

The Marshall University Story

Marshall University, one of West Virginia's two State universities, 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

Statement of Philosophy

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

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

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

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

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

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

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

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

Identification of Areas of Current Emphasis

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

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

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

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

Economic development, which includes programs in education, science, business, engineering, the Community and Technical College, and a broad range of other fields.

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

A new commitment to high quality **graduate programs** (master's, specialist, and doctoral degrees).

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

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

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 15,000, 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 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 state-wide mission approved by the Board of Trustees in 1991, the name was modified in March 1992 to West Virginia Graduate College.

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

ACCREDITATION

Marshall University is accredited as an institution for higher education by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The teacher education programs are accredited by the National Council for Accreditation of Teacher Education and approved by the West Virginia State Department of Education. Marshall also is a member of the Council of Graduate Schools. Academic credits earned at Marshall University are fully standardized for acceptance by all other colleges and universities.

A number of academic units have also been accredited by specialized accrediting agencies, as follows:

Unit

Accreditation/Credential

The Elizabeth McDowell Lewis College of Business The American Assembly of Collegiate Schools

	of Business (AACSB)
Department of Chemistry	Committee on Professional Training of the American Chemical Society
Bachelor of Science in Nursing, Master of Science in Nursing Degree Programs	National League for Nursing Accrediting Commission
News-Editorial Sequence of the School of Journalism and Mass Communications	American Council on Education in Journalism and Mass Communication
Engineering Technology	Accrediting Board for Engineering Technology
Department of Music	An accredited institutional member of the National Association of Schools of Music
Cytotechnology Program	Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association in collaboration with the American Society of Cytology
Medical Technology Program and the Medical Laboratory Technician Program	Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association
Health Information Technology Program	Fully accredited by the AMA's Committee on Allied Health Education and Accreditation in Cooperation with the Council on Education of the American Medical Record Association
School of Medicine	Liaison Committee on Medical Education of the American Medical Association and the Association of American Medical Colleges
School's Residency Programs in Internal Medicine, Pathology, Transitional Residency, Surgery, Pediatrics, and Family Practice	Accreditation Council for Graduate Medical Education
Continuing Medical Education	Accreditation Council for Continuing Medical Education
Graduate program in the Department of Communication Disorders	Council on Academic Accreditation of the American Speech-Language-Hearing Association
Legal Assisting Program	American Bar Association Approved
Athletic Trainer Program	Approved by the National Athletic Trainer Association
Park Resources and Leisure Service	National Recreation and Park Association and the American Alliance of Leisure and Recreation
Family and Consumer Science	The University is an Agency Member Unit member of the American Home Economics Association
Dietetic Internship Program	A developmentally accredited program of the American Dietetic Association Council on Education Accreditation/Approval, a specialized accrediting body recognized by the Council of Postsecondary Accreditation and the United States Department of Education
Business Technology Division:	Association of Collegiate Business Schools and

Management Technology, Accounting, and Banking and Finance programs	Programs (ACBSP)
Social Work	Council on Social Work Education.
Safety Program	American Society of Safety Engineers.

Other Affiliations

The University is approved for attendance of nonimmigrant international students under the Federal Immigration and Nationality Act, and is approved by the American Association of University Women. Other major organizations in which Marshall holds membership, in addition to those named above, are the American Association for Affirmative Action, American Association of State Colleges and Universities, the American Assembly of Colleges and Schools of Business, the American Association of Colleges of Nursing, the American Association of Colleges for Teacher Education, Association for Schools, Colleges & University Staffing, The American Association of Community and Junior Colleges, the American Council on Education, the American Library Association, the Southern Council on Collegiate Education for Nursing, the Mid America Conference, NACUBO-SACUBO, The American Association of Collegiate Registrars and Admissions Officers, the National Association of Student Financial Aid Administrators, and the National Collegiate Athletic Association.

DIVISIONS

The University functions through ten 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 Community and Technical College, the School of Medicine, the College of Nursing and Health Professions, the Graduate School 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 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 1.7 million volumes and in excess of 3,000 periodical titles.

Students may utilize formats such as monographs, periodicals, documents, CD-ROMS, videocassettes, sound recordings, electronic journals, online reference materials and microforms. The provision of electronic resources is done via the University Libraries' web pages or individual CD-ROM workstations in the Reference area of the Drinko Library. Each library operates as a branch of the University system and provides unique service to the appropriate 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 to obtain materials from a variety of sources. An aggressive interlibrary loan and documents express program provides materials from other libraries in electronic or print copy quality in a matter of days. Courier services also enhance turn-around time and bridge the geographical limitations of the past.

The John Deaver Drinko Library houses more than 180,000 volumes, current subscriptions, a 24-hour computer lab, multimedia presentation facilities, 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 includes University Computer Services.

The James E. Morrow Library, situated between Smith Hall and the Science Building, houses Special Collections, Government Documents, and storage for approximately 200,000 volumes of lesser-used titles. Special Collections features the University archives, West Virginia collection of state legislative materials, and the Hoffman and Blake collections. Government Documents contains more than 900,000 items and provides materials in electronic 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. HSL librarians also provide a variety of document delivery services and searches on medical-related databases. The library is located in the new wing of the Cabell-Huntington Hospital on Hal Greer Boulevard.

The Music Library, supporting the instruction and research needs of the Music Department, includes more than 8500 sound recordings (tape, LP, and CD formats), 10,000 scores, music education materials, the *International Index to Music Periodicals* via the World Wide Web, and a sizeable reference collection. The library is located on the first floor of 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 at 696-2430.

The Graduate College Library in South Charleston opened in late 1997. Located in the Robert C. Byrd Academic and Technology Center, the library contains 6,000 books and 450 current journal subscriptions. There are eight 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 bibliographies of journal articles on a specific research topic and delivery of books and copies of journal articles directly to the student. These unique services are available to Marshall University Graduate College students only and can be requested from the Graduate College library's home page or by contacting the library service office. Access to items held in the libraries on the Huntington campus is facilitated by a daily courier service and by the electronic transmission of journal articles between the sites. Traditional interlibrary loan services are also available.

INFORMATION TECHNOLOGY

The Marshall University Information Technology (IT) Office is located in Room 119 of Old Main. 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, and 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.

The Associate Vice President for Information Technology is responsible for providing direction, insight and vision to the campus information technology effort. This includes providing support for faculty in designing courseware, in using technology-enhanced classrooms, and in implementing web-based design and advanced technology tools for instructional development. The Web Developer and Instructional Technologists coordinate campus-wide committees to oversee technology policies and resources.

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; tutorial services; 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.

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 School of Medicine. The clinic is located at 1801 Sixth Avenue, one block southeast of the main campus, and is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. The clinic is closed on Saturday, Sunday, and Holidays. 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.

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 student, or any member of their immediate family who wants 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 students who have learning disabilities and/or

Attention Deficit Disorder. Assistance is 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 and spelling are 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 to 1 year in advance. For information, including fees, call the Director of H.E.L.P. at (304) 696-6317 or the Assistant Director, (304) 696-6316.

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.

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 or phone.

The Marshall University Bookstore in Huntington (telephone 304-696-3622 or toll free at 1-800-547-1262) is located at Fifth Avenue and Elm Street 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 2-15 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.

**POLICY REGARDING WEATHER-RELATED
AND/OR EMERGENCY CLOSINGS AND DELAYS
(Interim Executive Policy Bulletin No. 7, Effective Date: August 8, 1994)**

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 Assistant Vice President for Operations will place the weather-related message on the entire University AUDIX system, as well as the University response number, **696-3170**.

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 Marshall University at 696-3170.

Staff and Administration Personnel:

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

In the event of critical need, certain employees may be required to report to work or temporarily reside on campus to ensure human safety and preservation of university property and/or facilities.

Individual employees may, in their best judgment, determine the risk of travel to be too great and elect to remain at home. Those who do so should contact their respective supervisors and indicate they are: (1) taking annual leave that day, or (2) taking compensatory time, in the event compensatory time is owed them.

In the event a building, or a section of a building is closed (because of heat loss, power outage, etc.), employees working in the affected area will be permitted to take their work to another area or building on campus. Or, in consultation with the supervisor, the employee may elect to take annual leave that day, or take compensatory time off.

In the event of an extreme situation (tornado, flood, ice storm, campus disturbance, etc.) and if the employees' presence is not desired on campus, this information will be disseminated to the news media. A decision as to whether the missed time will be chargeable to annual leave, compensatory time, or a non-pay situation will be determined by the President and communicated through supervisors.

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

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.

Decision-making:

Decisions on closings and/or delays will be made jointly by the Vice President for Academic Affairs and the Senior Vice President for Operations following consultation with other appropriate officials, including the President. Should only one of those two Vice Presidents be available, that person will make the decision.

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