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COLLEGE REGULATIONS

For the Use of the Faculty
of Michigan State College

Faculty Handbook

Organized and prepared

by

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Registrar, Michigan State College

1938



Multilithed and Multigraphed by the
MIMEOGRAPH DEPARTMENT
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Figures in parentheses indicate the date of the Faculty Meeting when the ruling was approved.

Group A

Admissions

(1) The card of admission to this College shall contain a statement of all units of work passed in high school by the applicant. (5-22-33)

(2) The College reserves the right to refuse admission to applicants whose high school records show low scholarship attainments. (5-9-23)

(3) All students enrolled or enrolling in Michigan State College must upon request take an oath of allegiance to support the government and constitution of the United States. (5-21-35)

(4) Students will not ordinarily be admitted to any of the four year courses or to any classes later than Monday of the second week of any term. (4-22-30)

(5) Freshman students entering College at a late date are not to be permitted to carry a full program, the reduction to be relative to the time lost. (11-8-26)

(6) Admission to College in the Fall term closes for undergraduate students, without special fees, approximately five days before opening of Freshman Week. After that time all new undergraduate students are to be charged an additional fee of five dollars, this fee to be waived only by the registrar when he is satisfied that the delay was not the fault of the applicant. (5-18-36)

(7) Students admitted to College with a deficiency in acceptable high school units will be required to furnish six college credits in one subject for each deficient unit. Effective fall, 1935. (4-5-35)

(8) Graduates of non-accredited high schools are to be required to present the required number of units for entrance into the division chosen or be conditioned in such units as are other students.
(a) That they be further required to pass the Ohio general scholarship tests for high school seniors and rank in the upper fifty per cent as shown by the

Group A (continued)

record of Ohio high school seniors. (9-18-34)

Note: In place of the Ohio test, candidates who have good High School records are required to take only one or two subject examinations.

(9) Persons twenty-one years of age or over, not candidates for a degree, may, with the approval of the President and Departments concerned, enroll and receive credit for any of the courses offered by the College for which they are qualified provided:

- (a) They pay all required fees. (b) Not more than ten credit hours may be taken by such a student during a term and not more than sixty credits may be earned by a non-matriculant. (c) The Registrar will have charge of the classification of such students. (d) A non-matriculant may not be permitted to participate in any College activity. (2-14-21)

Note: According to present practice, the Dean of the Division concerned acts in place of the President.

(10) Advanced standing: A student entering from another college will be granted such advanced credit as his previous work warrants. If deficient in entrance requirements, collegiate work may be accepted in lieu thereof, but credit cannot be given twice for the same work. All advanced credits allowed must be considered provisional, the College reserving the privilege of revising and altering them whenever the work of the student indicates the necessity of such change; the Dean of the Division concerned to determine the enrollment of the student in the required work not covered by credits submitted. (2-5-17)

(11) The plan to allow the admission of graduates of 30 special schools regardless of the type of preparatory work completed was agreed to by the College some time ago as an experiment. Special schools not specified. (1-17-38)

(12) All students, including those taking work as visitors, will be required to comply with College medical requirements so far as vaccination and examination are concerned. (1-15-34)

(13) A limitation of enrollment in the Course in Veterinary Science was authorized. See Faculty Record. (6-4-37)

Group B

Registration and Withdrawals

- (1) New plan of registration procedure: The fall term to remain as at present; winter and spring term registration to take place the first two days of those terms, with classification of students by advisers at some specified or arranged time during the latter part of the preceding term. (11-1-37)
- (2) Adviser System: See #4, Group R.
- (3) Two conditions or one failure in prerequisite work shall exclude a student from registering in a subject. (4-7-11)
- (4) Preregistration of students to be limited to members of the football squad; the number to be reduced as much as possible. (Adm. Group 8-2-37)
- (5) All elective subjects shall be available to all students having the proper prerequisites regardless of the Division in which the course is offered. (2-12-23)
- (6) A student may not drop a subject except upon the written recommendation of the Head of the Department concerned and the approval of his adviser. (4-22-30)
- (7) In case permission is granted and the subject is dropped before the close of the first four weeks of the term or twenty-eight calendar days (five weeks for the first term of attendance at this College), no grade will be reported; after that time a grade of "F" will be reported except in case of illness when the grade of "Inc." or "N" (no grade) will be recommended. (12-12-35)
- (8) Students are not permitted to enter classes as visitors unless authorized by Dean or adviser and Registrar. Credit may not be obtained for work taken as a visitor either by special examination or by back registration.
- (9) Course requirements for graduation: See #3, Group K.

Group B (continued)

(10) Late Registration Fee: See #4, Group D.

(11) Promotion from one class to another will be made when the total credits earned are not more than eight less than the number required to complete the year of the course in which the student is registered, except that promotion from one class to another will not be made in the spring term. (4-22-30)

(12) A student wishing to change from one course to another must not be deficient in more than sixteen points and must secure the approval of both the Dean of the course in which he has previously enrolled and the Dean of the course which he wishes to enter. Changes will not be permitted except at the opening of a term. (4-22-30)

(13) Regular instructors are permitted to attend courses in other Departments than their own in the capacity of visitor when the purpose is professional improvement and not the acquisition of degrees. This privilege is granted without payment of fees. It is also provided that such instructor may participate in the work of the class as outlined by the teacher. (10-4-15)

(14) Seniors whose points for the winter term exceed by one-half the number of credits carried may take not to exceed twenty credits in the spring term except by special permission. All incompletes and conditions in necessary work are included as a part of the spring term work, unless made up not later than the opening week of that term.

(15) A senior who under the rules of the faculty registers for some graduate work is still considered a senior as to his classification until he shall have completed the whole of the undergraduate work necessary for graduation. The graduate work taken, however, may be applied toward his major or minor subjects and shall count toward his required graduate residence. (5-15-22)

(16) A student voluntarily withdrawing from College should obtain written permission to withdraw from the Dean of his Division; also from the Dean of Men or Dean of Women as the case may be. He is then

Group B (continued)

entitled to a refund of fees under regulations. Students withdrawing without notification will be reported as having failed in their work for that term. (4-22-30)

(17) Grades for those who withdraw: See #31, #32, Group C.

(18) Dropping courses in Physical Education or Military Science. See #15, Group J.

(19) Refund of fees after withdrawal. See latest catalog; also #15, Group D.

Group C

Courses, Credits, Grades, and Points

(1) Numbering System:

Freshman Courses	100-199
Sophomore Courses	200-299
Junior Courses	300-399
Senior Courses	400-499
Graduate Courses	500-599

Courses to be numbered according to lowest class to which they are open. The last two figures show the Department number of the course and no two courses in any Department should have duplicate numbers. (12-13-26) (1-10-27)

(2) The first two years of each course shall comprise basic sciences, including English, in preparation for specialization in the last two years. (2-12-23)

(3) Course requirements for graduation: See #3, Group K.

(4) If an instructor has not arrived at the class room at the end of fifteen minutes after the hour, the class is automatically excused. (12-6-27)

(5) Text books: Changes in text books in any department to be left to the Dean of the Division and the Head of the Department concerned. (12-3-23)

Note: It is recommended that instructors consult the Dean of the Division concerned before authorizing any change of text. (10-1-38)

(6) Students in the Liberal Arts Course will be considered as having met requirements in their major when the minimum of forty credits in that field is earned regardless of specific departmental requirements.

(7) Members of the faculty and townspeople may become members of the Michigan State College chorus and orchestra with the understanding that it would be without credit. (10-12-31)

Group C (continued)

(8) With the exception of fixed courses which may require more, any number of credits above seventeen per term will be considered as excess. The minimum number of credits permitted is fourteen and the maximum twenty at the discretion of the classifying officer. (4-22-30)

(9) A class officer or adviser may enroll a student in excess credits or in reduced credits subject to the approval of the Dean of the Division or of a divisional committee; these excess or reduced credits to be reported to the Administrative Group for the record in the minutes of that body. (12-6-27)

(10) A student shall not be permitted to carry excess credit unless his points earned the previous term shall exceed by one-half the number of credits carried. (5-9-23)

(11) The value of a credit shall be three hours of effort including such combination of lecture, laboratory, quiz, or preparation as Departments and Divisional course committees may fix. (2-12-23)

(12) The number of credits permitted by the State Board on the credit hour basis to be nine or less. (12-12-32)

(13) Credit in band may be accepted toward graduation in place of military training in the freshman and sophomore years. (4-9-20)

(14) Credits required for graduation: See #1, 3, Group K.

(15) Courses in Education taken by students at other schools in the freshman year not to be accepted for credit in Education, but may be accepted as electives at the discretion of the Dean of the student's Division. (4-19-37)

(16) For post-graduate work done in high school, the Dean of a Division may grant six College credits for each unit of work in Group I (Academic) completed with a grade of B or better. The maximum of such credits shall be twenty-four. (5-22-33)

Group C (continued)

(17) Graduates of an approved school of nursing who have the degree of R. N. may be granted not to exceed fifty credits toward a degree at this College. (3-14-32)

(18) Credit toward a degree may be given for either or both correspondence and extension work up to a maximum of 48 credits, provided the work is given by a standard accredited college which accepts the work towards its own degree. (2-7-27)

(19) The maximum number of credits that may be given for one year of acceptable county normal work is 29.

(20) Grades: Four letters, A, B, C, and D, to represent passing grades. Of these, "C" (Average) constitutes approximately 50% of the grades; "B" (Superior), approximately 20%; "A" (Excellent), approximately 5%; "D" (Inferior), approximately 20%. The letter "X" to be used as showing condition, and "F" to represent failure. These two to cover approximately 5% of the grades. (6-18-17 and 6-21-17)

(21) The grade of "incomplete" may not be given unless the student receiving it shall be unable to finish his work on account of illness or illness in his family which necessitates his absence from College. In such case, it shall be the duty of the student to place before the teacher in writing the reason for the absence. (3-5-17)

(22) The mark "incomplete" will be given only upon the approval of the Dean of his Division when a student is prevented by illness or other satisfactory reason from completing his work. (2-1-37)

(23) In any case the mark "incomplete" shall not be given unless the student's record up to the time of withdrawal is of passing grade. "Incompletes" not removed by the close of term in which the subject is repeated shall become a failure, the change to be made by the Registrar. (3-5-17)

(24) A passing grade in a subject is final and may not be changed by a second or special examination. However a subject may be repeated in class, with the

Group C (continued)

understanding that the second grade received, either passing, or not passing, cancels the first grade. (9-21-25, also Adm. Group action)

(25) A student receiving a grade of "X" in a subject will have until the beginning of the corresponding term of the next year in which to remove such deficiencies. The "next year" means the next year in attendance. (12-17-28)

(26) Every report to the Registrar of the standing of students in a class must include the name of every student who registered in the subject, the date of withdrawal from class to be given as part of the record of those who left before the close of the term. (3-5-17)

(27) Failures or Conditions in prerequisite work: See #3, Group B.

(28) A graduate student who is employed full time by the College or who holds a definite position elsewhere may be given the mark "grade deferred" if he is unable to complete his work for any term on account of the duties of his position. (2-15-26) If this work is not completed satisfactorily within two calendar years of attendance at the College, the grade automatically becomes (N) no grade. However, this change shall not apply to courses which are the thesis work. (6-4-37)

(29) A student's grade after recorded may be changed by the Registrar only when the instructor submits a written statement signed by the Head of his Department and the Dean of the Division in which the subject is offered that the first grade was an error. (1-17-33) Note: Any change of grade must be made within the first month after the opening of the next term in which the student is in attendance. (10-1-38)

(30) Grade requirement for graduate students: See #8, Group L.

(31) In case of voluntary withdrawal from College before the close of the first eight weeks of the term, no grade will be reported; after that time, the grade

Group C (continued)

of "Inc." will be given in subjects where the work was satisfactory, and if authorized by the Dean of the student's Division; in others a grade of "F." (1-15-32)

(32) Grades for student dismissed from College: See #7, Group T.

(33) Point system: Three points to be allowed for each credit of work with an "A" grade; two points for work of "B" grade; one point for work of "C" grade; and no points for work of "D" grade or lower. (9-11-20) Also, grades of X or F will be given one negative point for each credit. (4-22-30)

(34) An interpretation of rules concerning negative points: (a) In case of two failures or one failure and one condition in the same subject negative points would be deducted but once. (b) For students who have transferred from one course to another, a non-required subject repeated to remove failure received before transfer was made would be subject to negative points for the failure. (9-18-34)

(35) Points for Graduation: See #2, Group K.

(36) Students falling behind in points in proportion to the number of credits of work taken will automatically be dropped from the course on completion of the scholastic year, but may appear in person before the scholastic committee to show cause for reinstatement. (9-11-20)

(37) For the purpose of determining points for honors, the College year would be the period from September 1, to September 1. (12-13-37)

Group D

Fees

(1) Fees - College and Student Activity. See latest catalog.

(2) Out of State Fees - See latest catalog.

(3) The last day for payment of fees in the fall term will be the Saturday preceding the opening of the term. For the winter and spring terms the last day is Friday of the first week of each term. (4-10-33)

(4) A charge for late registration, both graduates and undergraduates, to be made as follows: Three dollars for the first day and an additional dollar for each succeeding day until a maximum of five dollars is reached. No exceptions or refunds to be made. (2-27-33)

(5) The student activity fee is optional for those carrying nine credits or less. (1-15-34)

(6) The fee is \$1.00 for a special examination to remove grade of X.

(7) Students carrying 9 credits or less with payment on a credit hour basis must pay additional fees on same basis if taking examination for advance credit. (Adm. Group)

(8) Fee for special examinations taken when not in attendance. See #11, Group F.

(9) The Diploma fee is payable at registration period of last term. (Adm. Group)

(10) Sons and daughters of World War veterans who meet the conditions stated in Act 245 of the Public Acts of 1932 (Amendment not accepted), are entitled to free tuition (\$30 per term). Student activity fees are not required of such students, but this exemption does not entitle them to those privileges. (State Board)

Group D (continued)

(11) Library fines: Students shall be charged a fine of 2¢ a day not including Sundays or holidays, on books not returned to the main circulation desk two weeks from the date of borrowing. A fine of 3¢ a day shall be charged on overdue books from limited circulation of one week or three days. A fine of 25¢ per volume will be charged for failure to return books taken from the assigned reading room by 8:00 A.M. of the following day. After 9:00 A.M. there shall be an additional fine of 10¢ per volume per day. (6-7-32)

(12) Applications for admission to College received after the specified date for any year, (usually about five days preceding opening of Freshman Week), are accepted only upon payment of the authorized fee of five dollars, (\$5.00). This fee may be excused only by the Registrar and upon evidence that the delay was not the fault of the applicant. (5-18-36)

(13) Exemption of employees from fees. See #10, Group R.

(14) Refund of fees. See latest catalog.

(15) A student is considered as being in attendance so far as fees are concerned, while confined in the College Hospital or otherwise under College medical care.

Group F

Examinations

(1) Final examinations may not be given before the regularly scheduled time except by faculty action. (5-18-36)

(2) All requests for early examinations that can be satisfied by permitting examinations with another section may be approved, provided the reasons given are deemed worthy, by the Dean of the student's Division. Other requests for early examinations to be taken care of by giving the student the privilege of receiving "incompletes." (6-3-36)

(3) Students recommended by the Military Department for early examinations in order to report to camp may be permitted to take final examinations early. (5-21-35)

Where summer employment or qualification for summer employment is involved, the deans shall be empowered to mail examination questions to responsible individuals who will give the examinations to students in absentia. (5-21-35)

(4) Requests for absence from final examinations for any purpose are to be placed in the hands of the Dean of the Division concerned, with the understanding that arrangements may be made for special examinations to be taken at the opening of the next term. (1-14-30)

(5) All deferred examinations (both graduate and undergraduate) are to be taken the first week of the term rather than at irregular times. (1-11-35)

(6) Students receiving a condition (X) have the privilege of taking a special examination in the subject, provided such examination is taken before the opening of the corresponding term of the next year in which the student is in attendance. If not so removed the grade becomes a failure. (See paragraph following.) Those receiving incompletes (Inc.), must complete their work within a year or the grade becomes a failure. Those receiving a failure (F) and those not removing their conditions or incompletes by the above mentioned method may receive credit only by repeating

Group F (continued)

the subject in class or by faculty authorization of a special examination. The fee for special examinations to remove deficiencies is one dollar and permits must be secured at the Registrar's office.

(7) Subject to regulations stated above, special examinations, either for advanced credit or to remove conditions, may be taken only during the week ending with the first Saturday after the opening of any term and after consultation with the instructor. Examinations to remove grades of "Incomplete" may be taken at any time during the year satisfactory to the instructor. (4-22-30)

(8) Students applying for special examinations for advanced credit shall secure the written approval of the Head of the Department and the Dean of the Division in which the subject is given before applying to the Registrar for a permit to take the special examination. (4-11-32)

(9) A student wishing a special examination should make the request at least forty-eight hours in advance for the convenience of the department. (11-8-26)

(10) All petitions from members of the student body asking special privileges regarding examinations on courses to be accompanied by a statement of the credits and points earned by the student up to the end of the term preceding the presentation of the petition. (1-11-24)

(11) Former students, not in attendance, who wish to take special examinations may do so by paying the specified fee of \$2.50 per credit hour, except for examination in subjects where the grade is "Inc." in which case no fee is charged.

(12) Examinations for seniors who are graduating in the spring term to be held the last recitation period for each subject in the week ending eight days before commencement. (6-2-24)

(13) Seniors with standing of "B" or better in any subject shall be excused from final examination in such subject in their last term. (The term in which they actually graduate.) (5-25-26)

Group F (continued)

(14) The rule of excusing seniors from final examinations, providing their work of the term in any subject has been of "B" average, applies to those graduating any term. (3-21-27)

(15) When examinations are deferred because of unpaid fees, the time limit for making up these examinations is to follow the same rule as that applying to the grade of "X." (12-12-35)

(16) Fraud in examination to be referred to the Administrative Officers of the Division concerned and the President. (1-19-31)

Group G

Transfer Students

- (1) Transfer from one Division to another:
- (a) Subjects completed, if required in the new curriculum, shall be accepted if of passing grade.
 - (b) Non-technical subjects not required, if available as electives, to be accepted if of passing grade.
 - (c) Only those technical subjects having a grade of C or better to be transferred as electives.
 - (d) Deficiencies in points in subjects not transferred not to be counted as affecting graduation.
 - (e) Credits earned in one Division but not transferred as provided above to another Division, may not be used to remove deficiencies in points, entrance, etc.
 - (f) A student desiring to transfer from one Division to another must obtain a transcript of record from the Registrar and submit it to the Dean of the Division to which transfer is to be made. Written approval of the Deans of both Divisions concerned is necessary before the transfer may be made. (7-2-28, 4-22-30)

(2) The regulation in effect concerning the adjustment of credits for students transferring from one Division to another to apply also to students transferring from one course to another in the same Division. (11-1-37)

(3) In the evaluation of credits presented from a junior college, 100 college credits shall be considered as a maximum. In special cases this rule may be modified by the Dean of the Division with the approval of the faculty. (5-22-33)

(4) The definite report covering the adjustment of credentials of students admitted with provisional advanced credit is to be sent to the Registrar not later than after the completion of one year's work in this College. (12-12-35)

(5) Students transferring to this College who are graduates of an approved school of nursing and who have the degree of R. N., may be granted not to exceed 50 credits toward a degree at this College, specific evaluation of credits to be made by the Dean of the Division in which the student wishes to enroll. (3-14-32)

Group G (continued)

- (6) Diploma honors for transfer students: (a) The student's record for each College from which he transfers must correspond to the standards of this College as follows: (1) Where four letter passing grades are used, an average of "B" for each year is required. (2) Where three letter passing grades are used, "A" will count as three points; "B," as two; and "C," as one. The average required for each year, however, will be two and one-half points. If numerical grades are used with 70 as passing, an average grade of 85 will be required.
- (b) The average for each year in this College must be "B."
- (c) At least 48 credits must have been earned at this College prior to the opening of the last term in order to graduate with honor.
- (d) To be eligible for high honor, the student must have spent three years in full time residence work in this institution. (4-28-31)

- (7) A student transferring from one curriculum of the College to another will be expected to meet the requirements of the new curriculum as outlined in the catalog in effect at the time the transfer was made. (12-13-37)

Group J

Military Science and Physical Education

Eligibility Rules. - See latest Catalog.

(1) Students eligible for Military Science whose entire course has been taken at Michigan State College must complete six terms of Military Science. Students transferring from other institutions may be excused from Military Science if they present 92 or more credits which apply toward graduation, or when they obtain junior rating. (2-1-37)

(2) Advanced Military: Curtailment in accordance with army regulation may be accepted by the College with credit for the actual number of terms completed, and three credits be given per term regardless of the number of terms. Also, the Military Department is to be allowed to comply with paragraph 42. (2) (b) A. R. 145-10. without record being made thereof by the Registrar or credit given. (2-1-37)

(3) Credit for advanced R. O. T. C. work shall not be counted toward graduation until the student has carried out his contract with the government. Notice of the completion of his contract shall be given to the Registrar by the Commandante. (11-8-26)

(4) Engineering students electing advanced Military Science or advanced band are required to take the engineering administrative option, substituting military work or band for the non-engineering subjects. Students deciding to take the administrative option in addition to the military or band options must make a 1.5 point credit ratio in any preceding term. (1-15-34) and (9-6-35)

(5) Use of Cavalry Horses: (a) The assignment of Cavalry Horses for unsupervised practice riding to be limited to men students enrolled in the Cavalry unit. (b) The use of Cavalry horses by all other students to be limited to organized groups under the supervision of an instructor within a limited enclosure. (c) Written consent must be given by parents or guardians for all minors. (11-1-37)

Group J (continued)

(6) Credit in Military Science for the last term attended to be withheld until the uniform is returned to the Military Department.

(7) Term excuses (temporary excuses) from Military Science or Physical Education will be considered as deferring the subject. (10-3-32)

(8) Any male sophomore or freshman student carrying more than nine credits will be considered a regular student so far as Military Science and Physical Education are concerned. (11-10-33)

(9) The maximum number of credits allowed toward graduation for general freshman and sophomore physical education is limited to nine for women and six for men. (11-10-33)

(10) Women transfer students whose records in the Registrar's office show full junior standing shall not be held for further required work in Physical Education unless some previous term's required work has been deferred. All deferred work must be made up. (1-5-34)

(11) Women students excused from Physical Education for reasons of health, not physical disabilities related to general health, to be reported as not eligible for carrying excessive credits without special permission from the college physician. Also such students are not to be eligible for heavy outside activity programs. (6-9-31)

(12) Physical Education will not be required of men who have acquired a sophomore rating unless some previous term has been deferred. (11-10-33)

(13) Students who are proficient in swimming and diving may take examinations in the subject and, if satisfactorily passed, receive credit. (10-1-37)

(14) The number of students allowed in the swimming pool at any one time is limited to 60. (10-1-37)

(15) In dropping courses in Military Science and Physical Education the procedure is the same as for other courses. In addition men students shall submit a written authorization from the Committee on Physical

Group J (continued)

Education and Military Science; women, authorization
from the Committee on Physical Education for Women.
(6-7-32)

Group K

Graduation and Commencement

(1) The number of credits required for graduation shall be 200, except in the Engineering Division, which will be 203 credits. (6-6-30) Later action places requirements for graduation from the Veterinary course at 245 credits.

(2) Points equal in number to credits earned are required for graduation.

(3) Students are expected to meet requirements for graduation according to the catalog in effect at the time they entered unless specific changes have been authorized by Dean or Faculty.

(4) Students are eligible for graduation at the close of any term when all requirements of the specific curriculum chosen are satisfactorily completed.

(5) A student must earn at least 50 credits in residence at this College before a Bachelor's degree may be granted. (4-22-30)

(6) Excuse of seniors from final examination:
See #13, Group F.

(7) With the exception of special groups such as pre-medical, pre-dental, and police administration students, 40 of the last 50 credits necessary for a degree are to be earned in residence at this College. (3-2-36)

(8) Senior students eligible for the honor roll will have their names so represented on the commencement day program, also have placed upon their diplomas the words "with high honor" for those who have made a continuous record for four years of not less than "B"; and the words "with honor" for those who have made a record of not less than "B" for three years. (2-7-27)

(9) All deficiencies in subjects required for graduation which are not removed by the beginning of the spring term of the senior year will be included as a part of the permitted credits. (3-16-15)

Group K (continued)

(10) The administrative group expressed their opposition to altering the rule of not permitting the students to graduate who have fewer points than credits. (9-28-36)

(11) A student completing the requirements for graduation, but having graduation withheld for unpaid fees, will have his diploma dated as of the original date, but will be reported at the next regular graduation time. (9-18-34)

(12) One additional year's work (50 credits) is required of graduates of this College before a second degree may be secured. (10-1-37)

(13) Revised rulings concerning the granting of the B.S. Degree to students who have completed pre-medical or pre-dental training at this College. See Faculty Record. (10-1-37)

(14) Commencement: One commencement program is to be given each year in June. Diplomas are to be granted at the close of any term when requirements for graduation are met. The complete list of candidates for degrees granted throughout the year to be included in the commencement program. (10-21-35)

(15) Staff members with rank of Assistant Professor and higher are required to dress in academic costume and join the procession on Commencement Day - provided: Heads of Departments may grant excuses for good and sufficient reasons. (4-28-31)

(16) Students who can definitely arrange to complete work for graduation in the summer session may participate in all commencement activities and have their names printed on the commencement program as graduating at the close of summer school. This is with the understanding that these students pre-register, including payment of fees, at least one week before date of the Commencement Day. (5-21-35)

(17) Requirements for graduation are not completed until all College indebtedness has been satisfactorily met.

Group L

Graduate School

(1) A student with a bachelor's degree may register in the graduate school without being a candidate for an advanced degree, provided at least a part of the subjects taken are from the courses available as major or minor graduate courses. Courses used for the completion of the requirements for a teacher's certificate or other undergraduate requirements may not count as entitling the student to graduate status. Should the student later decide to become a candidate for an advanced degree any major or minor graduate courses taken by him that are acceptable to his major or minor professor or to his guidance committee may be counted as leading toward that degree and as residence work toward the required residence time. (1-17-33)

(2) The courses of graduate grade listed as General Courses in the Graduate Bulletin may be opened to any graduate student properly qualified and count for graduate credit regardless of his major or minor. (4-15-32)

(3) Not over one-third of the major may be selected from the 300 and 400 series of courses listed for minor work in a major subject. The remainder of the major work should consist of graduate work made up of investigational or class room work to which undergraduates are not admitted. (2-20-28)

(4) The proportion of graduate work for the Master's degree in the major field which must be chosen from the courses of the 500 series, may be reduced from two-thirds of the major courses to not less than one-half with the approval of the graduate council. (4-15-32)

(5) A minimum of one year's full time major and minor graduate work (48 credits) is required for the Master of Science or the Master of Arts degree. At least two-thirds of this must be earned at this College. (10-2-33) (4-6-23)

(6) The minimum residence requirement for a Master's degree is 32 credits (two terms' work). The remaining 16 credits may be earned from graduate

Group L (continued)

schools of accredited standing or by extension credit recognized in those schools or conference absentee credits under a member of the faculty at this College. The conference absentee credits may be undertaken only after sufficient resident work in graduate school has been done to demonstrate ability to do satisfactory work in absentee. These 16 credits may be part of major and minor. (5-21-35)

(7) The graduate council is empowered, upon presentation by the major professor of reasons deemed by it to be sufficient, to waive the thesis requirement for the Master's degree in particular cases. (4-15-32)

(8) No grade lower than "B" will be accepted for graduate credit in the major subject. A grade of "C" may be accepted in a minor subject provided other minor courses in the same series carry the grade of "A" so the average grade for the series shall be not less than "B." (6-6-30)

(9) Deferred grades for graduate students - see #28, Group C.

(10) Graduate students in the Division of Home Economics to be granted a degree of M.A. when their work is in the field of Home Management and a degree of M.S. when in other fields. (5-16-32)

(11) At least one academic year before granting the degree of Ph.D, the candidate must pass a satisfactory comprehensive written preliminary examination. (Grad. Council)

(12) Not later than the beginning of the third full term prior to the completion of the requirements for the degree of Ph.D. the candidate must pass examinations demonstrating his ability to read German and French. (Grad. Council)

(13) Colors for hoods for advanced degrees to be in chevron, hunter's green at top and bottom and white in the middle. (6-12-25)

(14) Hospitalization. See #14, Group N.

Group N

Eligibility, Student Activities,
and Social Regulations

(1) Eligibility Rules - (Athletic and Student Activity.) See latest catalog.

(2) An interpretation of rule seven of eligibility for participation in College activities gives twenty-eight credits as the minimum number for full time students per year. (3-2-34)

(3) Students who engage in inter-collegiate debates must meet regular student activity requirements. (3-2-36)

(4) For student activities such as eligibility for office, voting, parties, etc., all five-year students are ranked according to credits earned on the basis of 200 credits for graduation. This will mean two years of senior ranking for Police Administration and Veterinary Science students. (3-14-38, 4-18-38)

(5) Any program of a student organization for the general student body which involves the bringing in of outside speakers must be approved by the administrative authorities before the program may be arranged. (9-28-36)

(6) All College functions at which a large number of citizens of Lansing and East Lansing are in attendance may begin at promptly 8:00 P.M. All other College functions will follow the usual rule of beginning at 7:30 P.M. (1-17-38)

(7) In recognition of scholarship there will be observed early in the fall term of each year a Scholars' Day on which will be held a convocation with an appropriate program. (2-7-27) Note: This day is now known as Spartan Achievement Day.

(8) All student parties during the fall and spring terms must close not later than 12:15 Friday night. Winter term dances must close at 12:30. All Saturday night parties close at 12:00. (Com. on Social Affairs)

Group N (continued)

Fraternity dances shall be restricted to the ballroom floor and the dining room floor and under no circumstances may women enter the study rooms or go upstairs. There shall be no drinking on the premises of the fraternity houses during any party and any one present at a fraternity party who is noticeably under the influence of liquor shall be summarily excluded from the party by the members of the fraternity. There shall be no entertainment of women at fraternity houses on Home Coming day or evening. (Com. on Social Affairs)

(9) Permission to be secured from the administrative group before any proceedings are begun that would involve the absence of any group of students from the College. (5-31-38)

(10) Where groups of students are taken on trips by truck, car, or train, the matter should be brought to the Faculty or Administrative Group to be taken care of in the usual way, thereby placing responsibility. (5-31-38)

(11) Solicitation of student groups that are officially met for College exercises, or groups that are under College compulsion or restraint, for the purpose of securing orders for publications, is not permitted. (11-10-33)

(12) Students having less than a one point average not to be recommended for student loans. (Com. on Student Loans)

(13) Students who fail to pay bills for necessary medical examinations by specialists to be reported to the Dean of the Division in which the student is registered, and to the Dean of Men or Women by the College physician. It is expected the Deans would make every effort to see that the bills were paid. (10-1-37)

(14) Part-time graduate students (those who receive compensation from the College), and part-time undergraduate students who pay on a credit hour basis are entitled to office medical attention, but not hospitalization. (3-15-37)

Group N (continued)

(15) Every new student is required to have a complete medical examination which is given by the Health Service physician. The office hours are: School days, 8:30 to 10:30 A.M., 2:00 to 4:00 P.M. (1-15-34)

(16) Vaccination is compulsory for all students entering College, unless they can show satisfactory evidence of a recent successful vaccination.

(17) The College physician to be required to send a statement to the Dean of the Division concerned when a student is in hospital two days or more. (12-12-32)

(18) Student Council. See Faculty Record. (4-15-32)

(19) Revised constitution of the Board of Publications. See Faculty Record. (3-15-37)

(20) Rules governing publication of the Spartan. See Faculty Record. (12-4-36)

(21) All requests for absence of students from the College for any purpose other than the usual field trips of inspection should come from the Head of the Department concerned to the President for his approval before the absence is incurred. (5-7-29)

(22) College buildings not to be used for--
 (a) Practice purposes by student groups
 (b) Practice purposes on Sundays
 (c) Student group meetings after ten o'clock in the evening. (10-3-38)

Group O

Summer Session

(1) Summer School: Direction of individual conferences and research work shall not constitute a basis for pay.

(2) Summer school salaries to be based on 1-2/3 laboratory hours, equivalent to one class room hour. Full salary requires 12 class room hours or 20 laboratory hours.

(3) Graduate students shall be required to pay the entertainment fee of one dollar which is required of undergraduate students. (1-19-31)

(4) Summer session: Courses having fewer than six students at the close of the second day of the summer session to be eliminated unless the Department staff is willing to carry them without compensation. (4-6-34)

(5) As a matter of College policy, it was agreed that the present plan of not permitting high school students (non-graduates) to enroll during the summer session should be continued. (1-17-38)

(6) Graduation of those completing requirements in Summer Session - (See #16, Group K)

Group R

Faculty and Administration

(1) The committee on administration is to consist of the President, Deans of the respective Divisions, the Secretary, and the Registrar. (1-12-25) Director of Summer Session added.

(2) The Registrar in consultation with the President is authorized to carry out publication of the annual catalog. (1-13-11)

(3) Terms: The fall term shall be thirteen weeks in length; the closing date being regulated by the day on which December 25 falls. The last Thursday of November (Thanksgiving Day) to be a holiday, with classes excused until the morning of the following Monday. The winter term to be twelve weeks in length, the opening date being regulated by the day on which January 1 falls. The spring term to be eleven weeks in length, May 30, (Memorial Day) being a holiday. (2-1-15 - with corrections to date)

(4) Adviser System: Authorized for all freshman and sophomore students, which shall extend from the time the student files an admission blank to the time he completes sophomore work. At that time the adviser shall be supplanted by the Department Head under whom the student's major work centers. Freshman and sophomore advisers shall be chosen by the President from the teaching staff of the Division in which the student is registered, and all advisers shall be under the direct supervision of some one adviser-chairman, appointed by and responsible to the President, whose task it will be to see that the adviser function is properly carried out. (3-14-30)

(5) Student petitions - see #10, Group F.

(6) Attendance Rules - see latest catalog.

(7) Academic work for employees: (a) The amount allowed full time employees during the academic year limited to twelve credits. If taking four credits or less the consent of the Head of the Department is sufficient; if more than four credits, consent of the graduate committee must also be obtained. (b) Full

Group R (continued)

time employees outside the College to have the same limitations as stated above. (c) A full time employee if prevented by regular work from completing a course during the term in which he is classified may with the approval of the Head of the Department receive the standing of "Grade deferred." (2-15-26)

(8) To assist the College physician in his effort to secure payment from students for examinations by specialists it was suggested that such cases be reported by the College physician to the Dean of the Division in which the student was registered and the Dean of Men or Women and that these Deans make every effort to see that the student paid his bill. (10-1-37)

(9) No budgeted funds of the institution may be used to pay the costs of special coaching of students. (6-7-32)

(10) New appointments for part-time assistants taking graduate work with State Board authorization, graduate assistants, and industrial fellows, with salaries \$1200, or below, to be approved by the Graduate Council if exemption from fees is to be claimed. (10-3-38)

(11) Courses taken by Instructors - see #13, Group B.

(12) Reports of Special Committees:

Academic Costume	Faculty Record	{ 4-28-31 6-9-31
Admission of Students	" "	7-2-28
Admission Requirements	" "	1-11-35
Adviser System	" "	3-14-30
Athletics	" "	3-21-27
Attendance	" "	9-28-36
Employment of Staff	" "	12-27-28
Extension Courses	" "	12-5-30
Faculty Procedure	" "	{ 4-11-27 4-18-27
Library	" "	3-14-38
Out-of-State Travel	" "	11-5-28
Registration	" "	11-25-29
Self-Study	" "	2-20-28
Traffic Rules	" "	10-3-38

Group S

Housing

(1) Student rooming quarters other than dormitories (including men's and women's fraternity houses) shall be approved by the housing committee and under its supervision. (7-2-26)

(2) All women students who room in dormitories are required to board in same. (7-2-26)

(3) Freshman girls are not permitted to live in sorority houses their first year. In their second year it is permitted if their scholastic average is "C" or better, or if they have been initiated. (Com. on Social Affairs)

(4) Rooming Houses for Men - See Faculty Record. (10-12-31, 5-16-32)

Group T

Discipline

(1) Discipline is administered by the President and committees chosen from the faculty. Instructors assist in the maintenance of proper College discipline by taking cognizance of misdemeanors they may note even to the extent of reporting to the President if such should be necessary. (10-3-08)

(2) A student may be asked to withdraw from College if in the judgment of the administration he is not of good moral character or if his conduct is subversive of authority. (10-21-35)

(3) A student whose work proves unsatisfactory may be warned, placed on probation, or requested to withdraw from College. If placed on probation, he is not permitted to participate in any extra-curricular activities.

(4) Students known to have been guilty of an act of immorality (for details see faculty minutes of 1-4-15), or to have acquired a venereal disease shall not be admitted to nor allowed to continue in this institution.

(5) If within forty-eight hours after a second notice has been sent out by an administrative officer to a student, this student has not appeared as requested, he shall thereby be automatically dropped from College and notice sent to his instructors to that effect. Reinstatement shall be subject to the discretion of the Dean of the Division. (3-19-29)

(6) For infraction or ignoring of rules concerning automobiles, the penalty might be carried to the extent of suspension or expulsion from College. (10-1-37)

(7) A student dismissed from College for purposes of discipline shall be reported to the Registrar and notice of withdrawal sent to departments concerned. Such student shall receive "F's" in all subjects in which he is classified. (5-28-21)

Discipline

(1) Discipline is administered by the President and consists of action taken by the Faculty. The President has the right to suspend or expel a student from the College for any reason. The President may also suspend or expel a student from the College for any reason. The President may also suspend or expel a student from the College for any reason. The President may also suspend or expel a student from the College for any reason. (10-1-33)

(2) A student may be asked to withdraw from the College if in the judgment of the administration he is not of good moral character or if his conduct is detrimental to the College. (10-1-33)

(3) A student whose work proves unsatisfactory may be warned, placed on probation, or requested to withdraw from the College. If placed on probation, he is not permitted to participate in any extra-curricular activities. (10-1-33)

(4) Students known to have been guilty of an act of immorality (for details see Faculty Manual 1-4-33), or to have acquired a venereal disease shall not be admitted to nor allowed to continue in this institution. (10-1-33)

(5) If within forty-eight hours after a second notice has been sent out by an administrative officer to a student, this student has not appeared as requested, he shall thereby be automatically dropped from the College and notice sent to his instructors to that effect. Reinstatement shall be subject to the discretion of the Dean of the Division. (2-12-33)

(6) For violation or ignoring of rules concerning immorality, the penalty might be varied to the extent of suspension or expulsion from the College. (10-1-33)

(7) A student dismissed from the College for any reason of discipline shall be reported to the Registrar and notice of withdrawal sent to the student's concerned. Such student shall receive "F's" in all subjects in which he is classified. (2-12-33)