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ABSENCES

1. The penalty for absence is of two kinds: first, for the effect on class work, and second, for discipline.

2. Each department should keep a record of attendance in all classes and should decide on the proper effect of excessive absences on the grades of the students.

3. In addition, all absences must be reported in writing by the instructors to the Registrar’s office on the days on which the absences occur, such lists being deposited in the letterbox on the door of the Registrar’s office.

4. In case there are no absences in a class, the instructor should send in a report, made out in the regular way, leaving the absence column blank or marking it No absences.

5. In case the instructor does not meet a class, the regular absence report should be sent in and marked No class held.

6. No excuse for absence is allowed in the Registrar’s office. An extra two hours of credit is added to the requirements for graduation in the case of each student who receives 30 absence marks in any semester, with the two following exceptions:

(1) A student acting as a representative of the University in some such capacity as
public debater or public athletic contestant may be excused if he secures a written leave of absence from the Dean previous to the absence.

(2) Seniors who receive 30 absences during the last term before graduation may be excused at the discretion of the Dean.

7. Absence reports must include all students in the College, both regular and special. Absences of graduate students and teachers are not reported.

8. Suspension for Absence.—If a student is absent from any class for two consecutive weeks, the fact must be noted by his instructor on the absence reports for that class. Such a student is then dropped from the roll of the class and cannot re-enter the class except on the presentation of a notice from the Dean. This notice is to be countersigned by the instructor and returned to the Dean's office by the student.

9. Tardiness.—Classes should begin promptly at the second bell and be dismissed promptly at the first bell. Two tardinesses should be reported as one absence unless the instructor, desiring to be more rigorous, wishes to report a single tardiness as an absence.

ADMISSION

10. For the one or two admission units above fourteen in which a student may be conditioned, he will be allowed to count such subjects in the University as are suitable for the removal of those conditions.

11. No applicant for admission to the College of Liberal Arts will be allowed to take an additional examination in any subject until the next regular examination period for admission.

DEGREES

12. Degrees may be granted in absentia by motion of the Faculty, provided that the candidate cannot be present at Commencement.

DISCIPLINE

13. The discipline of the College is maintained by the Board of Discipline, and all misconduct should be reported to the Dean of the College of Liberal Arts.

14. Whenever cheating is discovered either by instructors in reading examination papers or by proctors in charge of examinations, the penalty for the offense will be the loss of all credit for the course in question, and suspension, to be followed in each case by faculty action that may result in expulsion. Upon a student who voluntarily gives aid to another, the same penalty will be imposed as upon the one who receives aid.

15. Each instructor shall have power to suspend a student for misconduct in class. In case of such suspension, the matter shall be reported immediately to the Committee on Discipline for final action.

16. The power to dismiss students from class for poor scholarship shall be vested in the Dean and the head of the department
concerned.

**EXAMINATIONS**

17. There are three classes of examinations; entrance examinations, class tests, and final or term examinations.

18. *Entrance Examinations.*—These examinations are held three times a year. They are regulated by the Director of School Affiliation, who notifies each department when to make out questions and to correct papers. (See 11.)

19. *Class Tests.*—These are under the jurisdiction of the department concerned, except that precautions must be taken to ensure honest work, and no written test may be given in any class the week previous to term examinations.

20. *Term Examinations.*—The dates for term examinations are set by the Committee on Schedule. Any changes in these dates should be referred to the Committee at least two weeks before the examination period.

21. No final examinations or other examinations may be given the week preceding the examination period.

22. No student may be excused from a final examination because of excellence in class work.

23. Students conditioned in a subject may remove such condition by a special examination subject to the following requirements:

(a) A receipt for the payment of the fee for a supplemental examination must be shown the examiner.

(b) The examination must be taken within one year, or the condition becomes a failure. (See 37.)

24. No examination for the removal of a condition shall be given before the period of the next regular semester or mid-semester examinations, with this exception, that a student who incurs a condition at the end of the second semester may be examined for the removal of that condition during the opening week of the next semester following, provided that he has taken work during the intervening vacation with the approval of the head of the department in which the condition was given.

25. Students who have been unavoidably absent from the semester examinations may, at the discretion of the Dean and heads of the departments concerned, be admitted to subsequent examinations in such work, upon payment of the fee for supplemental examinations. (See 38.)

**METHOD OF HOLDING EXAMINATIONS**

26. Wherever the students in a particular course unanimously request their instructor to permit them to undertake the control of dishonesty in that course, agree on reasonably adequate articles of procedure, and elect from the class suitable officers to take the matter in charge, it is left to the discretion of the instructor, acting in conjunction with a committee of the faculty, to entrust the matter to the class.

27. In examinations and class tests, either students should be separated from each other
by a distance of at least three feet, so that they cannot see one another’s work without making special effort, or else two sets of questions should be prepared and only alternate students be allowed to write on the same set.

28. The present rule requiring students to write their examinations upon paper specially prepared for the purpose and bought at the Registrar’s office should be rigidly enforced, with this difference: that the blank books so bought by the students should be exchanged as they enter the examination room, for other blank books provided by the proctors, the purpose of this exchange being to prevent what is seemingly not uncommon, the carrying into examinations of ‘cribs’ disguised as blank books. No other books or papers of any kind shall be allowed about the persons of students, or on the floor near their chairs, during the examination. Any memorandum books or papers pertaining to the subject of the examination, other than the regular examination paper, shall be regarded as evidence of an intention on the part of the student to be dishonest. In language courses, where a text in the hands of the student is necessary to the examination, such texts should either be provided by the instructor and given to the students immediately prior to the examination, or else the instructor should himself examine the text provided by the students and make sure that they are clean and free from illicit aids.

29. The University should furnish at least one proctor for each twenty students or fraction thereof in a class, it being the duty of proctors to discover every case in which students attempt to get aid illicitly.

30. The following penalty for cheating in examinations is recommended to the Board of Discipline by the Faculty of the College of Liberal Arts. (See 14.)

EXTERNAL COURSES

31. No University credit is given for work in External Courses except in the case of students in External Courses who take examinations for University credit upon the recommendation of the Committee on External Courses.

Standards of action of the Committee on External Courses:

1. Members of External Courses who are candidates for University credit are expected to do not less than two hours of work in addition to each hour of lectures;

2. Written tests covering the work of the courses up to that time shall be held in the University as part of the regular examination schedule at the end of the first semester, the times for these tests to be agreed on by the instructors with their classes;

3. Written examinations covering the work of the entire course shall be held in the University at the end of the second semester, the times to be agreed on by the instructors with their classes;
4. Grades based on these tests and examinations, together with the estimates of the instructors as to the work done by each candidate for University credit, shall be reported to the Committee on External Courses within two weeks after the tests.

GRADIENTS

32. The scale of marks for recording grades is as follows: A, 90-100, excellent; B, 80-89, good; C, 70-79, fair; D, 60-69, poor but passed; E, 50-59, conditioned; F, 0-49, failed.

33. In the case of mid-term reports, students shall be graded as follows: P, passed; E, conditioned; F, failure.

34. All students to be entitled to the degree of Bachelor of Arts must receive 124 credits and satisfy the required subjects as given in the catalogue.

35. No student may count toward his 124 credits for graduation more than six credit hours of work marked "D," or poor, in any one semester. But this restriction shall not operate to prevent his counting courses so marked toward the completion of his prescribed work.

CONDITIONS AND FAILURES

36. Any condition that is not removed within one year shall lapse into a failure. (See 23.)

The standing of "D" is the highest mark which any student may receive as the result of re-examination for the removal of a condition. (See 24, 55.)

38. A standing of "D" is the highest mark which any student may receive as the result of an examination for the removal of an absence mark ("ab"), except when the absence is due to prolonged illness or unavoidable detention, to be determined by the Dean, in which case the student may receive the grade actually earned. (See 25.)

39. If the study in which the student is conditioned be a continuous one, the instructor in charge may, at his discretion, excuse the student from re-examination and allow him to obtain credit by passing in the subject during the following semester. In such cases the student shall be required to pay the fee for supplemental examinations. If such a student fail in the work of the second semester, he shall be regarded as having failed in the work of both semesters, and will receive a mark of "F."

40. Students who are forced to repeat a course on account of having had an excessive number of absences, or on account of failure, shall be given such marks as they actually earn, and not merely a grade of "D."

41. In case a student withdraws from the University during any semester, credit will not be given for any of the work elected for that semester.

42. The standing of "F" indicates that the student receives no credit whatever for the work in which the mark is given.

43. Unexcused absence from a regular examination is construed as a failure therein.
44. If a failure occurs in a study which continues throughout the year, the advanced work cannot be commenced until the work in which the failure was incurred has been repeated in class.

45. Failure in a class can be removed only by registering for the course and repeating the work for the entire semester.

46. Beginning with March 1, 1914, the grade in English 1 may be changed into a condition by a vote of the faculty, upon the recommendation of the Department of English, or upon the joint recommendation of the English Department and any other department of the College of Liberal Arts. A condition thus incurred may be removed at the end of the following examination period, and must be removed within one semester, or will lapse into a failure. The method of removing the condition will be prescribed in individual cases by the English Department, but it must include a test of the student's general improvement in his written work.

**Failure in a Required Subject**

47. Whenever a student fails in the first semester of a required subject, he shall elect that subject or its equivalent from the same group, the first semester of the following year.

Whenever a student, having passed in the first semester of a required subject, fails in the second semester of that subject, he shall re-elect that subject the second semester of the following academic year, or, in lieu thereof, he shall elect the equivalent of the subject from the same group the first semester and complete a year's work therein. In case he elect a new subject, the first semester's work already completed shall not count towards fulfilling the requirements in that group.

**Probation and Suspension**

48. A student in the College of Liberal Arts who receives a grade below "D" in one-half of his work at the mid-term or at the end of any semester shall be put upon probation with restricted work for the next half semester. Such probation cannot be removed until the student has obtained a passing grade in all subjects that he is permitted to carry. If a student so probationed fails to secure this passing grade in all subjects after two successive semestrals periods, he shall cease to be a member of the University.

49. Students whose work during the Freshman year shows that they are not qualified to carry the University studies will be required to pass the entrance examinations before being re-admitted to the University.

**Registration and Admission to Class**

50. No student may change his Course Card after the expiration of three days from the last day of registration, except by written permission from the Dean.

51. In order that a student may enroll in a class or withdraw from it after the three days,
a written permission from the Dean must be countersigned by the Instructor and returned by the student to the Registrar.

52. No person will be admitted to any course after the beginning of the semester, unless a sufficient excuse for not entering at the opening of the semester be presented to the Dean; and in no event will any person be permitted to enter the work of any semester after the close of the third week of that semester.

53. All departments conducting laboratory courses are requested to hand to the Registrar a complete list of students from whom laboratory fees are due at the end of the third week of each semester.

54. No student should be admitted to a laboratory course until he presents a receipt for the laboratory fee.

55. No student may be admitted to an examination for the removal of a condition until he presents a receipt for one dollar from the Clerk of the Board.

56. Reports of the examinations at the end of each semester are to be written on regular blanks provided for that purpose; each student's name should be written with two initials or one full name, and the list should be alphabetically arranged.

57. An instructor must require a coupon from the Registrar's office for every student in his class.

SENATE REPRESENTATIVE

58. The senate representative of the College of Liberal Arts shall be elected at the April meeting to serve one year and until his successor is elected, the term to begin the September following the election. The election shall be in the following manner:

An informal ballot shall be taken; if anyone has received the majority of the votes cast in the informal ballot, he may, upon motion, be declared elected. If no one receives the majority of the votes cast on the informal ballot, the faculty shall proceed to a regular ballot on the candidates receiving the highest two numbers of votes in the informal ballot.

59. Senate representatives shall read the minutes of the Senate to their respective faculties.

MISCELLANEOUS

60. Courses listed "For Teachers" are not open to regular undergraduate students; if the head of a department wishes such courses to be open to undergraduate students, the courses must be listed among the regular courses in that department as well as under the heading "For Teachers."

61. Law students need not take any work in Liberal Arts in the Senior year if they do not need such work to complete 124 credits.

62. The editor-in-chief of the News will be given proportionate credit, the amount of said credit to be decided by the English Department, or by a committee of the Faculty.
63. Keys for the use of the telephone booth on the second floor, provided for members of the faculty, are not to be loaned to students. Such a loan is strictly against the rules.

CREDIT IN ANATOMY, BACTERIOLOGY OR PHYSIOLOGY

64. Students who have completed satisfactorily two years of work in the College of Liberal Arts, will be allowed to elect courses in anatomy, bacteriology, or physiology, with the consent of the heads of departments concerned, under the following restrictions:

1. Six credit hours of work satisfactorily completed in the Departments of Anatomy, Bacteriology, or Physiology, will be allowed to count toward the Bachelor of Arts degree;

2. Courses in these departments will not be allowed to count in fulfilling the requirements of major subjects in either botany or zoology;

3. The amount of the fees to be paid by Liberal Arts students who have elected such courses shall be recommended by the Medical College.

HOURS FOR ASSISTANT PROFESSORS AND INSTRUCTORS

65. In reckoning the minimum of fifteen hours a week of lecture and laboratory work expected by the University of assistant professors and instructors, one lecture or one recitation counts for one hour of work, except in the case of English 1, in which a large amount of reading themes, problems, and exercises is required in addition to preparation for class. In this case, an additional hour is allowed for each three hours of paper reading.

Laboratories conducted in person count hour for hour; when conducted with assistants they count one and a half hours for a three-hour period; laboratories when conducted by consultation count one hour for a three-hour period.

Night classes count two hours as equivalent to three hours of day classes.

Only those engaged in research, in publishing, or in official executive business of the University in addition to the duties of their departments, may be excused from compliance with the fifteen-hour rule for assistant professors and instructors.

LIBRARY RULES

66. At the meeting of the Library Committee, held November 26, 1913, the following rules were adopted to aid the Librarian in keeping track of books withdrawn by professors and students:

1. The Librarian shall call in at least once a year all books taken out by professors. At that time such books must be brought back to the Library or must be left in rooms in other parts of the University where the Librarian or his assistants may have access to them. At the same time, the Librarian shall check up all books in departmental libraries.

2. No professor or instructor severing his
connection with the University shall receive his last salary without presenting to the pay-
master a note from the Librarian or one of his assistants stating that all books withdrawn
from the Library by said professor have been returned.

(3) No student shall receive his degree until he has shown the Secretary of the Board
of Directors a statement that all books with-
drawn from the Library have been returned
and that all fines have been paid.