



The Marshall University Story

Marshall University encourages individual growth by offering programs and instruction in attainment of scholarship, acquisition of skills, and development of personality.

The university provides students with opportunities to understand and to make contributions to the culture in which they live; to develop and maintain physical health; to participate in democratic processes; to learn worthwhile moral, social, and economic values; to develop intellectual curiosity and the desire to continue personal growth; and to share in a varied cultural program.

Professional, technical, and industrial career studies are available through the various departments of the university.

Marshall also recognizes an obligation to the state and community by offering evening courses, off-campus classes, lectures, musical programs, conferences, forums, and other campus and field activities.

MISSION OF THE UNIVERSITY

Marshall University is a multi-campus public university providing innovative undergraduate and graduate education that contributes to the development of society and the individual. The University actively facilitates learning through the preservation, discovery, synthesis, and dissemination of knowledge.

Marshall University will

- provide affordable, high quality undergraduate and graduate education appropriate for the state and the region;
- provide services and resources to promote student learning, retention, and academic success;
- foster faculty, staff, and student outreach through service activities;
- provide a safe and secure employee work environment;
- make instruction available throughout Marshall's service area using all appropriate modes of delivery;
- enhance the quality of health care in the region;
- promote economic development through research, collaboration, and technological innovations;
- educate a citizenry capable of living and working effectively in a global environment;
- support and strengthen the faculty, staff, student, and administrative governance structures in order to promote shared governance of the institution;
- further the intellectual, artistic, and cultural life of the community and region; and
- adhere to the Marshall University Creed and to the Statement of Ethics.

Marshall University faculty will

- remain current in their fields of expertise and incorporate that expertise in the educational process as appropriate;

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- improve instruction through the use of innovative teaching methods that require students to become actively involved in the learning process and develop the critical thinking skills necessary for life-long learning;
- contribute to the body of knowledge through completion of scholarly and creative activities;
- actively engage and mentor students in scholarly, artistic, and creative endeavors;
- help students develop the ability to navigate through a rapidly changing society; and
- regularly review the curriculum, degree, and programs offered, and recommend necessary additions and deletions to meet changing needs of the state and region.

Marshall University staff will

- support the mission of the University in their transactions with students, staff, faculty, administrators, and the public;
- develop a positive, just, and equitable workplace; and
- be a quality workforce equipped with appropriate skills and knowledge.

Marshall University students will have the opportunity to

- use their knowledge, creativity, and critical thinking skills to make their communities better places in which to live;
- examine critically the many issues facing society and, through the process of civil discourse, prepare themselves to become socially responsible individuals who contribute to the betterment of society;
- appreciate and to cultivate diversity, and to value differences;
- participate in activities such as artistic and cultural programs, social and residential life activities, and intercollegiate/intramural athletic teams; and
- undertake intensive graduate-level education in their chosen fields upon admission to graduate school, giving them solid foundations for becoming competent professionals.

Marshall University administration will

- actively seek resources to support the mission and goals of the institution as stated in this document;
- secure funding to support scholarship, artistic, and creative endeavors, faculty and staff development, and state-of-the-art classrooms;
- provide leadership to facilitate the institution's achievement of its mission and vision;
- administer the policies of the university in a fair, ethical, and equitable manner;
- communicate the vision, mission, goals, achievements, and difficulties of the institution in a clear, effective, and forthright manner to both internal and external constituencies; and
- actively support shared governance of the institution.

MARSHALL UNIVERSITY VISION STATEMENT

Marshall University, an exemplar of excellence in teaching and learning, will continue to place its highest priority on providing outstanding undergraduate and graduate education, resulting in national recognition in academics and in scholarly, artistic, and creative achievement. Marshall's students will graduate well prepared for the responsibilities of life within a culturally diverse and globally interdependent society. Marshall will address the changing needs of the state and region and will return to the community and state an outstanding value for the resources invested in the university.

HISTORY

July 1, 1997 was a landmark day in the history of two extremely diverse West Virginia higher education institutions.

On that day, the West Virginia Graduate College, headquartered in South Charleston, formally merged with Marshall University, creating the Marshall University Graduate College. The merged institution has an enrollment of more than 16,000, including more than 4,000 graduate students, on two campuses and several learning centers throughout central and southern West Virginia.

The university traces its origin to 1837 when residents of Guyandotte and the nearby farming country created Marshall Academy under the leadership of lawyer John Laidley. They named their school, designed to provide for the basic educational needs of the area's youngsters, in honor of Laidley's friend, United States Supreme Court Chief Justice John Marshall, who had died two years earlier.

At a spot called Maple Grove, located in the area that later would become Huntington, they chose one and one-quarter acres of land, paying \$40 for the site. On March 30, 1838, the Virginia General Assembly formally incorporated Marshall Academy and its first full term was conducted in 1838-39.

The fledgling, often troubled, school was renamed Marshall College in 1858. It was forced to close during the Civil War, but in 1867 the West Virginia Legislature renewed its vitality by creating the State Normal School at Marshall College to train teachers. It was not until the tenure of President Lawrence J. Corbly, 1896-1915, that the college began its real growth.

Since then, Marshall's expansion has been consistent and sometimes spectacular. The Teachers College was organized in 1920 and the first college degree was awarded in 1921. Other colleges and schools were added over the years and the West Virginia Legislature designated Marshall a university in 1961. The School of Medicine was established in 1974 and a Community College component was created in 1975. The University was authorized to grant its first doctoral degree—the Ph.D. in biomedical sciences—in 1992.

More than \$150 million in physical improvements and expansion have taken place in the 1990's, and the curriculum has been changed to better prepare students for life and work in a 21st Century global economy. What is now an "interactive" university has intensified its efforts to assist the region's economic development.

The Marshall University Graduate College, South Charleston Campus, was born in 1958 when West Virginia University was authorized by the Legislature to establish the Kanawha Valley Graduate Center, which began offering courses in chemistry and chemical, mechanical and civil engineering in 1958-59.

In July 1972, the Legislature established the college as a separate entity, the West Virginia College of Graduate Studies (COGS). Two years later, the Board of Regents further defined its mission by specifying geographical areas of responsibility, designating COGS to serve 16 counties of central and southern West Virginia with graduate programs—an area containing about 39 percent of the state's population.

On July 1, 1989, a restructured University System of West Virginia was implemented and COGS became the University of West Virginia College of Graduate Studies. With the advent of a new statewide mission approved by the Board of Trustees in 1991, the name was modified in March 1992 to West Virginia Graduate College.

Now it is part of the Marshall University Graduate College, headquartered in two new buildings in South Charleston, and serving as a key component of Marshall University.

ACCREDITATIONS

- **The Higher Learning Commission of the North Central Association** (30 North LaSalle Street, Suite 2400, Chicago, IL 60602; toll-free 1-800-621-7440); www.ncahigherlearningcommission.org accredits Marshall University as an institution of higher learning
- **Accreditation Board for Engineering Technology** (111 Market Place, Suite 1050, Baltimore, MD 21202; telephone 410-347-7700) accredits the Engineering Technology program and the Safety Technology undergraduate degree program

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- **Accreditation Council for Continuing Medical Education** accredits the Joan C. Edwards School of Medicine's Continuing Medical Education program
- **Accreditation Council for Graduate Medical Education** accredits the Joan C. Edwards School of Medicine's Residency Programs in Internal Medicine, Pathology, Transitional Year, Surgery, Pediatrics, Family Practice and Obstetrics/Gynecology
- **AACSB/The International Association for Management Education** accredits the Elizabeth McDowell Lewis College of Business
- **American Chemical Society** accredits the Department of Chemistry
- **Accrediting Council on Education in Journalism and Mass Communications** (University of Kansas School of Journalism, Stauffer-Flint Hall, Lawrence, KS 66045; telephone 913-864-3986) accredits the W. Page Pitt School of Journalism & Mass Communications
- **American Medical Association's Commission on Accreditation of Allied Health Education Programs** and the **Council on Education of the American Health Information Management Association** accredit the Health Information Technology program
- **Association of Collegiate Business Schools and Programs** accredits the Community & Technology College programs in Banking and Finance, Management Technology, and Office Technology
- **Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association** (Trans Potomac Plaza, 1111 North Fairfax Street, Alexandria, VA 22314; telephone 703-684-3245) accredits the physical therapist assistant program
- **Commission on Accreditation of Allied Health Education Programs** (35 East Wacker Drive, Suite 1970, Chicago, IL 60610; telephone 312-553-9355) accredits the Athletic Trainer program
- **Council on Academic Accreditation of the American Speech-Language-Hearing Association** (10801 Rockville Pike, Rockville, MD; telephone 301-897-5700) accredits the Communication Disorders graduate program
- **Council on Accreditation of Allied Health Education Programs** (35 East Wacker Drive, Suite 1970, Chicago, IL 60610; telephone 312-553-9355) and the **American Society of Cytology** accredit the Cytotechnology program
- **Council on Social Work Education** (1600 Duke Street, Alexandria VA 22314; telephone 703-683-8080) accredits the Social Work program
- **Forensic Education Programs for Accreditation**, affiliated with the American Academy of Forensic Science, accredits the Master of Science in Forensic Science
- **Liaison Committee on Medical Education of the American Medical Association** and the **Association of American Medical Colleges** (515 North State Street, Chicago, IL 60610; telephone 312-464-4657) accredit the Joan C. Edwards School of Medicine
- **National Accrediting Agency for Clinical Laboratory Sciences** (8410 West Bryn Mawr Avenue, Suite 670; Chicago, IL; 312-714-8880) accredits the Medical Technology program and the Medical Laboratory Technician program
- **National Association of Schools of Music** (11250 Roger Bacon Drive, Reston, VA 22090; 703-437-0700) accredits the Department of Music
- **National Council for Accreditation of Teacher Education** and the **West Virginia State Department of Education** accredit the teacher education program
- **National League for Nursing Accreditation Commission** (61 Broadway, 33rd Floor, New York, NY 10006; toll-free 1-800-669-1656) accredits programs for the Bachelor of Science in Nursing and the Master of Science in Nursing
- **National Recreation and Park Association** and the **American Alliance of Leisure and Recreation** accredit the Park Resources and Leisure Service program
- **World Safety Organization** accredits undergraduate and graduate programs in Safety Technology

APPROVALS

- **American Association of University Women** approves Marshall University
- **American Bar Association** approves the Legal Assisting program
- **Federal Immigration and Nationality Act** approves Marshall University for attendance of nonimmigrant international students

MEMBERSHIPS IN MAJOR ORGANIZATIONS

- **AACSB/The International Association for Management Education**
- **American Association for Affirmative Action**
- **American Association of Colleges for Teacher Education**
- **American Association of Colleges of Nursing**
- **American Association of Community and Junior Colleges**
- **American Association of Family & Consumer Sciences**
- **American Association of State Colleges and Universities**
- **American Council on Education**
- **American Dietetic Association**
- **American Library Association**
- **American Speech Language Hearing Association**
- **Association of American Medical Colleges**
- **Association of Departments of English, MLA**
- **Association of Schools of Journalism and Mass Communications**
- **Council of Colleges of Arts and Sciences**
- **Council of Graduate Schools in the United States**
- **International Council of Fine Arts Deans**
- **NACUBO-SACUBO**
- **National Collegiate Athletic Association**
- **National League for Nursing**
- **Southern Council on Collegiate Education for Nursing**
- **Southern Regional Education Board**
- **Teacher Education Council of State Colleges & Universities**

DIVISIONS

The university functions through eleven divisions: the Lewis College of Business, the College of Education and Human Services, the College of Fine Arts, the College of Liberal Arts, the College of Science, the W. Page Pitt School of Journalism and Mass Communications, the Community and Technical College, the Joan C. Edwards School of Medicine, the College of Health Professions, the College of Information Technology and Engineering, and the Graduate College.

MARSHALL UNIVERSITY LIBRARIES

The Marshall University Library System consists of the John Deaver Drinko Library, the James E. Morrow Library, the Health Science Library at the Cabell-Huntington Hospital location, the Music Library in Smith Music Hall, the Hoback Chemistry Library in the Science Building, and the Marshall University Graduate College Library in South Charleston. Together, the University Libraries' holdings support graduate level research needs, with more than 430,000 volumes and access to more than 20,000 periodical titles.

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Students may use monographs, periodicals, documents, CD-ROMS, videocassettes, sound recordings, electronic journals, online reference materials and microforms. Access to electronic resources is via the University Libraries' Web pages. Each library operates as part of the university system and provides unique service to the clientele and program(s) with which it is associated. The libraries play an essential role in the educational and research activities of the individual university programs. Using the library as a gateway, graduate students have access to the tools to search multiple resources and obtain materials from a variety of sources. A dynamic interlibrary loan and document delivery program provides materials from other libraries in electronic or print form, often in a matter of days. Courier services also enhance turnaround time and overcome geographical limitations.

The John Deaver Drinko Library houses more than 138,000 volumes, current subscriptions, a 24-hour computer lab, multimedia presentation facilities, an assistive technology center for the visually impaired, faculty and student instructional technology rooms, and a fully wired auditorium. Circulation, Reference, and Media are located in the Drinko Library, with extensive collections and a team of qualified personnel. The Drinko Library, opened in 1998, is a state-of-the-art facility which also houses University Computing Services and University Telecommunications.

The James E. Morrow Library, situated between Smith Hall and the Science Building, houses Special Collections, Government Documents, and shelving for approximately 275,000 volumes. Special Collections features the University archives, West Virginia Collection of state and regional materials, and the distinctive Hoffman and Blake collections. Government Documents, a federal depository collection, contains more than 1.1 million items and provides materials in electronic, microform, and paper formats.

The Health Science Library, specializing in medical resources for the schools of medicine and nursing, maintains a current collection of medical monographs, periodicals and electronic resources. Staff provide a variety of document delivery services and searches on medical-related databases. The library is located in the Robert C. Byrd Center for Rural Health next to the Cabell-Huntington Hospital, on Hal Greer Boulevard.

The Music Library, supporting the instruction and research needs of the Music Department, includes more than 15,800 sound recordings (tape, LP, and CD formats), 13,000 scores, music education materials, the electronic version of the *Grove Dictionary of Music and Musicians*, and a sizeable reference collection. The library is located in 115 Smith Music Hall.

The Hoback Chemistry Library, consisting of chemistry journals and monographs, is accessible to students and faculty in the Chemistry department in the Science Building. Maintained by a chemistry faculty member, access is by arrangement only and handled by department personnel (696-2430).

The Graduate College Library in South Charleston is located in the Robert C. Byrd Academic and Technology Center. The library contains 7,400 books and 220 current journal subscriptions, with online access to more than 20,000 periodical titles. There are nine public computer terminals where users can access the integrated Marshall library catalog, bibliographic and full-text-journal databases, and the wide range of other resources available over the Internet.

Because of the Marshall University Graduate College's commitment to support students in distant locations, some non-traditional services are offered. These services include mailing books and journal articles to students, and sending articles electronically when available. These services are available to currently enrolled Marshall University Graduate College students. For details, contact the MUGC library or go to the MUGC library's home page. Items held in the libraries on the Huntington campus can be retrieved through a daily courier service and by the electronic transmission of journal articles between the sites.

INFORMATION TECHNOLOGY

The Marshall University Information Technology Office is located in the third floor administrative suite of the Drinko Library. Information Technology is committed to improve the efficiency and effectiveness of every aspect of technology throughout Marshall University by promoting and supporting Information Technology applications as a means of enhancing teaching/learning and

administrative operations. The IT Office integrates instructional technology, web delivery methods, distance education, library and computing resources for all Marshall University campuses and leads the development of an integrated information technology environment. By actively aiding and enhancing the academic and support activities of the University, IT delivers support and services that help faculty, staff, and students achieve Marshall University technology goals.

COMPUTING SERVICES

The Marshall University Computing Services (UCS) administrative offices and the Help Desk are located on the fourth floor of the Drinko Library on the Huntington Campus and the second floor of the Administration Building in South Charleston. The mission of Computing Services is to “provide and facilitate quality computing, networking, and information services for the students, faculty, and staff of Marshall University in support of instruction, research, administration, and economic development, and community service needs.”

Online Support

The UCS Web site is where students and staff can find the most up-to-date information and exists to provide information, facilitate communications with our customers, and provide a secure source for downloading software such as the free anti-virus software which the University licenses for all users, and other software. Go there and get yours now at www.marshall.edu/ucs.

Computing Facilities

UCS manages a number of computing facilities that provide access to MUnet-connected workstations for the campus community. UCS managed public computers, including those in the UCS 24-Hour Study Center, will always have the latest versions of software available. University Computing Facilities are currently available in Corbly Hall, Harris Hall, Smith Hall, Gullickson Hall, the Drinko Library and Information Center in Huntington; and in the administration and academic buildings in South Charleston. All University Computing Facilities provide printing and scanning facilities. Other specialized facilities are available at selected sites.

Computer Accounts

As a Marshall student you are automatically entitled to a computer account on MUnet at no extra cost. Students attending Orientation are provided their MUnet account usernames and passwords. Students may also receive their MUnet usernames and passwords by following these steps:

- Take your Marshall University ID to the UCS 24-Hour Study Center or the UCS Front Desk (both are located in the Drinko Library and Information Center), or the South Charleston Computing Services office
- Tell one of the assistants that you would like your Computer Account
- The assistant will print an account sheet that contains details about your MUnet Account, which will consist of your last name followed by a number [e.g., Smith12, Jones1, or Henderson1 (the first account assigned to a student with the last name of Henderson)]. The pre-assigned user-id and password contained on the account sheet will give you access to everything you need to make full use of the campus network and the Internet.

Computing Services Technical Assistance Line (“Help Desk”)

UCS provides a Help Desk for MUnet account holders, which is available by calling one of the numbers below:

(304) 696-3200 in the Huntington calling area

(304) 746-1969 in the Charleston calling area

(877) 689-8638 toll-free outside the Huntington/Charleston calling areas

MUnet account holders can also request assistance via e-mail by sending the request to helpdesk@marshall.edu. The Help Desk hours of operation are typically from 8am until 9pm Monday through Friday with a technician usually available on weekends on an “on-call” basis. The most current information on operating hours can always be found at www.marshall.edu/ucs/cs/helpdesk/default.asp.

Internet Access Off Campus

University Computing Services, in conjunction with WVNET (the West Virginia Network for Educational Telecommuting), also sponsors dial-up Internet service with toll-free (in-state) and/or local dial access in the entire state. There is a charge for this service. The service is managed jointly by Marshall University and WVNET and is available to all students. For information call the Help Desk at one of the numbers above.

MUnet

MUnet is a fiberoptic Gigabit Ethernet and ATM-based network providing ethernet connections to every campus building, to residence hall rooms, and to most campus computing labs, meeting rooms, office desktops, and classrooms. Currently, every faculty member has network access via a desktop computer. MUnet is linked to the Internet via high-speed digital ATM service. A number of classrooms also support networked labs and two-way video capabilities. MUnet can also be accessed from off campus through free virtual private networking (VPN) software available on the UCS web site at www.marshall.edu/ucs. The same VPN software allows users to connect to the MUWireless network when on campus in the vicinity of a wireless network access point.

Servers and Systems

Central timeshare and server facilities include more than 150 servers and systems a mix of processors running Open VMS and Digital UNIX, Microsoft Window and Linux. These systems provide timeshare, file, print, database, CD-ROM, mail, Library, and web services personal computers and workstations. A wide variety of software products is available to MUnet users including administrative software based on SCT Corporation's BANNER products, office automation products (word processors, spreadsheets, electronic mail, document production, electronic filing, calendar/ time management, and other groupware functions), computer instruction, programming languages, query/data base packages, CD-ROM databases, presentation products, courseware delivery, and electronic publishing packages.

DISTRIBUTED EDUCATION

Marshall University offers educational opportunities for students through a variety of technological means, including online classes, interactive video, satellite, and public television. An excellent alternative for students that live far from the university or have busy schedules, distributed education enables Marshall University to offer graduate and undergraduate classes by fully interactive video connections at locations throughout southern West Virginia and self-paced Internet courses that can be taken at home. Distributed Education Technology, made up of the Center for Instructional Technology and Instructional Television and Video Services, supports Marshall's distributed education activities by providing professional development, media development, and technical support.

Center for Instructional Technology

The Marshall University Center for Instructional Technology (CIT) was created to bring information technology to bear on the educational mission of the university by providing support for faculty in designing courseware, in using technology-enhanced classrooms, and in applying computer-based communication to extend classroom discussion. It represents a comprehensive and collaborative model for instructional innovation on Marshall University campuses.

- Through training, support, and a commitment to excellence, CIT fosters and nurtures continual learning and innovative ideas to enhance the quality of education for a diverse population.
- CIT provides leadership, training, and resources for faculty and adjunct development and instructional design and instructional technology through one-on-one consultation, faculty development workshops, and by providing state-of-the-art technological resources in the faculty development suites, located on both the South Charleston and Huntington campuses. CIT also assists faculty and adjuncts in CD-ROM or web-based development, assists in the development of new or revised instructional materials, and provides assistance in the areas of multimedia and digital content production.

Instructional Television and Video Services

The ITVS staff of professionals can assist faculty in the design, development, production, and evaluation of a wide range of video materials for instruction. ITVS provides a wide variety of media services to both the university and to local business groups. The department continues to explore new possibilities in order to support the university with advanced technological functions well into the future.

ITVS Services:

- Delivery of interactive Distance Education courses
- Training videos
- Television commercials and Public Service Announcements
- Satellite uplinks and downlinks
- Video teleconferencing
- Digital video and Webcasting
- Digital editing
- DVD/CD-ROM creation
- Production of instructional modules
- Video and radio equipment maintenance
- Media engineering services
- Video taping and duplication
- Location shoots
- Post-production editing/packaging
- Technical support facilities for university broadcast media and special projects

MARSHALL TECHNOLOGY OUTREACH CENTER

The Marshall Technology Outreach Center is located in Drinko Library 324 on the Huntington campus. The mission of the Marshall Technology Outreach Center is to establish Marshall University as the leader in technology outreach in the Advantage Valley region so that information is actively exchanged with external audiences benefitting the individuals, communities, and organizations served, as well as Marshall University. Technology outreach allows Marshall University to enhance the lives of the community through integrating the university externally and dissolving barriers to traditional technology education. Students who may not have the opportunity to be part of the formal campus can be linked to the university through outreach activities.

STUDENT AFFAIRS

The student as a planner, participant, leader, and presenter is best exemplified in the area called Student Affairs. Staff strives to create environments for students where they can practice leadership skills and responsible citizenship, clarify their values, and generally become full participants in the learning process. The division is divided into two components: Student Development and Student Activities.

Staff provides advising, leadership development, support services in a variety of settings including but not limited to student social-cultural events, student governance, fraternities and sororities, legal aid, judicial affairs, and off-campus and commuting students.

Student Development

The Student Development Center is best described as the educational support service area of the Division of Student Affairs. Its major goal is to enhance and support a student's personal and academic

development. This assistance is accomplished through developmental, remedial, and preventive programs, activities, services which include, but are not limited to personal and social counseling; educational and career counseling; reading and study skills development; minority, women and international student programs; health education; returning students and disabled student services.

Education Records: Rights of Parents and Students

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within forty five days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Marshall University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Liability

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

Affirmative Action Policy Statement

It is the policy of Marshall University to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, religion, age, disability, national origin, or sexual orientation.

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

Marshall University also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, sex, religion, age, sexual orientation, disability, or national origin. Information on the implementation of the policy and/or the Title IX Amendment should be addressed to: Director of Equity Programs, Old Main, Marshall University, Huntington, West Virginia 25755, (304) 696-2592.

Judicial Affairs

The faculty and administration recognize the rights and responsibilities of students. These include the privilege and obligation of maintaining high standards of social and personal conduct. While encouraging students to develop independence, the University embraces the concept that liberty and license are not synonymous, and it therefore accepts the obligation to maintain standards which will provide for the welfare of the individual and the campus community at large.

For Marshall University to function effectively as an educational institution, students must assume full responsibility for their actions and behavior. Students are expected to respect the rights of others, to respect public and private property, and to obey constituted authority. A student's registration constitutes acceptance of these responsibilities and standards; thus registration serves as an agreement between the student and the University. Failure to adhere to the policies and conduct regulations of the University places the student in violation of the Marshall University Code of Conduct (as published in the *Student Handbook*) and may, therefore, subject the student to disciplinary action such as disciplinary warning, a period and degree of probation, suspension, or expulsion. All registered students are subject to the Code at all times while on or about university-owned property, or at university sponsored events.

Students are expected to be thoroughly familiar with the rights, regulations, and policies outlined by the Board of Trustees and all University rules and regulations as expressed in this catalog and in *The Student Handbook*. Copies of *The Student Handbook* are available in the office of the Dean of Student Affairs.

Student Health Service

Student Health Service (SHS) is provided by University Physicians and Surgeons Inc., an affiliate of the University's Joan C. Edwards School of Medicine. The clinic is located at the Joan C. Edwards School of Medicine's facility and is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. The clinic is closed on Saturday, Sunday, and holidays. Students seeking after hours medical care will be financially responsible for the cost.

Student Health Service will be provided from the first day to the last day of each fall, spring, and summer class session to students who pay full student activity fees and attend classes scheduled between semesters (intersession). Marshall University students who present current validated activity and identification cards are eligible to use this service.

Students with Disabilities

A student with a disability may be eligible to receive academic accommodations. It is incumbent upon the student to follow the policy detailed on the university Web site: www.marshall.edu/disabled and to request any academic accommodations through Disabled Student Services Office at the beginning of each semester. Students must follow this procedure to ensure they will receive appropriate and reasonable academic accommodations.

Counseling and Psychological Services

The Department of Psychology staffs a clinic which provides consultation and services on a wide range of psychological problems for Marshall students and staff, as well as the general public. The clinic is located in 449 Harris Hall. Inquiries and appointment requests should be directed to (304) 696-2772. This clinic is staffed by graduate students in psychology, but some faculty services are also available.

An additional clinic, operated by the Marshall University Graduate College, is located at the West Virginia Rehabilitation Center in Institute, West Virginia. In this setting, graduate students and faculty provide psychological services and/or counseling services on a referral basis to clients of the Rehabilitation Center and the general public, including students and staff of the Marshall University Graduate College. Inquiries and requests for appointments for this facility should be directed to (304) 766-2674. Services provided by graduate students are supervised by the faculty in Counseling and Psychology.

A nominal fee is charged at both clinics.

Speech and Hearing Center

The Department of Communication Disorders operates the center which provides assistance to any Marshall students or members of their immediate family who want help with speech and hearing problems.

The Department of Communication Disorders also provides special training for students requesting assistance with dialect change or foreign dialect. People who have foreign dialect or who have non-standard speech patterns not considered to be clinically significant but which they wish to change may be scheduled in the clinic.

The center is located in Smith Hall 143 in Huntington; telephone 696-3640 for fees and other information.

Higher Education for Learning Problems (H.E.L.P.)

H.E.L.P. is an individualized tutorial program for undergraduate students who have learning disabilities and/or Attention Deficit Disorder. Assistance is also available for all graduate students and medical students who have been diagnosed by a qualified professional person as having one or both of the above handicapping conditions. Assistance with coursework, study skills, note-taking skills, and appropriate accommodations in testing are available. Graduate assistants and master's-level tutors conduct tutorial sessions. Remediation in reading, spelling, written language, and math is available from LD specialists. Application to H.E.L.P. must be made separately from application to the university and should be completed 6 months in advance. For information, including fees, call the H.E.L.P. program at (304) 696-6252.

Graduate Student Council

The Graduate Student Council is an organization open to all graduate students. Meetings are designed to discuss problems common to graduate students and propose their administrative solutions. Probably the most attractive aspect of the GSC is its ability to initiate administrative changes favorable to graduate students. GSC appoints representatives to a number of Faculty Senate standing committees and to the Graduate Council. A second and related goal of the GSC is to provide an environment in which contact with graduate students in other disciplines is expanded. Above all, the GSC is concerned with enriching the academic and personal lives of its members. The council can be reached at www.marshall.edu/gsc.

Career Services Center

The Career Services Center (phone 696-2370) assists students in all phases of career development and job placement. Whether you are an entering freshman trying to choose a major or a graduating senior seeking an entry-level job, the center's staff of trained career professionals can help prepare you to succeed in today's dynamic workplace.

The services include:

Career Counseling and Testing – The center offers career planning assistance, both individual

and/or computer-based. This service is especially helpful for students who are undecided or who are in doubt about their major.

Part-Time and Summer Jobs – The center operates a comprehensive student jobs program to help students who need to work while in school in order to help pay college expenses, or desire “hands-on” experience.

Credential File Service – Seniors and alumni may establish a credential file (reference letters, resumes, transcripts, etc.) with the center. The credential file is used to provide information to employers seeking job candidates.

Internships - The center works in conjunction with colleges to assist their students in procuring internships. All students can avail themselves of this service and are strongly encouraged to do so.

Resume Development - Experienced staff will assist in preparing effective and professional resumes. The center provides computers and laser printers for resume preparation.

Interview Skills Seminars – Mock interviews, videos, and individual interview assistance help students gain confidence and success in employment interviews.

Career and Job Fairs – The center sponsors seven major job fairs each year: business, education, health and social services, part-time jobs, summer jobs, and community college. Contact the Career Office for more information.

On-Campus Recruiting – The center hosts visiting employers interested in hiring Marshall University graduates. Local, regional, national, and global companies visit campus each year to conduct employment interviews.

Computerized Job Matching – When employers contact the center seeking job applicants, our computer program matches qualified candidates with the job opening.

Job Board – The center posts available jobs on a job bulletin board located in the Center.

Web site (www.marshall.edu/career-services) – Provides information concerning all career-related services available to students, including job listings, job bank links, online registration, recruiting calendar, job fairs, and much more.

MULTICULTURAL AFFAIRS

Since its inception in 1989, the Marshall University Division for Multicultural Affairs continues to promote a campus environment that engenders the value of a pluralistic, multicultural society dedicated to diversity and social justice. The Division works to broaden the intellectual horizons of students, faculty, and staff with innovative programs that encourage cross-cultural communication and explore a vast array of multicultural issues.

The cultivation of a diverse campus community is one of the primary goals of the division. Multicultural Affairs is committed to the promotion of educational opportunities for minority students through various scholarships, and seeks to diversify the faculty, administration, and staff with members from traditionally underrepresented racial and ethnic groups. Through its support of minorities and multicultural initiatives, the Division plants a garden of diversity that nourishes the intellectual well-being of the entire Marshall community.

Goals of the Division for Multicultural Affairs

To fulfill its mission to promote multiculturalism and diversity at Marshall University and throughout the surrounding region, Multicultural Affairs dedicates itself to the following goals:

1. Create and maintain a campus environment that engenders the value of a pluralistic, multicultural society that transcends the social barriers of old in order to promote cross-cultural understanding and interracial harmony
2. Broaden the intellectual horizons of students by introducing innovative programs and curricula that delve into multicultural issues

(continued)

3. Increase the number of undergraduate and graduate students from traditionally underrepresented groups by enhancing scholarship opportunities for minorities
4. Recruit and retain an increasing number of faculty, staff, and administrative members from traditionally underrepresented racial and ethnic groups
5. Promote minority involvement in institutional governance, including college and departmental committees
6. Ensure that the fundamental principles of social justice are realized by working with colleges and academic departments throughout the institution to carry out comprehensive social justice plans that enhance diversity and promote equality.

The Division for Multicultural Affairs

The Division for Multicultural Affairs is divided into two main departments: the Office for Multicultural Affairs and the Center for African American Students' Programs. Multicultural Affairs is the primary administrative office for the entire division. Each department is further broken down into individual units responsible for a host of programs and initiatives that contribute toward the Division's primary objectives.

Multicultural Affairs is responsible for the development of a viable, interactive multicultural community on campus through policies, programs, workshops, seminars, and grants. As Marshall University's primary instrument for effecting diversity awareness and social justice on campus, the office provides many indispensable services, and advises campus divisions and organizations on multicultural issues. The office also administers multicultural scholarships for undergraduate students and assistantship programs at the graduate level.

Programs and Initiatives

Commission on Multiculturalism

The Commission on Multiculturalism (COM) was established in 1990 to explore issues of diversity and develop comprehensive strategies for fostering a multicultural university community founded upon inter-racial communication and mutual understanding. Chaired by Dr. Betty Jane Cleckley, the COM is composed of representatives from various university constituencies, including faculty, students, staff, alumni, and community representatives. The COM is divided into four subcommittees dedicated to the concerns of women, the disabled, racial/cultural/ethnic groups, and lesbian, gay, and bisexual issues, respectively.

The Annual Dr. Martin Luther King, Jr. Symposium

The annual Dr. Martin Luther King, Jr. Symposium was first established by the office in 1994 as an opportunity for Marshall University and the Tri-State community to reaffirm Dr. King's dream of an America where principles of social justice and racial equality reign supreme over the archaic attitudes of intolerance and hate. The symposium recognizes the life and legacy of the late civil rights leader and social justice advocate through roundtable discussions and forums, a traditional march, a series of youth leadership events, and a memorial service. The symposium also features an Awards Competition where students at the undergraduate, high school, middle school, and elementary school levels submit the best original artistic, literary, or musical project on "The Life and Vision" of Dr. King. Students may submit an original work of art (a painting, drawing, montage, computer graphic, or videotape); a video or audio tape of an original musical composition; or an original essay, poem, short story, or one-act play. Each winner is recognized at the symposium memorial service and receives a monetary award.

Multicultural/Social Justice Projects

Multicultural/Social Justice Projects provide opportunities for faculty, staff and student organizations to help develop Marshall University as a multicultural campus community. Since 1990, the Division has funded projects in research, curriculum development, seminars, workshops, conferences and visiting professorships. The common theme of these projects is to promote intercultural understanding, pluralism and diversity awareness throughout the Marshall community.

Multicultural Scholarships

The Office for Multicultural Affairs is responsible for multicultural scholarships designed to provide students from traditionally underrepresented racial and ethnic groups with an opportunity to gain an education at Marshall. The scholarships cover students in a range of academic disciplines across campus, and many provide tuition and/or stipends for awardees.

The Harmony Institute

As the world continues to evolve toward globalism, Multicultural Affairs will continue to change in step. The future of the Division is filled with exhilarating opportunities to expand its reach out into the community. Among these opportunities is the Harmony Institute at Marshall University. The Harmony Institute was designed to actively promote an understanding of, as well as an appreciation for, diversity, cultural differences and multiculturalism on the Marshall University campus and throughout the surrounding communities. Since 1997, the Institute has been at the forefront of the debate over multiculturalism and diversity related issues in the daily lives of Marshall University students, their West Virginian neighbors, and their fellow Americans. Contributing to the diversity awareness of all peoples within the state, the Harmony Institute has the potential to lead the charge toward an enlightened West Virginia for the 21st century, a West Virginia willing to march forth and weave itself into the ever changing tapestry of America's multicultural heritage.

BOOKSTORES

Textbooks for Marshall University graduate courses are available from the Marshall University Bookstore in Huntington and the Marshall University Graduate College Bookstore in South Charleston. Students should contact the store at the campus location where they are enrolled, or in the case of off-campus locations, they may order books by mail, phone, or online at <http://marshall.bkstr.com>.

The Marshall University Bookstore in Huntington (telephone 304-696-3622 or toll free at 1-800-547-1262) is located at Fifth Avenue and John Marshall Drive on the Huntington campus. The store is open from 8:00 a.m. to 6:30 p.m. Monday-Thursday, 8:00 a.m. to 5:00 p.m. on Friday, and 10:00 a.m.-5:00 p.m. on Saturday. Summer hours are 8:00 a.m.-5:00 p.m. Monday-Friday.

The Marshall University Graduate College Bookstore in South Charleston is located on the first floor of the Administration Building. Hours are 10:00 a.m.-6:00 p.m. Monday-Thursday and 9:00 a.m.-5:00 p.m. Friday.

Textbooks also may be ordered by mail or phone, with the addition of a shipping and handling charge. To order by mail, fill out the requested information on the book order form and return with the cost of the book and the required shipping and handling charge. To order by phone, call and use a credit card.

Both bookstores accept checks, MasterCard, VISA, Discover, and American Express. Point Card is accepted at the Huntington store. Third-party direct billing is accepted with a purchase order or written authorization from the funding agency.

Textbooks may be returned for refund or credit within 2-7 days of the date of purchase. Students should ask for a copy of the returns policy at the time of purchase. Used books are purchased at any time.

The Graduate College has established a textbook policy with the objective of minimizing textbook costs to students. This will be accomplished by repurchasing and reselling used textbooks, and using certain basic textbooks for a reasonable number of years, ordinarily not less than two years.

UNIVERSITY RESIDENCE HALLS

The Department of Residence Services provides living space for approximately 2,000 students on the Huntington campus. Individual halls will accommodate from 100 to 500 residents in single and double rooms. All halls are located within easy walking distance of academic buildings. Each hall is

managed by Director of Residence Services' staff in order to provide the students with the best possible living and learning conditions.

Housing for families, single graduate and married students is also provided in 78 furnished apartment-style dwellings owned and operated by the University. Family student housing is located approximately four miles from the Huntington campus.

For additional information concerning on-campus housing, please contact the Department of Residence Services at (304) 696-6765 or by e-mail at *residence-services@marshall.edu*.

WEATHER-RELATED AND/OR EMERGENCY CLOSINGS AND DELAYS (from Executive Policy Bulletin No. 7, updated January 5, 2004)

Generally, it is Marshall University's policy to maintain its normal schedule, even when conditions are inclement. However, this is not always possible.

In those instances when it is necessary to alter the schedule in response to weather conditions, every effort will be made to notify all those affected—students, faculty, staff and the general public—as expeditiously and as comprehensively as possible in the following ways:

1. Television stations in Huntington and Charleston will be notified.
2. Radio stations in Huntington and Charleston will be asked to announce the delay or closing.
3. Time permitting, newspapers in Huntington and Charleston will be notified. Often, however, decisions must be made after the deadlines of newspapers.
4. The Office of University Communications will communicate the specific details of the closing as follows:
 - a. To the Office of Public Safety at (304) 696-HELP.
5. The Office of University Communications will place the closing message on the Huntington campus AUDIX system and the university response number (304) 696-3170.

NOTE: The above procedure applies only to the Huntington campus and all releases should make it clear that it relates only to the Huntington campus. The South Charleston campus weather-related policy will be managed by the Vice President for Regional Operations using the procedure below.

Definitions:

1. University Closed: All classes suspended and offices closed.
2. Classes Canceled: All classes suspended; offices open.
3. Delay: A delay in the beginning of activities, usually in the range of one to two hours. For example, since normal operations of the University begin at 8:00 a.m., a two-hour delay would mean functions would begin at 10:00 a.m. As a result, Monday, Wednesday or Friday classes beginning at 8:00 a.m. or 9:00 a.m. would be canceled; 10:00 a.m. classes would meet. Tuesday or Thursday classes beginning at 8:00 a.m. would be canceled; those scheduled for 9:30 a.m. would begin instead at 10:00 a.m. in an abbreviated session. In most instances, delays on Tuesday or Thursday will be 90 minutes, enabling 9:30 classes to begin on schedule.

Clarification:

Since announcements in the mass media are subject to inadvertent distortion, incompleteness or misunderstanding, clarification may be obtained by telephoning the Marshall University Huntington campus at (304) 696-3170.

Decision-making:

Decisions on closings and/or delays will be made jointly by the Senior Vice President for Academic Affairs and the Assistant Vice President for Operations following consultation with other appropriate officials, including the President.

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

South Charleston Campus, Off-Campus Classes and Centers:

General Policy: Because weather conditions can vary substantially, it is possible that Graduate College classes will be delayed or canceled at some locations and not others.

If the Marshall University Graduate College is delayed or canceled at any MUGC location, local media will be notified as soon as a decision is made. Since MUGC classes do not generally meet until late afternoon, an effort will be made to decide about classes by noon.

The Vice President for Regional Operations will decide on class cancellations in conjunction with the Director of Graduate Admissions and staff located at remote sites. Any delay or cancellation decision will be placed on the MUGC Audix system (Phone No. 746-2500). Students will be able to find out about such a delay/cancellation through the MUGC switchboard operators, local MUGC offices or local media.

Definitions

- *MUGC Closed* - All classes canceled and offices closed (excluding Huntington campus).
- *Classes Canceled* - All classes canceled. Details provided by site.
- *Delay* - A delay in the beginning of non-class activities, e.g., a two-hour delay would mean the normal work day would begin at 10:00 a.m. rather than 8:00 a.m.

Faculty:

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

SCHOOL OF EXTENDED EDUCATION

The School of Extended Education (SEE) serves primarily adult students and those students who are located at distances from the main campus. The school has evening office hours, and sponsors courses via telecommunications, non-credit computer and professional continuing education programs, weekend and accelerated classes and programs, dual credit high school programs, programs for military personnel, and off-campus instructional centers throughout the region.

SEE works with University academic departments to ensure the delivery of courses in time periods and at locations that increase student access to higher education.

Telecourses via public television (HEITV), satellite (Satellite Network of West Virginia), two-way interactive television, and the World Wide Web provide a variety of offerings with some full degree programs now available through distance education. For more information, contact the Satellite Network of West Virginia at (304) 696-3150 or SEE's office at (304) 696-6419.

In addition to its main office in Huntington, SEE operates several off-campus centers established to provide university services throughout southern West Virginia. For information on programs and services, contact the SEE office nearest you. The SEE World Wide Web site is located at www.marshall.edu/see.

Main Office, Huntington:

School of Extended Education
Marshall University
216 Pritchard Hall
One John Marshall Drive
Huntington, WV 25755
Tel.: (304) 696-4723
Toll-free 800-906-GRAD (4723)
FAX: (304) 696-6419
E-mail: see@marshall.edu

Regents B.A. Degree Program

Marshall University
One John Marshall Drive
Pritchard Hall 218
Huntington, WV 25755-2050
Tel: (304) 696-6400
FAX: (304) 696-6419
E-mail: holbrook@marshall.edu

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Mid-Ohio Valley Center
Marshall University
1 John Marshall Way
Point Pleasant, WV 25550
Phone: (304) 674-7200
Fax: (304) 674-7222
E-mail: movc@marshall.edu

Teays Valley Regional Center
Marshall University
Carriage Pointe, Suite 101
Hurricane, WV 25526
Tel: (304) 757-7223
FAX: (304) 757-7292
E-mail: prisk@marshall.edu

Southern Mountain Center
Marshall University
P.O. Box 2900
Mount Gay, WV 25637
Tel: (304) 792-7098, x-303
FAX: (304) 792-7028

BECKLEY CENTER

Marshall University also operates a center in Beckley, serving primarily graduate students in Beckley, Bluefield, and other nearby areas.

Beckley Regional Center
Marshall University
390 Stanaford Road
Beckley, WV
(304) 252-0719
Fax: (304) 252-9740

CENTER FOR ENVIRONMENTAL, GEOTECHNICAL, AND APPLIED SCIENCES

The Center for Environmental, Geotechnical, and Applied Sciences was established in May 1993 through the cooperative effort of the presidents of Marshall University and West Virginia Graduate College (effective July 1, 1997, the West Virginia Graduate College became Marshall University Graduate College - MUGC). The Center, as of July 1, 1998, became an affiliated organization of the College of Information Technology and Engineering. The goal of the center is to forge close working relationships among the business community, higher education institutions, and government agencies, in technology related endeavors. The center has been involved since its inception with educational offerings, research, service, and long-term planning for regional development.

The center has obtained more than 4 million dollars in external contracts with participation of other MU departments and local businesses. The contracts and grants include efforts in software engineering, geographic information systems, environmental engineering, and development of the Environmental Management Incubator for area businesses.

Feel free to contact the Environmental Center at (304) 696-5453 for further information.