
- 2           7. Community activity: participation in extramural activi-  
              ties which may serve directly or indirectly the best  
              interests of the college.

3           C. In addition to the criteria set forth in paragraphs (A) and (B)  
              above, consideration will be given to those personal characteristics  
              which promote the smooth functioning of faculty-student, faculty-  
              administration, and intra-faculty relationships: enthusiasm (a manifest  
4           and sincere liking of the job); cooperativeness (the antonym of  
              obstructionism); loyalty (faithfulness to the college, to the depart-  
              ment); adaptability (recognition that the college cannot be adapted  
              to the pattern of each individual and willingness, therefore, to con-  
              form, in essentials, to the pattern of the college); dependability (a  
5           reliable acceptance of responsibility).

6           D. One advancement into the next higher rank may be made on many  
              years of superior service to the college. Such recommendation for  
              advancement must come through the department head and the respective  
7           academic dean. The emphasis in such promotions is not on number of  
              years of service, but on outstanding qualities and accomplishments as  
              compared with those of others in the rank of the candidate for pro-  
              motion.

8           SECTION VI. Promotion

9           A. Annual consideration for promotion

10          All persons on tenure with the rank of instructor, assistant pro-  
              fessor, or associate professor who regularly teach one or more classes  
              in the college and who are employed full time shall be given annual  
              consideration for promotion to a higher rank.

11          B. Promotion process

- 12          1. No promotion shall be automatic. It is a reward for  
              achievement.
- 13          2. Preliminary consideration for promotion shall be effected  
              in February of each year.
- 14          3. Final and formal approval of all recommendations for appoint-  
              ment and promotion must be made by the West Virginia Board  
              of Education.
- 15          4. Normally the department head will be responsible for  
              initiating formal proposals for promoting the members of

0 his department.

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5. Proposals for promotion of a department head below the rank of professor shall be initiated by his academic dean.
  6. The department head shall prepare annually a report dealing with every member of his department below the rank of professor who regularly teaches one or more classes in the college and who is employed full time. Every such person shall be recommended for retention in his rank, promotion to a higher rank, or separation from service at this institution. This report shall be in the hands of the respective deans by January 1 of each year.
  7. After a study of the written report, the dean shall call in the department head for a conference during which each recommendation shall be discussed. After the conference between the dean and the department head is concluded, the dean, not later than February 15, shall indicate to the department head, in writing, what his decision is concerning each proposal. A recommendation may be approved without explanation. If a recommendation is disapproved, reasons for the disapproval should be indicated.
  8. After final conferences with department heads, each dean shall present his recommendations to the president and send an information copy to the chairman of the Faculty Personnel Committee.
  9. A faculty member not recommended for promotion by his department head and dean may request the Faculty Personnel Committee to review his case and submit a recommendation to the president.
    - a. The request to the committee must be made in writing before March 1.
    - b. Copies of the request shall be sent by the faculty member to the committee, the department head, the appropriate academic dean, and the president of the college.
    - c. In cases involving a member of his department, a committee member shall not participate in the proceedings unless requested to do so by a majority of the remaining members of the committee; in no case shall a committee member vote on matters concerning his own department.

- 0                   d. The committee shall consider each case which  
                    comes before it and vote to recommend or not  
                    to recommend promotion.
- 1                   e. The chairman of the committee shall send to  
                    the president and academic deans a written  
                    record of all actions taken by the committee.  
                    Records shall also be sent to individual  
                    faculty members and department heads who are  
                    involved in actions of the committee.
- 2
- 3                   10. On the basis of reports from deans and the Faculty  
                    Personnel Committee, the president exercises his own  
                    judgment in recommending promotions to the West  
                    Virginia Board of Education.

## SECTION VII. Probation, Tenure, Release, and Dismissal

### A. Probation

- 4                   1. The first five years of initial employment shall be a pro-  
                    bationary period.
- 5                   2. No promotions in academic rank will be made until the  
                    probationary period has been completed.
- 6                   3. One entering the service of the college who has had five  
                    or more years of acceptable teaching experience in institu-  
                    tions of higher learning, or other experience deemed equiva-  
                    lent, or one who has the doctorate at the time of appoint-  
                    ment, or one who receives the doctorate before the expiration  
                    of the probationary period, may receive one year's credit  
                    toward tenure; i. e., the probationary period for such a  
                    person will be four years.
- 7                   4. For purposes of computing the length of probation, summer  
                    terms shall not be counted as part of an academic year nor  
                    shall leaves of absence for any purpose nor shall part  
                    time teaching be included as part of the minimum number of  
                    years' teaching service required. The terms of probation  
                    indicated above apply to members of the staffs of the  
                    colleges under the control of the West Virginia Board of  
                    Education whose services begin in the summer of 1955 or in  
                    September, 1955. Present members of the staffs of these  
                    colleges who are on probationary status can achieve tenure  
                    under the regulations of the West Virginia Board of Educa-  
                    tion operative during the year 1954-1955.

### B. Tenure

- 10                   1. Tenure at Marshall College provides for a continuing series  
                    of term appointments which may be terminated by the college  
                    only for cause or under extraordinary circumstances because  
                    of financial exigencies or lack of sufficient work in the

0

fields in which the person is qualified to teach.

1

2. After a teacher has completed his probationary period and has been found worthy of retention on the faculty, he will be notified in writing by his academic dean that he has achieved tenure and has been granted a continuous appointment which cannot be terminated except as specified in Section VII C.

2

3. The president, the academic dean concerned, and the department head concerned shall determine whether a person on probation shall be granted tenure.

3

4. Tenure shall not be granted automatically, but shall result from action by the West Virginia Board of Education upon the recommendation of the presidents of the various colleges as outlined under the statement of probationary policies. Tenure status may be attained by all teaching personnel with the rank of assistant professor, associate professor and professor.

4

#### C. Release and Dismissal

5

1. A teacher on a probationary appointment may be released at the end of his term appointment provided that written notice has been given him by February 1.

6

2. A teacher may not be dismissed from the faculty except as provided in the following statement on tenure formulated by a joint conference of committees from the Association of American Universities and the American Association of University Professors:

7

"Termination for cause of a continuous appointment or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment on his case. He should be permitted to have an adviser of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions. . ."

8

9

10

3. The Faculty Personnel Committee shall hear charges involving termination for cause of a continuous appointment, or the dismissal of a teacher on probation previous

0 to the expiration of an annual contract. If a com-  
mittee member is himself the accused, the faculty shall  
1 elect a substitute who shall serve for the duration of  
the hearing. Should the accused teacher be dismissed  
from the faculty, the substitute member shall complete  
his term on the committee. Hearings before the Faculty  
Personnel Committee shall be conducted in full accord  
2 with procedures laid down by the American Association of  
University Professors and the Association of American  
Colleges. At the conclusion of a hearing, the committee  
shall prepare a full report which will include specific  
recommendations for disposition of the case. These  
recommendations shall be transmitted to the president  
of the college for action.

3 SECTION VIII. Resignation from the Faculty

4 Any member of the faculty, whether under tenure or not, should give,  
in writing, not less than four months' notice of his intention to resign  
from the faculty.

5 SECTION IX. Application, Amendment, and Distribution of this Plan

6 A. This plan has been presented to the president and the academic  
deans and has been approved and accepted by them as the basic personnel  
policy of Marshall College.

7 B. As of the date of its adoption by a majority vote of members  
present at a regular faculty meeting, this plan shall apply to all  
present and future faculty members of Marshall College.

8 C. Proposals for amendments to this plan may be submitted at any  
regular meeting of the faculty. If seconded, such proposals shall be  
distributed in writing to all members of the faculty and shall be voted  
on at the next regular meeting of the faculty. Amendments shall become  
effective if adopted by a majority vote of the members present and  
approved by the president.

9 D. A copy of this plan shall be given to every member of the  
faculty. Every person offered a faculty contract at Marshall College  
shall be sent a copy of this plan by his academic dean.

10 Adopted April 5, 1954

Revised February, 1956

0

## IV

FISCAL INFORMATION

1

## TEACHERS RETIREMENT SYSTEM

Every member of the faculty who teaches one-half time or more must become a member of the teachers retirement system of West Virginia. Five per cent of the annual salary, not to exceed \$184 in a fiscal year, is deducted by the state and matched by state funds. Every new faculty member shall fill out retirement forms within one week after the beginning of the term for which he or she is appointed. The college secretary will provide forms for this purpose.

2

3

A new faculty member who has been a member of another state college faculty or a county school system in West Virginia should notify the college secretary promptly of this fact in order that full retirement credit may be given.

4

A college employee is retired on August 31 following his or her 65th birthday anniversary.

5

## FACULTY EMPLOYMENT---SUMMER SESSIONS

Members of the summer instructional staff will be specially employed for either part-time or full-time work. Salary will be calculated on a weekly basis, being based upon the teaching load and each class enrolling not less than eight students. Six semester credit hours constitutes a full load.

6

## PERSONNEL ACTION FORMS

7

Forms for personnel action may be obtained from the comptroller's office. Each form, filled out in triplicate, must be approved by the proper dean, office head and the president before the president can recommend its approval by the West Virginia Board of Education.

8

A minimum of seven days should be allowed for the processing and final approval of the personnel action form by the West Virginia Board of Education. In the case of hourly workers, the seven-day minimum is not required.

9

## SALARY CHECKS

10

Salary checks for college employees are received in the comptroller's office on the last day of the month for which payment is due. These checks, totaling about 450, must be checked with the payrolls submitted, recorded, and placed in sealed envelopes. Checks are placed in mailboxes by noon on the last day of each month. Checks are accompanied by slips showing monthly salary earned and deductions for federal income tax, Social Security and retirement.

0

### COMPENSATION FOR EXTENSION AND ADULT EDUCATION

1

A member of the faculty teaching extension or off-campus adult education courses will receive no more than \$100 per semester hour taught off the campus. He or she may receive a maximum of \$300 for extension or other off-campus teaching, so long as he or she teaches 15 hours of residence work or 10 hours of residence work and five hours of equivalent duty approved by the dean of the college.

2

### WORKMEN'S COMPENSATION BENEFITS

3

Employees of the West Virginia Board of Education are entitled to Workmen's Compensation Benefits in case of injury while on the job. If an injury causes temporary total disability, the employee will receive  $66 \frac{2}{3}$  of his average weekly earnings, not to exceed \$25 per week, for a period not to exceed 156 weeks.

4

When permanent disability results from an injury, the percentage of total disability is determined and the award is computed as follows:

5

For permanent disability of from one to eighty-five per cent,  $66 \frac{2}{3}$  per cent of the average weekly earnings is to be paid for four weeks for each per cent of disability determined.

6

Numerous statutory awards are made for all types of injuries resulting from partial or total loss of limbs. (See Compensation rules and regulations, available in the college secretary's office.)

7

Whenever an employee is fatally injured on the job, certain dependents are entitled to compensation benefits. If the deceased employee leaves a dependent widow or invalid widower, payments shall be \$50 per month until the death or remarriage of such widow or widower, and in addition each child under 18 years of age shall be awarded \$15 per month until 18 years of age.

8

In the event of an injury or fatality on the job, forms obtainable in the comptroller's office must be filled out promptly. The comptroller must deliver these forms to the workmen's compensation commissioner not later than 24 hours after the injury or fatality occurs.

### HOSPITALIZATION

9

Hospitalization under a group plan is available to faculty members through a local service. Monthly collections for hospitalization are made by the book store manager.

10

### SOCIAL SECURITY

All Marshall College employees are under Social Security. Information on this program may be obtained from the college secretary.

0

## VACATION POLICY

1

2

A three-week vacation with full pay is prescribed by the West Virginia Board of Education for 12-month employees of the college in the categories of president, dean of instruction, superintendent and director. Every other full-time 12-month employee of the college is entitled to a vacation of two calendar weeks with full pay. To be entitled to a full vacation with pay, an employee must have been employed by the college for a full 12 months. Twelve-month employees who have been employed at least six months are entitled to a one-week vacation with full pay, but if one week is taken at that time, only one other week may be taken at the end of a full year from the time of employment.

3

At the Board of Education's discretion, leaves may be cumulative so long as the total does not exceed four weeks and so long as college work is not interrupted by the accumulated leave of a staff member.

4

The Board of Education may charge unexcused absences to annual leave or leave without pay. Annual leave with pay shall not be granted to temporary or emergency employees or to hourly or per diem employees unless they are employed full time.

5

Full-time members of the college staff may observe the following holidays with full pay:

6

January 1, New Year's day; July 4, Independence day; Labor day; presidential election day every four years; Thanksgiving day; December 25, Christmas, and the day before and after Christmas; and Friday afternoon and Saturday before Easter.

7

8

A member of the faculty may obtain a leave of absence for advanced study upon approval of the West Virginia Board of Education and with the understanding that the Board will act upon the re-employment of the person returning from a leave of absence as is done in the case of a person not on leave. When a leave of absence is granted, a substitute is employed for the duration of the leave and the Board agrees, subject to the above stipulations, to re-employ the faculty member upon the expiration of the leave of absence. (Also see Sabbatical Leave, pp. 24-25.)

9

## SABBATICAL LEAVE

10

An applicant for a sabbatical leave must have reached the rank of assistant professor and have served at least six years at the college. Approval of the application depends upon the merit of the request and prevailing conditions at the college when it is made. Sabbatical leaves are not automatic.



0 Recommendation for a sabbatical leave is made to the West Virginia Board of Education by the college president.

1 A sabbatical leave entitles the faculty member full salary for one semester or half salary for two semesters.

At the end of his or her leave, the faculty member must return to Marshall for three years or return the full leave allowance.

2 A sabbatical leave may be granted for full-time study at an approved college or university, for research or for writing. Upon returning each member on leave must file a report with the college president on his or her studies, research, or writing while on leave. A copy of this report must go to the secretary of the Board of Education. (Also see Leave of Absence, p. 24.)

#### LEAVE FOR MILITARY PURPOSES

4 Every college staff member who is a regular member of a military reserve unit may receive a two-week leave of absence without pay each year to attend the annual encampment of the reserve unit with which he is connected.

#### TRAVEL EXPENSES

5 Every requisition for travel by a faculty member must be submitted to his or her academic dean no later than three weeks before the trip. (Also see Out-Of-State Travel, pp. 25-26.)

#### OUT-OF-STATE TRAVEL

7 The state auditing board of traveling expenses, composed of the governor, as president, the attorney general, as a member, and the secretary of state, as secretary, has been established by the legislature to approve or disapprove requests for trips outside West Virginia, considered from a standpoint of necessity, benefit and cost. The Board also gives final approval or disapproval to itemized expense accounts submitted under approved requests.

8 Whenever a request for out-of-state travel is made, it should be accompanied by a cost estimate and a statement of benefits to be derived from such travel. Trips outside the United States will not be considered.

9 The law cites employees or officers of the state as being eligible for travel reimbursement. A request should be submitted at least twenty-one days prior to the date of departure. In cases of extreme necessity where an in-state trip (not out-of-state) has been made and time did not permit an entry of request, reimbursement for travel expenses will be considered if a requisition with proper

0 explanation accompanies the expense account.

1 In filing the expense account under an approved travel requisition, all expenses must be itemized in detail, cost of hotel room listed by day--with hotel receipt attached--and cost of each meal shown. Like charges for the same meal or meals on continuous days will be questioned. No item shall be designated as miscellaneous or sundry. Tips shall not be included.

2 Items for dues or membership in voluntary organizations, if included, must be entered as such on the expense account, provided the item has been previously submitted to the director of the budget, and approved by the Board of Public Works.

3 The Travel Board has never set any definite amount of allowances for hotel and meals except the above suggestion concerning meals, while traveling outside the state. It expects the person making a trip to keep the cost of such items at a minimum, which will allow him to live with the same dignity as if the trip were being made for personal reasons.

4 It has been customary to allow 7 cents per mile while traveling in a personally-owned automobile. This somewhat exceeds the first-class rail and air services and should be considered when a trip is contemplated, as the Board will approve only amounts equal to first class passenger service, on trips where common carrier will take the traveler to complete destination.

5 Persons desiring to take a private automobile may do so, but will be paid an amount equal to first class common carrier, unless two or more parties are transported--then seven cents per mile for the car will be approved. On trips to metropolitan areas, storage of cars also adds to the excess.

6 Permission for use of state-owned automobile outside the state is required even though a courtesy card is used for the gas and oil, and no other expense is incurred. If the trip is made in a state-owned car, a courtesy card is used, amounts of purchases by courtesy card must be shown in the form of a notation on the expense account--although the amount is not included in the total.

7 All travel on common carriers while in the interest of the state is federal tax exempt if the necessary steps are taken. Expense accounts must be verified by affidavit of the person incurring the expense. (Also see Travel Expense Account Vouchers, In-State and Out-of-State.)

8 TRAVELING EXPENSE ACCOUNT VOUCHERS---

9

10 IN-STATE AND OUT-OF-STATE

A faculty member applying for reimbursement for all expenses incurred by official travel for the college shall use a travel expense

0 account voucher for travel in West Virginia and an out-of-state travel  
 expense account voucher for travel in other states. These vouchers  
 must be carefully prepared with all reimbursable expenses completely  
 itemized. The forms are self-explanatory.

1 All travel by common carrier which is reimbursable by the state  
 is tax free, provided a tax-exemption form, available in the comp-  
 troller's office, is prepared and submitted to the agent of the carrier  
 at the time the ticket is purchased.

2 In-state travel expenses shall be submitted on the white travel-  
 ing expense voucher. This form must be prepared in the original and  
 three copies. Expenses must be itemized by each calendar date and the  
 cost of each night's hotel bill or lodging must be shown, together with  
 3 the cost of each meal. A paid receipt for hotel or lodging must be  
 attached before it will be passed for payment by the auditor. A total  
 of transportation may be shown as one item, even though it may cover  
 travel on two or more days--that is, Huntington to Clarksburg, and  
 return. Should the traveling cover a long period, charge between  
 4 various points on the map should be shown. Mileage shown on the state  
 road maps or the actual fare of traveling by common carrier is used in  
 computing expenses.

5 The purpose of the traveling and all other expenses must be  
 shown on the back of all vouchers. This should be as detailed and as  
 specific as possible in order that there can be no question as to the  
 necessity and legality of the travel.

6 The out-of-state traveling expense voucher is prepared and  
 itemized in the same way as the in-state form, except that the yellow  
 form is used and it must be prepared in the original four copies.

7 When either of these vouchers is completed, it is necessary for  
 the claimant to have all copies of the voucher properly certified by a  
 notary public. This can be done by the treasurer. No voucher should  
 be submitted to the comptroller's office without the notary's signa-  
 ture and certification.

#### 8 LACK OF INSURANCE COVERAGE FOR OCCUPANTS

##### OF STATE-OWNED CARS

9 Occupants of college-owned cars are not protected by state in-  
 surance. This includes both the driver and other occupants.

#### APPROPRIATED AND NON-APPROPRIATED FUNDS

10 Every proposed expenditure of as much as \$500 from the college  
 budget item, "repairs and alterations," and from non-appropriated  
 accounts of the college for repairs, renovations and new construction  
 must be approved by the West Virginia Board of Education before such  
 work may proceed.

## REQUISITIONS

0  
1 Each requisition originating with a faculty member must be signed by the proper department head, who will forward it to the proper dean for his signature. After approving the requisition, the dean sends it to the comptroller for processing. Following this, the requisition goes to the president for approval.

2 All equipment and supplies, by state statute, must be purchased by the state department of purchases. Once the comptroller's office processes the requisition and sends it to the department of purchases, the office has no further control over it. When the purchase order has been written by the department of purchases, the comptroller's office receives three copies of the order. One of these copies is sent promptly to the person who prepared the requisition. This person should check it carefully for accuracy. This will make it possible for errors to be detected quickly. In cases of error, the comptroller's office will have corrected purchase orders issued.

4 When requisitioned items are received, they should be checked with the purchase order to make sure the quantity and quality specified have been received. When an invoice arrives, it should be approved by the department head who approved the requisition and returned immediately to the comptroller's office.

5 It will not be necessary to inquire as to whether requisitioned items have been received; they will be delivered immediately upon receipt.

6 All equipment and supplies requested by faculty members must be requisitioned by means of the Instructor's Requisition Form, separate forms being used for expendable equipment and supplies. Instructor's requisition forms are available at the deans' offices. Each requisition should be prepared in the original and one carbon. Entries on the requisition should be complete and specific enough to avoid misunderstandings.

8 The estimated cost should be provided both on a unit and total cost basis. This should be based upon current prices and should never vary more than 10 per cent from the actual cost.

One source of supply for each item is required and as many as three are desirable. All items available from one firm should be grouped, together with the firm concerned.

9 Whenever a particular product is desired, to the exclusion of all other trade named products, it will be necessary to completely justify such a purchase on the face of a requisition or by letter.

10 Merely writing "do not substitute" will not be sufficient. If a proprietary item is necessary, a statement must appear on the face of the requisition substantially as follows:

0

"This item is proprietary to \_\_\_\_\_"  
Name of Manufacturer

and no other will do for the following reason:

1

---

If the justification is adequate the purchase may be made; otherwise, it will be handled in the regular way and a comparable product will be purchased if the price is lower.

2

3

Requisitions must contain detailed specifications, i. e., size, type, brand, weight, color and, in the case of furniture and equipment, must carry manufacturer's name, serial number and catalog references where available. Where sources of supply are known, particularly local to your institution, this information should be noted on the bottom of the requisition so that requests to bid may be sent them.

4

When ordering repairs for equipment, give the name, manufacturer, serial number and name or number of the part required.

5

Requisitions must be submitted to the comptroller's office at least 30 days prior to the required delivery date. Faculty members should give even a longer period for delivery when possible. Purchases should not be requested by means of petty purchase orders unless an emergency exists. No petty purchase order should exceed \$10.

6

All requisitions received at the comptroller's office which are defective in any way will be returned to the originator for completion or correction before they are processed. Correctly prepared requisitions will expedite approval and receipt of items ordered.

7

The college must conform to the quarterly basis of encumbering the annual budget. This means that about one-fourth of the amount budgeted in Current Expense, Equipment, or Repairs and Alterations can be spent or encumbered in the first quarter (July 1 to September 30). However, requisitions covering the second quarter allowance may be sent in as early as September 15. These amounts are cumulative and whatever is not spent in one quarter will carry over to the next quarter. Encumbrances are controlled by the budget director in Charleston and requisitions exceeding the amount allowed for the quarter will be returned.

9

#### COST OF ATTENDING MARSHALL

10

A freshman at Marshall College should have approximately \$800 available for basic expenses of the first year of college. This includes the following items, which are subject to change with prevailing economic conditions:

	First Semester	Second Semester
Tuition	\$25.00	\$25.00
Student Activity Fee	15.00	15.00
Health Service	2.50	2.50
Meals*	180.00	180.00
Room (college dormitory**)	60.00 - 65.00	60.00 - 65.00

Tuition for non-residents is \$175 per semester.

Expenses for books, gym outfit, laboratory fees, supplies, laundry, dry cleaning, and other personal items depend upon personal tastes and courses carried. They may be estimated at \$100 per semester.

\* Plus 2% sales tax

\*\*Somewhat higher in private homes

#### PAYMENT SHCEDULE FOR BOARD AND ROOM CHARGES

The college must operate on a cash basis, with all fees and other obligations being collected in advance. Board and room payments from students may be divided into not more than two equal installments. The president, however, may authorize the collection of such payments on an advance month-by-month basis if he thinks it advisable in the case of certain students.

#### STUDENT INDEBTEDNESS

A student who is indebted to the college may not re-register, be graduated, or receive a transcript of credits or a statement of good standing until the debt is paid in full.

#### TUITION AND FEES FOR GRADUATE ASSISTANTS

Graduate assistants are exempt from tuition and laboratory fee payments under specified conditions. Those working full-time pay no tuition or laboratory fees, while those working half-time pay only half of the amount specified for tuition and fees. Graduate assistants working less than half-time are not exempt from tuition and laboratory fees. Student activity fees must be paid by all graduate assistants. Graduate assistants are paid from the Marshall College budget item designated "Graduate Assistants." The president reports graduate assistant assignments to the Board of Education and to the college business manager at the beginning of each semester.

0

**TIME KEEPING FOR STUDENT ASSISTANTS**

1 Application for a student assistant must be made on Form MBM-1, Personnel Action Request. When such an assignment becomes effective, the faculty supervisor keeps a daily record of the student assistant's work on Form MBM-9. This signed time sheet should be submitted to the comptroller's office on the last day of every month. The supervisor is financially responsible for any error resulting in an over-payment.

2

This sheet showing the time worked by a student must be submitted not later than the first day of the month following the pay period to be entered on the monthly payroll. The supervisor will deprive the assistant of receiving payment on time if the time report is late.

3

**CONCERT AND LECTURE SERIES TICKET PURCHASES**

4 Tickets for the Artists Series and College-Community Forum may be bought from Mrs. Will Mount, Artists Series secretary-treasurer, telephone 6406. (Also see Artists Series Policy for Students, p. 62.)

0

V

## ADMISSION, REGISTRATION AND GRADUATION POLICIES

1

## ADMISSION

General Admission Procedure

2

All persons desiring admission to Marshall College, whether directly from high school or as a transfer student from another college or university, must file an application on forms provided by the director of admissions. All correspondence relative to admissions should be addressed solely to:

3

Director of Admissions  
Marshall College  
Huntington 1, West Virginia

4

The high school graduate must request his high school principal to forward a certified transcript of high school credits and graduation containing certification of grades to the director of admissions at least thirty days prior to the date of registration.

5

The transfer students must request the registrar of each institution previously attended to forward an official transcript containing a statement of good standing and honorable dismissal direct to the director of admissions at least thirty days prior to the opening of the semester or term in which the student wishes to enroll. To be official, a transcript must carry the official seal of the institution and the manual signature of the proper authority.

6

All applicants will be notified in writing when credentials have been received and again after admission has been granted or denied.

7

General Admission Requirements

8

Admission to Marshall College may be obtained in one of three ways:

9

1. By a certificate of graduation and credits properly certified by an accredited\* secondary or preparatory school.

2. By a properly certified transcript and statement of good academic and social standing from an accredited\*\* college or university.

10

3. By the Test of General Educational Development, provided the applicant is a veteran of the U. S. Armed Forces or is twenty-one years of age or over.



0

Admission of High School Graduates

## 1. Residents of West Virginia:

1

Graduates of accredited high schools are admitted in good standing if they have a minimum of a "C" average on those high school subjects accepted by the college.

2

Graduates whose scholastic average on high school subjects accepted by the college is below a "C" will be admitted on WARNING which will limit academic activities until the condition is removed.

## 2. Non-residents of West Virginia:

3

Non-resident students are eligible for admission if they are graduates of an accredited high school and have a minimum of a "C" average on those high school subjects accepted by the college. Non-resident students who have less than a "C" average on those high school subjects regularly accepted for admission will not be admitted to the college.

4

5

---

\*Accredited schools are standard high or preparatory schools as classified by the department of education in the various states, or by any of the regional accrediting agencies, such as the North Central Association of Colleges and Secondary Schools.

6

\*\*Accredited by membership in one of the associations of colleges, or on the approved list of the state university in the state in which it is located.

7

Admission of Transfer Students

Any person who applies for admission and has attended another institution of collegiate rank, whether he has earned credit or not, will be classified as a transfer student.

8

A transfer student must meet the entrance requirements of this institution and present evidence that he is in good standing in every respect at the institution last attended. Students who have been dismissed for academic or social reasons will not be eligible for admission. In no case shall a student be admitted whose record is such that he would have been dropped at Marshall College.

9

Transfer credits which are "C" quality or better will be accepted from accredited\*\* colleges and universities.

10

Admission by Examination

The Test of General Educational Development, used as an entrance examination, is administered to those who have not graduated

0 from high school prior to the opening of each semester and summer  
 term. Applicants must be twenty-one years of age or older. All candi-  
 dates for admission by examination must notify the director of  
 admissions of their intentions of taking the examination at least two  
 1 weeks prior to the opening of the semester or term which they wish to  
 enter. Successful completion of this test will enable the applicant  
 to qualify for a high school equivalency diploma, if a resident of  
 West Virginia, which will be issued by the State Department of Educa-  
 tion.

### 2 Advance Standing by Examination

3 Full-time students who have studied a subject elsewhere may take  
 examinations for advanced standing. Such students must convince the  
 appropriate department head and dean that the subject matter which they  
 have mastered is equivalent to the course content of the course in which  
 they desire to be examined. Examinations must be taken within three  
 4 months after the opening of a semester. Candidates for examinations  
 must secure a permission form from the registrar's office at least five  
 days before the date of the examination and must secure the signature  
 of the appropriate department head and dean and pay the fee before under-  
 going the examination.

### 5 Specific Admission Requirements

6 In the evaluation of high school credits, not more than one unit  
 each in journalism, dramatics, arithmetic, and public speaking will be  
 accepted. Not less than one unit of foreign language, chemistry, and  
 physics will be accepted. Less than one-half unit in any subject will  
 not be accepted.

7 Teachers College. By regulation of the West Virginia Board of  
 Education any graduate of a first-class high school in West Virginia,  
 with credits obtained in any one of the curricula provided for high  
 schools, may enter upon a teacher training curriculum.

8 Arts and Sciences. Degrees offered within the College of Arts  
 and Sciences require slightly different entrance credits. The entrance  
 requirements for the different degree curricula follow:

A. A. or A. B. Degree

Recommended:

2 units of a foreign language

A. S., B. S., or B. B. A. Degree and Pre-professional students

1 unit of algebra, 1 unit of plane geometry

Recommended:

2 units of foreign language

B. E. S. -- Bachelor of Engineering Science Degree

1½ units of algebra, 1½ units of geometry

Recommended:

1 unit each of physics and chemistry

2 units of foreign language



0

## RESIDENT AND NON-RESIDENT STUDENTS

1

A resident student is one whose actual bona fide citizenship or domicile is within West Virginia. A person may have one or more residences, but only one legal residence, citizenship, domicile.

2

The residence of a single person under 21 years of age is considered to be that of his parents, bona fide guardian, or the parent with whom the person makes his or her home. An exception is made to this rule where the person can prove emancipation from parents. Parental residence is not considered in determining the residence of a married person under 21.

3

The residence of a married woman is fixed by the citizenship or domicile of her husband.

4

A person named as a guardian for the purpose of obtaining the resident fee is not considered a bona fide guardian. A declaration of intended residence in West Virginia does not of itself constitute residence in the sense of this provision.

5

No non-resident student who establishes domicile in West Virginia merely to attend a state college is subject to a resident charge.

6

A person domiciled in another state who comes to West Virginia for the purpose of attending college, or for any temporary purpose of employment, must pay the non-resident charge for students.

7

Residents of the District of Columbia under 21 years of age whose parents are regularly registered and voting citizens of West Virginia and all students who are regularly registered and voting citizens of West Virginia but now live in the District of Columbia, shall be permitted to register in state institutions or colleges without payment of the non-resident fee.

8

Where a person's application makes it advisable, the registrar may require evidence supporting his or her claim of residence in West Virginia before permitting the payment of a resident fee. If evidence submitted does not, in the opinion of the registrar, support the resident claim, the registrar may require payment of the non-resident fee.

9

## CREDIT FOR NON-RESIDENT COURSES

10

Marshall College will accept a maximum of 28 semester hours of credit from accredited institutions for courses offered by correspondence, extension, and radio or television, and for military service. For correspondence, radio and television credits to be accepted, these courses must have been given by institutions of higher learning accredited by a regional accrediting agency, such as the North Central Association of Colleges and Secondary Schools, and/or a national accrediting agency, such as the American Association of Colleges for Teacher Education.

0

## EXTENSION COURSES FOR TEACHER EDUCATION

1

Not more than 28 semester hours are acceptable toward an undergraduate degree and 12 hours toward a master's degree. Not more than 6 semester hours may be earned during a semester nor more than 9 semester hours within one year. (Applies only to teachers under contract.)

2

Not more than 12 semester hours of extension work may count toward a teaching certificate based upon a master's degree, and no credits earned before acceptance of a graduate student for graduate study may count toward such certification.

3

## REGISTRATION PROCEDURES

4

Registration procedures affecting the faculty will be explained by the registrar or the deans at faculty meetings immediately preceding the opening of each semester or term.

These general regulations governing registration should be noted:

5

All forms contained in the registration packet are returned to and checked by personnel in the registrar's office as soon as approved by the dean or counselor. These packets are held intact by the registrar until a receipt card is received from the treasurer's office showing that fees have been paid. Each card is then taken from the registration packet, stamped and forwarded to the proper office or faculty member.

6

7

Faculty members shall not permit any person to attend class until a class card stamped "Fees Paid---Registrar's Office" is received from the registrar's office. These class cards will be placed in the faculty mailboxes in the bookstore. Faculty members should ask any person coming to class for whom a class card has not been received to report immediately to the registrar or treasurer and not to permit such person to attend classes until such stamped class card is received.

8

No person is classified as a student by the college until all fees have been paid. Any person failing thus to qualify as a student may not participate in college activities, change his schedule of courses, attend classes or represent the college in any way.

9

Faculty members are responsible for students assigned to their classes by the academic dean or adviser throughout the semester unless a drop card is received indicating the student has withdrawn from college, dropped from the course or transferrred to another course.

10

Students shall not be permitted to enter classes through a change of shcedule until the faculty member concerned receives a stamped class card.

0

Continued absences from class should be reported to the proper academic dean for investigation.

1

#### GRADUATION REQUIREMENTS FOR STUDENTS WHOSE SCHOOLING IS INTERRUPTED

2

Any student who entered Marshall College before September, 1947, and had to drop out because of military service or some other good reason, may choose to follow graduation requirements in effect at the time he entered Marshall or those in effect when he returned to the college.

3

Students entering Marshall in September, 1947, or later, may graduate by meeting requirements at the time of their first enrollment, provided that not more than 10 years have elapsed between the time of entrance and the time of graduation. If more than 10 years have passed, the candidate must meet requirements in effect at the time of his or her graduation.

4

#### STUDENT TEACHING REQUIREMENT

5

The completion of at least one course in student teaching is required of each candidate for the Bachelor of Arts degree from Teachers College and also of any person whom the dean of Teachers College recommends to the State Board of Education for a first class teaching certificate.

## VI

FACULTY-STUDENT RELATIONSHIPS

## MINIMUM NUMBER IN CLASS

Undergraduate classes should have a minimum of eight students and graduate classes a minimum of five. When fewer students need a required course, an exception may be made.

## IBM CLASS CARD

A faculty member shall not admit a student to class until he or she has an IBM class card. A class card to be official must have this notation stamped on its reverse side: "Fees Paid---Registrar's Office."

## STUDENT ABSENCES FROM CLASS

A student is expected to attend all sessions of a class for which he or she is enrolled. When a student is absent unavoidably, as in the case of illness or a death in the immediate family, he or she should report to the instructor concerned what the circumstances were. In such cases, the instructor should provide an opportunity for the student to make up work missed by the unavoidable absence.

A distinction is made between willful absences and institutional absences. Institutional absences include those incurred by participation in a college activity approved by the academic deans. Students absent for such reasons must make up the class work missed. The instructor should not subject them to undue penalty because of such absences.

When a student is absent for other reasons than those given above, he or she does so at the risk of jeopardizing his or her academic standing.

Control of class attendance rests with members of the faculty. Each faculty member is expected to formulate his own policy covering class attendance and, one month prior to the effective date, to notify the proper academic dean in writing what the policy is.

The faculty member should announce the prevailing policy on absences at the first class meeting in each semester and at the first class meeting following the last date of registration for each semester. A full explanation should be made at the same times as to how class work missed may be made up. (Also see Reports of Absences, p. 40.)

0

## REPORTS OF ABSENCES

1

Members of the faculty should report to their respective deans the daily absences of veterans only. Reports should be turned in each Friday on absences occurring during that week. (Also see Student Absences from Class, p. 39.)

2

## GRADING AND QUALITY POINTS

Marshall and other state colleges of West Virginia have the following grading system:

3

A: Superior	I: Incomplete
B: Good	W: Withdrew
C: Average	WP: Withdrew passing
D: Below Average; lowest passing mark	WF: Withdrew failing
F: Failure	FIW: Failure due to irregular withdrawal from college or from a single class

4

5

Quality points, computed on all work for which the student has registered except courses on which the grades are I, W and WP, is based upon the following quality point average for each semester hour of credit:

6

A: 4	F: 0
B: 3	WF: 0
C: 2	FIW: 0
D: 1	

7

With the approval of the academic dean, a student may repeat a course in which he has received a grade of "D" or "F". If a course is repeated the hours and quality points of all attempts will be included in the computation of the quality point average.

8

A faculty member is not required to give a final examination to a student who at the end of a semester or summer term is completing all requirements for a degree. Grades reported for graduating seniors should be final.

9

Graduating seniors shall attend class and laboratory sessions up to the beginning of final examinations for other students.

10

## CHEATING

Cheating is the giving or receiving of help during examinations. The first offender should be removed from the class and given an F in the course. The president, or some person designated by him, shall be given complete details of the cheating incident.





0 rehabilitation students. Any failure to meet the deadline will delay the total grade reporting process which involves the use of IBM machinery. A delay, of course, greatly inconveniences the student.

1           Once reported, a grade cannot be changed except with college council approval. If an error in reporting or new evidence concerning a student's work makes a grade change necessary, the faculty member should explain the circumstances and propose the change in a letter to either the registrar or the college council. If council approval is  
2 given, the faculty member goes to the registrar's office, makes the change, places his or her initials opposite the new grade, and indicates the date on which the change was made.

3           A faculty member's grade report becomes a basic record in the registrar's office. It should be filled out accurately and neatly, preferably with a typewriter.

4           Each faculty member should have a copy of the current academic publication affecting his program. Copies may be secured in the registrar's office. These publications should be preserved for future reference.

#### TUTORING BY FACULTY MEMBERS

5           A faculty member must have the approval of his or her department head and the academic dean before tutoring Marshall College students for pay.

6

## VII

REGULATIONS GOVERNING STUDENT PARTICIPATION INCOLLEGE-SPONSORED ORGANIZATIONS AND ACTIVITIES

Marshall College fosters the following ideas as basic in student participation in extra-curricular activities:

1. Any regularly enrolled student is eligible for membership in any organization he wishes to join. (The only exception to this general principle is that raised by the fact that some organizations recruit membership by invitation.)

2. Any regularly enrolled full-time student may participate in college-sponsored athletic activities. (Eligibility is determined by the Athletic Board in conformity with college regulations, the code of the Mid-American Athletic Conference and the National Collegiate Athletic Association.)

3. Because college students may be expected to be mature enough to execute judgment regarding the extent to which they should join organizations, the College Council does not place negative restraints upon the individual except as follows:

a) No student on academic or social probation or on academic warning may become a pledge or member of any student social organization.

b) No student on academic or social probation or on academic warning may hold positions of leadership. Positions of leadership include all officers of organizations, major committee chairmanships, all elected and appointive officers and members of Student Government, and all major positions on student publications.

4. Academic eligibility for participation in activities will be established at the beginning of the regular college year for the entire year except as noted under 2, 3-a and 3-b. There will be some instances where students ineligible at the beginning of the year may become eligible at the beginning of the second semester. The academic deans will prepare probation lists for their respective colleges and will distribute copies to all members of the faculty and administrative staff. The Registrar will provide lists of students admitted on warning or probation.

5. Social eligibility is granted all college students, but may be rescinded by administrative action. See Social Probation.

0 ACADEMIC PROBATION:

1. A first semester freshman who earns a quality point average of less than 1.50 on all work attempted will be placed on probation.

1 2. A student other than a first semester freshman who has earned fewer than seventy-five (75) semester hours and whose cumulative quality point average on all work attempted is less than 2.00 to the extent of more than ten points will be placed on probation.

2 3. A student who has earned seventy-five (75) or more semester hours and whose cumulative quality point average is less than 2.00 will be placed on probation.

3 4. A student who withdraws irregularly from part or all of the academic load during the last semester or term of attendance will be placed on probation.

4 (A student makes normal progress toward graduation when he earns sixteen (16) semester hours each semester with a minimum quality point average of 2.00. Quality point averages are based upon hours attempted including all courses for which a student registers and in which grades of A, B, C, D, F, WF, and FIW are received).

5 (A student on probation is limited to the minimum load of a regularly enrolled full-time student. Should the student fail to return to good academic standing, he is subject to dismissal or, at the discretion of the academic dean, he may be permitted to remain in college one additional semester or term on extended probation).

6 Students on probation shall be required to have specific permission from the academic dean before they may register for a succeeding semester.

7 SOCIAL PROBATION:

8 Social probation constitutes a warning to the student and his parents or guardian that his social conduct bears improvement. Recommendations that a student be placed on social probation may be made by the Student Court or the appropriate social dean to the president of the college whenever such action is indicated by the abuse of privileges or conduct at variance with college standards. A student on social probation is subject to suspension in the event of further instances of social misconduct. (When a student is placed on social probation, the social deans, the academic deans, the faculty advisers of organizations to which the student belongs, and the registrar will be notified).

0

## CUMULATIVE RECORDS OF STUDENTS

1

Cumulative records of students are kept by the deans of men and women. Faculty members should send to these offices memoranda about the participation of students in campus activities. Such information will become part of their permanent records in offices of the social deans.

2

## CENTRAL FILE

3

4

To assist faculty advisers and administrative officers, the Registrar's Office maintains a record of each full-time student enrolled within the institution. This file contains the application for admission, an evaluation of previous academic work, scores of tests given during the Freshman Week Program, the academic record made by a student within this institution and other pertinent information. A record may be taken from the office by members of the faculty and administration to assist in guidance and preparation of letters of recommendation, checking on student progress or student potentialities and capabilities.

5

## FACULTY ADVISERS

6

Many faculty members are called upon to serve as advisers because the first requirement for recognition of a campus organization is a faculty sponsor. The adviser's role is that middle path between disregarding and dominating the group. The social deans appreciate the help of faculty members who devote their time to work as faculty advisers.

7

## THE PARTHENON

8

The Parthenon, student newspaper of Marshall College, shall be devoted to the best interests of the college, its students, faculty and governing authority. The publisher is Marshall College and the college president controls the publication.

9

10

The president delegates general direction of The Parthenon to the journalism faculty and specific direction to the faculty adviser, who may be a member of the journalism faculty but not necessarily so. The faculty adviser is appointed by the president on the basis of ability and character. The Parthenon staff is responsible to the faculty adviser in editorial, managerial, and related matters. The faculty adviser is answerable directly to the president for the manner in which the student newspaper is operated. The faculty adviser delegates certain editorial direction to a member of the journalism faculty designated as the editorial counselor.

As a campus student newspaper, The Parthenon may be used as a laboratory of practical experience for journalism students, but

0

non-journalism students also may be members of the newspaper staff.

1

The frequency of publication may be changed to meet varying conditions, but under the existing student enrollment fee of \$2.00 per semester for each regularly enrolled student plus income from advertising and other revenue, it is necessary to publish at least two four-page issues, or one eight-page issue, tabloid-size, for each of 15 weeks during a semester. The summer Parthenon fee is 50 cents for each six-week term.

2

The size of the staff may vary with the frequency of publication. It is the responsibility of the faculty adviser and journalism faculty to maintain an adequate staff.

3

Advertising solicitation and sale, rates and space of student publications, including The Parthenon, are controlled by the Student Publications Board. This board also recommends standards for approval or removal of certain student publication staff members, including those of The Parthenon, after the staffs of the respective publications have indicated their choice for these offices.

4

5

To be eligible for a Parthenon staff position, a student must be of sophomore or higher rank, must be taking no less than 12 semester hours of class work, and must be in good academic standing.

6

The editor-in-chief shall be a student major in the journalism department. Other editors and the business manager may be journalism majors but not necessarily so. The staff of The Parthenon includes the editor-in-chief, business manager, managing editor, news editor, sports editor, feature editor and society editor and these positions are to be filled so that both Teachers College and the College of Arts and Sciences will be represented. Each such staff member is entitled to one vote. The faculty adviser is ex-officio chairman of the staff.

7

8

The faculty adviser shall submit in writing to the Student Publications Board evidences of qualifications along with his recommendations for staff appointments. The faculty adviser shall secure evidence of academic eligibility from the registrar. Evidence of eligibility, other than academic, shall be determined by the Student Publications Board.

9

The Parthenon enjoys the same freedom as is professionally guaranteed the professional American press. Its issues are not censored or influenced by any outside source, but the staff and faculty adviser are admonished to prevent the publication of any material that is in any way libelous, defamatory, unethical, in bad taste, or contrary to the best interests of Marshall College, its student body, faculty, and administration.

10

The financial management of The Parthenon is delegated to a Financial Control Board consisting of four faculty and three student members, none of whom are members of the journalism department. In-

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come from student fees collected with tuition as subscriptions, income from all advertising and income from any other source shall be deposited with the treasurer of Marshall College. This income is to be credited to the Student Special Account #6635-5, Parthenon Fund, and deposited with the state treasurer. Final authority as to what may or may not constitute the legitimate income is vested in the president of the college.

Student fees collected with tuition as subscriptions, advertising income and all other income for The Parthenon may be expended only for costs directly incurred by publication, such as printing, engraving, and incidentals directly attributable thereto. All purchases and expenditures shall conform to the procedures as set up by state law. Requisitions submitted to the comptroller's office shall be approved by the chairman of the Financial Control Board or by a person designated by the president of the college.

Business manager of The Parthenon, under direction of the faculty adviser, and subject to review by the Financial Control Board, is vested in a bonded student staff member, designated as the business manager.

No salaries, commissions, or bonuses are to be paid to the editorial staff members of the newspaper during the regular school year. The business manager shall be paid 15 per cent for local advertising and 10 per cent for national advertising. In the case of specialized services performed by students, it may be advisable to pay a remuneration, but this shall not exceed the amount per month paid to undergraduate student assistants on the campus. Specialized services include those that are not in line with the laboratory experience for which the journalism department uses The Parthenon, such as routine office work and typing.

At the end of each academic year the comptroller shall prepare and submit to the president of the college a report covering the operations and financial state of The Parthenon for the closing year.

These policies include the recommendations of the faculty-student committee which were submitted on July 11, 1952.

#### PURPOSES OF INTERCOLLEGIATE ATHLETIC PROGRAM

As an integral part of the whole educational structure of Marshall College, the intercollegiate athletic program is intended to promote wholesome cooperation and competition; to promote qualities of good citizenship, including initiative, loyalty, sportsmanship, and the will to win; to prepare students for future recreation and healthful living by developing interest and proficiency in sports activities; to provide laboratory experiences for students who expect to follow careers in athletics, physical education or recreation, and to provide competent personnel for these fields; and to foster a sense of pride and to stimulate morale throughout the institution and the community by developing college spirit and loyalty, preserving traditions, and providing a rallying point for students, alumni, and community enthusiasm.

0

## USE OF TENNIS COURTS

1

Classes have priority in the use of tennis courts. Varsity and intramurals have next consideration. No one may reserve a tennis court for more than one hour a day. A user should leave the court at the end of one hour except when no one else is waiting.

2

All players must sign the time schedule on the bulletin board at the court to be used.

3

If the court is not claimed within five minutes after the assigned hour, the court is considered free for that hour.

Players must be students or faculty members. They must wear tennis shoes without heels.

4

5

## HOMECOMING PARADE FLOATS AND DECORATIONS

Campus organizations planning to enter floats in the homecoming parade must submit complete plans of such entries to a committee of the president and social deans no later than Friday, two weeks before the homecoming football game. If unavoidable circumstances make it necessary for an organization to change a float design, a plan of the emergency float should be submitted to the same committee no later than noon on the Tuesday preceding the homecoming game.

6

Floats will be inspected by the committee at the point of assembly just before the parade begins. House decorations will be inspected on the afternoon preceding the day of the homecoming game. The committee has authority to declare a house decoration or float as unsuitable and to order it dismantled.

7

## GENERAL REGULATION ON DISCIPLINE

8

The conduct of every Marshall student must be decorous, sober and upright, whether on the campus or otherwise, so long as he or she remains a student of the college. The president has authority to enforce this ruling of the West Virginia Board of Education.

9

## STUDENT EMPLOYMENT

The dean of men's office operates a placement bureau for students desiring part-time employment and for graduates who seek employment or new jobs. At this office students may apply for financial aid, positions as student assistants or part-time work on or off the campus. Responsible persons may examine these applications.

10

## STUDENT ASSISTANTS

Student assistants work a maximum of 50 hours per month for an hourly rate of 65 cents.



0           A student assistant may work for two departments during the same term, provided his total work load does not exceed 50 hours per month.

1           No student may hold two full student assistantships, and under no circumstances may he be paid for more than 50 hours of work per month. (Also see Time Keeping for Student Assistants, p. 31.)

#### STUDENT SOCIAL ACTIVITIES CALENDAR

2           The dean of women's office maintains a student social activities calendar.

#### 3           CHAPERONS FOR STUDENT SOCIAL ACTIVITIES

4           Faculty members are requested to volunteer their services as chaperons at student social activities. Two faculty members are required for each event of this kind.

#### AWARDS OF TROPHIES AND GIFTS

5           All awards of trophies and gifts to students by representatives of business organizations must be made at the annual awards convocation in the spring.

## VIII

ADMINISTRATIVE SERVICES AND PROCEDURES

## OFFICE HOURS

Office hours in college administrative offices during the regular term are 8:00 a. m. to noon and 1 to 4:15 p. m. Monday through Friday. Saturday hours are 8:30 to noon. Summer hours are 8 a. m. to noon and 1 to 4:15 p. m. Monday through Friday. Saturday hours during the summer are 8 to 11:30 a. m.

Faculty members will post office hours to fit their class schedules.

## RECEIVING DEPARTMENT

All items being delivered to the campus will first go to the receiving and inventory department where they will be inventoried and distributed. These items will be delivered to the person requesting them after someone in the department concerned signs the receiving ticket. Equipment may not be moved from one part of the campus to another without the receiving department being notified promptly.

## INSTRUCTIONAL SUPPLIES

Instructional supplies (example: chalk and erasers) and classroom equipment (example: desks and chairs) will be provided from the central supply room by the department of buildings and grounds. A signed request should be made to the superintendent of buildings and grounds when such items are needed.

## EXPENDABLE OFFICE SUPPLIES

Expendable supplies for Marshall College offices are distributed from a central supply office known as the receiving department. Supplies are delivered only on Friday of each week. When supplies are needed, the office head should fill out MBM Form 3 and send it to the comptroller's office by Wednesday of the week delivery is desired. All information requested on MBM Form 3 should be given so as to assure promptness in filling the order.

## ROOM AND OFFICE ASSIGNMENTS

All classroom and office space and Science Hall auditorium are assigned by the registrar. Old Main auditorium is assigned by the auditorium coordinator, Clayton Page. (Also see Space in College Buildings, p. 51.)

0

## SPACE IN COLLEGE BUILDINGS

1

The maximum use should be made of all college buildings. Any request for the use of a classroom or Science auditorium at a time when it is not regularly scheduled for use must be filed with the registrar 24 hours before the room is needed. Use of Old Main auditorium is scheduled through the auditorium coordinator at room 117, Old Main.

2

## CONTROL OF KEYS ON THE CAMPUS

3

Keys to buildings, offices and classrooms will be issued by the superintendent of buildings and grounds on the request of department heads. Requests for additional keys must be approved by the proper academic dean or some other designated official. Special forms for key requests are available at the office of the superintendent of buildings and grounds.

4

This policy is applicable only to classroom buildings--Old Main, Northcott Hall, Library, Physical Education Building, Music Hall, Engineering Building, and Science Hall.

5

Keys to Science Hall. The superintendent of buildings and grounds will issue keys to Science Hall to individual faculty members on the recommendation of their department heads. Any faculty member needing more than one key may obtain them with the approval of his or her department head and the dean of the college concerned. The superintendent of buildings and grounds keeps a file on Science Hall keys issued and signed authorizations for such issuances.

6

Persons other than those mentioned above and members of the department of buildings and grounds may not have keys to any part of the Science Hall.

7

Old Main Elevator Keys. Faculty members who teach or have offices on the second or third floors of Old Main will receive keys to the elevator. Physically handicapped students may also have keys.

8

Request forms for such keys are available at the office of the superintendent of buildings and grounds. Each form must be signed by the department head and proper academic dean before keys will be issued by the superintendent.

9

Handicapped students use the same request form, but they must obtain the signature of the proper social dean.

10

## USE OF COLLEGE FACILITIES

The use of college facilities is limited to college-sponsored organizations and to those civic organizations which serve an educational purpose and which are non-denominational and non-political. As a state-supported institution, the college must remain non-partisan and non-sectarian.

0

## USE OF OLD MAIN AUDITORIUM

Professor Clayton Page is coordinator for Old Main auditorium.

1

Mr. Page sets up a schedule in the spring on groups authorized to use the auditorium during the following term.

2

Each program in the auditorium should be directly managed by a faculty member. The faculty member is responsible for working out all details for use of the auditorium with the auditorium coordinator. Professor Page should be notified immediately when an event scheduled to take place in the auditorium is canceled.

3

Even when preliminary details for using the auditorium have been attended to and the program appears on the spring auditorium schedule, it is advisable for the faculty member in charge of each auditorium performance to check with the auditorium coordinator before performance time. This will lessen the chance of a conflict and give time for working out problems.

4

## USE OF SCIENCE HALL AUDITORIUM

5

Science Hall auditorium will be made available to civic organizations for their meetings provided the meeting times do not conflict with those of college groups. The registrar coordinates the use of this auditorium. (Also see Space in College Buildings, p. 51.)

6

## USE OF NORTH PARLOR

The comptroller's office assigns the use of North Parlor in Old Main. Appeals may be made to the faculty lounge committee.

7

North Parlor is for official entertainment by the president and deans; for forum receptions; for receptions for national, sectional, state, and college departmental educational organizations; for formal entertainment by campus organizations under faculty sponsorship for distinguished guests; for faculty entertainments and social gatherings; and for monthly meetings of the Faculty Wives' Club, provided reservations are made one month in advance and provided college functions are given priority.

8

9

## ROOM FOR HONORARY SOCIETIES

The dean of women controls the use of the room south of College Hall which is the meeting place of campus honorary societies. Each reservation for use of the room must be made no later than noon on the day before it is to be needed.

10

The dean of women arranges with the superintendent of buildings and grounds to have the room cleaned before each meeting.

0

## SMOKING REGULATIONS

1

Smoking is prohibited in classrooms, laboratories, and in Old Main auditorium, including its stage and dressing room. Classes and organizations meeting in late afternoon or night are not exempt from this regulation.

2

Smoking is permitted in the corridors, provided available receptacles are used for the disposal of stubs or matches.

3

A committee determines whether smoking regulations are being observed and what changes should be made to assure better control.

## POST OFFICE

4

The college post office is located at the southwestern corner of Old Main. It is entered through the basement corridor. The book store manager, who has charge of the post office, will assign each faculty member a mailbox locked by combination lock. The post office is open Monday through Friday between 7:30 a. m. and 4:15 p. m.

5

Saturday hours are 8 a. m. to noon, except in the summer when the Saturday closing time is 11:30 a. m. All mail needing meter postage should be delivered to the college post office by 4 p. m. Monday through Friday and by 11:45 a. m. on Saturday during the regular term or by 11:15 a. m. on Saturday during the summer.

6

## BOOK STORE

7

The Marshall College book store sells college textbooks and materials required in class work. Book orders should be placed with the book store about two months before the beginning of the semester during which they will be needed. Forms will be provided by the book store manager. Faculty members should give all information specified on the forms and sign them, not initial them.

8

In approving books needed by veterans, each faculty member should approve only textbooks which are required for non-veterans as well as veterans.

9

## STUDENT UNION

10

The Shawkey Student Union offers fountain service, dance and meeting facilities, and recreational facilities for students, faculty members and administrative personnel. The ball room may be reserved by either campus or off-campus groups for dances and other social affairs. Groups on the campus have priority in making reservations.

The Student Union manager schedules the use of either the ball room or the upstairs meeting room.

0

## LIBRARY SERVICE

1 At the beginning of each semester or term, each faculty member should give the librarian a list of reserve books, including textbooks, for his or her courses. Only those books in daily or frequent use should be listed for reserve. Reserve books may be withdrawn for two-hour periods during any class day. Students may take them out overnight provided they return the books at the beginning of the next class day.

2

Whenever making up bibliographies for assigned readings, faculty members should first make sure that the material included is in the library. Lists may be revised when new materials are received by the library.

3

Any faculty member may take advantage of the library's inter-library loan service. The borrower pays transportation costs to and from the lending library.

4

Faculty suggestions as to what books should be ordered are accepted by the library at any time. Lists for orders are requested three or four times a year.

5

## TELEPHONE AND TELEGRAPH SERVICE

6

Campus telephones are operated through a central switchboard located at the campus information booth in the first floor corridor at the west end of Old Main. Telephone service is available from 8:00 a. m. to 8:30 p. m. Monday through Friday and 8:00 a. m. to 4 p. m. Saturday. The switchboard is closed all day Sunday. Closing time of the switchboard and campus information booth is different in the summer. It closes at 5 p. m. Monday through Friday and at noon on Saturday.

7

A telephone directory is issued each year to the faculty or administrative person in charge of each telephone extension. The directory lists telephone numbers that may be used when the switchboard is closed.

8

The operator is not permitted to accept personal toll calls under any circumstances. A pay telephone for personal use is located opposite the teachers college office in the first floor corridor of Old Main.

9

Whenever a college business toll call is made from a campus extension, the caller must report immediately the date, person and place called, nature or purpose of the call, and the person placing the call.

10

Telegrams on official college business may be sent via telephone to the Huntington office of Western Union for transmittal. There are five college offices which have Western Union accounts for the sending

0 of telegrams. These are offices of the president, registrar,  
1 treasurer, athletic director and dean of men. Every telegram must be  
2 charged against one of these office accounts and then only with the  
3 approval of the person responsible. A copy of the telegram must be  
4 filed with the switchboard operator.

#### STENOGRAPHIC SERVICE

2 There is no central stenographic service for the faculty.  
3 Faculty members having work of this nature to be done might secure  
4 from the social deans the names of students desiring part-time typing  
5 work.

#### LOST AND FOUND SERVICE

3 The social deans maintain a lost and found service.

#### COLLEGE PHYSICIAN AND HEALTH SERVICE

4 The college physician has a private practice and works for the  
5 college part-time. His hours at the clinic, Fifth Avenue, and 17th  
6 Street, are 9 a. m. to noon Monday through Friday, and 10 a. m. to  
7 noon Saturday. Wednesday is special appointment day for the college  
8 physician. On this day students must make appointments in order to  
9 see him during the specified office hours.

6 The college physician is available for emergency evening calls  
7 for students living in dormitories, rooming houses, sorority and  
8 fraternity houses. He is available only for clinical services except  
9 in emergencies.

7 The college physician is available to members of the faculty  
8 and staff only in emergencies on the campus. After emergency treat-  
9 ment following a campus accident, a faculty member is expected to  
10 secure the services of his personal physician.

8 The clinic telephone number is 21921.

#### DUPLICATING DEPARTMENT

9 All multilithing is done by the duplicating department. Each  
10 faculty member requesting service is responsible for the typing of  
masters. Masters should be presented to the duplicating department  
with an order indicating the work desired and the number of copies  
desired.

10 The duplicating department charges only for masters and paper.  
This charge is made against that portion of the department's educa-  
tional supplies budget which is designated for duplicating.

0

The faculty member should turn in typed masters early enough for the duplicating department to have at least three days to complete the work.

1

This is especially important when most departments are requesting work to be done. No faculty member should send the duplicating department an order for work to be finished immediately.

2

In fairness to all, the duplicating department will fill orders for duplicating work in the order in which they are received.

3

When tests or examinations are to be duplicated, the faculty member must be responsible for bringing in his own typed masters and returning for the completed work.

4

Duplicating Testing Materials. Testing materials should be submitted to the duplicating department no less than three days before the time of expected use. At the six-week and semester examination periods, such materials should be submitted no later than one week before the time of expected use.

5

Testing materials should not be submitted to student assistants.

Masters of tests are kept for one month, after which they are burned.

6

Testing materials stored in the duplicating department are kept in locked compartments.

7

Use of Duplicating Equipment. State-owned duplicating equipment at Marshall College may be used in doing work directly connected with the college administration or instruction and may be used for the duplicating work of recognized college organizations provided they pay for all materials used. Under no circumstances may state-owned duplicating equipment be used for non-college work.

#### DINING HALL

8

The college Dining Hall is located on the east end of the campus on 18th Street. It serves faculty members, students and guests of the college. Meals are served cafeteria style at reasonable prices.

9

The Dining Hall is open for three meals daily except Sunday when the evening meal is eliminated.

10

The large dining room has two steam table serving areas. The smaller room downstairs has one steam table.

Features of the building include a banquet room and two small luncheon rooms. These rooms are available to either college or non-college groups. Arrangements for using them may be made at the office of the Dining Hall manager and dietitian.



0 Prices of meals at the cafeteria are lower than the downtown rates.

Serving hours at the main dining room are:

	Monday through Saturday	Sunday
1 Breakfast	7:00 to 9:00	8:30 to 9:30
Lunch	11:00 to 1:30	12:30 to 2:00
2 Saturday	11:30 to 12:30	
Dinner	5:00 to 6:30	No evening meal

### AUDIO-VISUAL AIDS POLICY

3 The audio-visual aids program of the college is carried on under an audio-visual aids director. The program provides training in the selection, use and care of audio-visual materials and equipment. It also is intended to increase interest in such aids and to coordinate their use on the campus.

4 An audio-visual aids committee formulates general policies of the program and strives for its general improvement. The audio-visual aids director is a member of this committee.

5 Certain requirements are imposed under the audio-visual aids program. They include:

6 1. A general policy is for any item of audio-visual material or equipment costing more than \$10 to be bought through the audio-visual aids laboratory with funds provided for that purpose. However, any department may buy such an item with its own funds provided it procures the item through the audio-visual aids laboratory. Before the annual budget is prepared, each department head should submit a list of audio-visual material and equipment items costing most than \$10 expected to be ordered during the year. This enables the audio-visual aids laboratory to request sufficient funds to cover all items needed.

8 2. All materials or items of equipment purchased through the audio-visual aids laboratory shall be made available wherever they are needed in the college program. They may be used by faculty, administrative, or student groups for purposes connected with the college program. Non-college groups may use audio-visual materials under conditions of strict accountability for their damage or loss, but the loaning of audio-visual equipment for use off the campus is discouraged.

9 3. The audio-visual aids director or the department head to whom audio-visual material or equipment is assigned, may make additional rules governing the use of items assigned to them.

0

## APARTMENT AND ROOM LIST

Copies of a list of available rooms and apartments may be obtained from the offices of the social deans.

1

## FACULTY RESIDENTS IN TEMPORARY HOUSING UNITS

New faculty members may live in college temporary housing units for a maximum of two years, provided not more than ten per cent of such housing units are assigned to faculty members simultaneously.

2

## TEMPORARY HOUSING FOR FAMILIES OF STUDENTS OR FACULTY MEMBERS CALLED TO THE SERVICE

3

Whenever a student or faculty member is called to the armed forces, his family may remain in a college temporary housing unit for 90 days. A longer stay is allowed if no eligible students have made application for the space. When the family of a faculty member or student called to the armed forces has stayed the 90 days, such family is subject to a 30-day vacancy notice if an eligible student has filed application for the housing concerned.

4

5

## CAMPUS PARKING

Parking is not permitted in the fire lane extending from the student union to 16th Street. It is also banned in the circle outside College Hall, in service driveways, grassed areas and other points on the campus where signs indicating no parking have been placed. College personnel and students may stop for no more than three minutes on drives to receive or discharge passengers. Faculty members may stop outside the book store for three minutes to pick up mail.

7

No one is exempt from abiding by traffic directive signs on the campus.

8

Fast or reckless driving on the campus is prohibited.

Only service vehicles and emergency apparatus may park in service drives.

9

The parking area south of Old Main is reserved for college service vehicles and the cars of guests or disabled faculty or staff members.

10

Faculty and administrative staff members may park in the parking area to the east, south and west of Science Hall. Permits for such parking should be displayed on the rear window of each car. Permits will be issued by the comptroller's office.

All parking on the campus is at the owner's risk.

0

Visitors' cars on the campus will be accorded all privileges granted under regular parking and operating permits.

1

The Science Hall parking lot will open at 7 a.m. and close at 11 p.m. daily except Sundays and holidays. Cars without permit stickers may use this parking area between 7 and 11 p.m.

2

A special permit must be obtained from the comptroller's office for overnight parking on any college parking lot.

No student of the college, without exception, has special parking privileges on the campus.

3

Traffic infringements for which campus police may give tickets include:

4

Parking in prohibited space, improper parking in permissible areas, parking after 11 p.m. except by special permission or during college functions, driving on driveways the wrong way, parking and blocking driveway, no parking lot permit, failure to observe traffic sign, and fast or reckless driving.

5

A traffic violation ticket directs the offender to report to the dean of men's office within three days of the time of issuance. Hours of the office, located at 110 Old Main, are 8 a.m. to noon or 1 to 4:15 p.m. Monday through Friday and 8 to 11:30 a.m. Saturday. Failure to report within the specified period constitutes an additional violation and may result in disciplinary action.

6

Penalties for traffic violations include:

7

First violation, the student will be required to report to the dean of men who is chairman of the traffic committee. Second violation, the student will be called before the traffic committee and warned that future violation may lead to suspension from college. Third violation, the case will be referred to the college cabinet for disposition.

8

#### USE OF COLLEGE BUS

9

The office of the comptroller controls use of the college bus. Application for use of the bus should be made no earlier than ten days before it is needed and not later than seven days prior to the date it is needed. Application should be made no later than one month before the bus is needed for a trip to a point more than 50 miles from Huntington, for a trip across state lines or for a trip involving arrangements with other agencies.

10

For a trip across state lines a regular out-of-state travel requisition must be made giving date, destination and purpose of trip,

0 even though no expense is to be incurred. The requisition must have the approval of the State Travel Board in order to comply with conditions as set forth in vehicle insurance policy.

1 Whenever there is any change in plans for using a college bus, the faculty member or person in charge should notify the driver when there will be a delay in meeting the bus and notify the comptroller's office when a trip has to be cancelled.

2 Whenever a bus will not be available because of a breakdown, the comptroller's office should notify promptly the person in charge of the group which is scheduled to use the bus.

3 Unless special arrangements are made with the comptroller's office, the bus must be returned to the college by 4:30 p. m. on the day it is scheduled for use. Special arrangements also must be made for Saturday afternoon trips.

4 The bus has a seating capacity of 36. The faculty member accompanying the group is responsible for its conduct to and from the destination.

5 Two faculty members scheduled to use the bus at different times may exchange periods provided the change is reported to the comptroller's office promptly.

6 Where departments located in Science Hall are concerned, one faculty member will coordinate the use of the college bus by faculty members occupying that building. The person having this duty should be a regular user of the bus.

7 Whenever two faculty members desire use of the bus on a single day, they should reach an agreement as to which hours each will use the bus and notify the comptroller's office of this arrangement at the time the bus is scheduled for use.

#### USE OF COLLEGE CARS

8 The college owns three cars: a 1954 Chevrolet, a 1953 Plymouth, and a 1956 Plymouth.

9 The Chevrolet may be scheduled at the office of the director of adult education. It is for use primarily by the director himself and teachers of extension courses.

10 The president's office coordinates the use of both Plymouths. College cars, when available, rather than personal cars, must be used by staff members when on college business trips.

These cars may be used to attend educational meetings in West Virginia, for high school visitation and testing, and for trips involved in speaking before civic and other groups when expenses are not paid by such groups.



## IX

MISCELLANEOUS INFORMATION

## FACULTY CREDIT TRANSCRIPTS

Every new member of the faculty must place a transcript of his or her college credits on file with the West Virginia Board of Education within one week after the opening of the term for which he or she is appointed.

## EMPLOYMENT OF RELATIVES

Not more than one member of the same family may be employed at Marshall College or any other state college in West Virginia.

## ARTISTS SERIES POLICY FOR STUDENTS

The Marshall College Artists Series designates certain of its presentations for general attendance by students of the college. All Marshall students will be admitted to four specific programs each season. In addition to these four, students are permitted to attend any two of an additional six presentations.

Students must have reserve seat tickets for all Artists Series programs they attend. Student activity cards will not admit students to the auditorium.

In order to issue reserved seat tickets, the Series secretary-treasurer, Mrs. Mount, will be stationed in the first floor corridor of Old Main for two days one week prior to each performance. A student will receive a reserved seat ticket on presenting his student activity card. Reserved seat tickets are not transferable.

Students who are absent from classes because of illness on the days reserved seat tickets are issued in the corridor of Old Main may receive them at offices of their respective social deans.

Artists Series programs are presented in the evening, usually at the Keith-Albee Theater. Evening students holding reserved seat tickets should be dismissed from class at 8 o'clock when there is a conflict with the Artists Series presentation.

Students holding first semester student activity cards should keep them throughout the term in order that a record may be kept of their attendance at Artists Series programs. (Also see Concert and Artists Series ticket purchases, p. 31.)

0

## MARSHALL COLLEGE ALUMNI ASSOCIATION

1 The Marshall Alumni Association is administered by an executive committee elected during the annual meeting at commencement time in the spring. Faculty members are honorary members of the association and are invited to take part in its activities.

## SELLING ON THE CAMPUS

2 All solicitation and selling on the campus is prohibited by the West Virginia Board of Education unless it is done by groups connected with the college and with the approval of the president.

3

## VENDING MACHINES ON CAMPUS

Vending machines may not be placed in classroom buildings or the library.

4

## NAMING OF BUILDINGS ON THE CAMPUS

5 No Marshall College building may be named for a person currently employed by the West Virginia Board of Education.

5

## FACULTY WIVES CLUB TEA SERVICE

6 The tea service owned by the Faculty Wives Club is to be used by the club itself or any of its subsidiary organizations. It will be loaned to college organizations using the North Parlor provided they use it on the campus only.

7 The hospitality chairman of Faculty Wives Club will accept reservations for use of the tea service.

7

## KAPPA DELTA PI TEA SERVICE

8 A tea service has been presented to Marshall College by Phi Chapter of Kappa Delta Pi. It will be made available to the following:

9 Any administrative officer sponsoring a college or professional function on the Marshall campus; any department head sponsoring a college or professional function on the campus; any honor society or professional organization recognized by the college for a function under faculty sponsorship; the Marshall College Alumni Association for any campus meeting; the Faculty Wives Club without reference to its meeting place; any official organization of faculty members without reference to place of meeting; Kappa Delta Pi without reference to its meeting place; and the student government through its president and faculty adviser for any social function given in the name of the student government.

10

0           The tea service is available only for social functions. It is not available to non-college organizations, to college personnel for personal or non-college functions, and to social fraternities and sororities.

1           The tea service may be checked out for use at either the teachers college or graduate school offices. Reservations will be honored in the order received.

2           The tea service is insured.



0

APPENDICES

## METHOD OF INDEXING

1

The method of indexing used in the Marshall College Greenbook has been specially devised by the editor to facilitate the reader's use of the manual. Each subject appearing in the index is located first by page number and second by position on the printed portion of the page, or that portion reserved for print. The portion reserved for print is roughly the entire page except for one-inch margins on the top, right, and bottom, and a one and three-quarter inch margin on the left.

2

3

Suppose you are looking for information on travel by faculty and administrative staff members. The index would locate the subject by a hyphenated number. Let us say the index shows it to be as follows: Travel, 32-5, 33-0, 34-10.

4

Take the 32-5 first. The 32 refers to the page on which the subject is found. On turning to that page, we find that tenths of the page area reserved for print are indicated by figures appearing vertically in the left margin. The 5 in the 32-5 indicates that the material on travel begins five tenths of the way down the portion of the page reserved for print, or at the middle point on the page. The position on the page is given to the nearest tenth; therefore it may be necessary to glance over two or three lines to find the right one.

5

6

The second figure after "Travel" in the index entry above is 33-0. The 33 indicates the page number. The zero merely shows that the subject begins at the no-tenth position on the portion of the page reserved for print that would be the extreme top of the page.

7

The third page reference under "Travel" in the index example above is 33-10. This means that the material begins at the ten-tenths position on the portion of the page reserved for print. That is the extreme bottom of the page.

8

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