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College



Regulations and Procedures
for the guidance
of
Faculty and Students

Tempe, Arizona

TEMPE STATE TEACHERS COLLEGE

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1928

FOREWORD

During past years, the rapid growth of the Normal School, the revision of its curricula, the addition of departments, the development of extra-curricular activities, the advance in methods of instruction, and especially the widening of scope and change in student personnel attendant upon the attainment of collegiate rank, have necessitated continual changes in regulations and procedures. These changes have been enacted from time to time, as occasion demanded, by the Faculty, by the Executive Council, by the Student Body, and by other college organizations. The record of these enactments is widely scattered through the minutes of various bodies and many well-recognized procedures are entirely unwritten and supported only by tradition. It is the aim of this compilation to bring together, in one document, all rules, regulations, and customary procedures in form for convenient reference in order that Faculty and students may be fully informed on these matters to the end that uncertainty and confusion may be avoided and effective co-operation insured.

REGULATIONS AND PROCEDURES

FACULTY

Meetings

1. The regular meetings of the Faculty are held on the first Monday of each month during the College year, at 7:30 P. M.
2. Special meetings at the call of the President.

STANDING COMMITTEES

(Personnel of these committees for the current year will be found on last page.)

Executive Council

1. Meets regularly on Mondays at 4:30, in the office of the President of the College, who is chairman of the Council.
2. Acts in an advisory capacity to the President.
3. Deals with questions of college policy, subject to the approval of the Board of Education of the College.
4. Formulates rules for the consideration of the faculty with a view to adoption.
5. In conference with heads of departments, establishes and revises curricula and courses of study, subject to the approval of the State Board of Education.
6. Disposes of cases of discipline referred to it.
7. Disposes of questions relating to attendance of students.

Credentials Committee.

1. Meets at call of the registrar who is chairman.
2. Disposes of questions relating to evaluation of credits.
3. Examines permanent record of candidates for graduation.
4. Passes on qualifications of candidates for graduation.
5. Recommends to the faculty, candidates for graduation.
6. Regulates questions of student load.
7. Disposes of applications for late entrance.
8. Disposes of questions of reinstatement of students dropped by reason of irregular attendance.

Assembly Committee

1. Has charge of affairs relating to the weekly College assemblies which are held on Mondays at 11:00 A. M.

2. Checks attendance at assemblies and reports absences to office.
3. Arranges schedule of assembly programs.

Committee on Student Quarters

1. Supervises location of students living outside campus limits in Tempe.
2. Inspects lodgings and boarding places, and approves or condemns same.
3. Requires students living outside campus limits to report location of lodgings.
4. Authorizes change of lodgings, subject to approval of the President of the College.
5. Enforces regulations prescribed by the Faculty for the conduct of students living outside campus limits.

Lyceum Committee

1. Engages talent for Lyceum Course.
2. Manages Lyceum Course.

Committee on Physical Training

1. Represents Faculty on Athletic Council.
2. Co-operates with the Director of the Training Schools in regulating the use of athletic fields, playgrounds, and gymnasiums.
3. Regulates extra curricular athletic activities and participation in inter-scholastic contests.
4. Acting upon the Athletic Council supervises the awarding of trophies and insignia earned in athletic competitions.
5. Supervises the program of physical education in the College and in the Training Schools.

Committee on Boy Scout Activities

1. Co-operates with the local District Committee of the Boy Scouts of America in promoting the Scout Program in training schools and in the community.

Committee on Moeur Medals

1. Acts as a board of judges in awarding the Moeur Medals for scholarship.

Committee on Harvard Medal

1. Promotes interest in competition for the Harvard Medal.
2. Attends to details concerning the annual awarding of this prize, including the selecting of judges.

Committee on Frizzell Medal

1. Has charge of all details connected with the annual award of the Frizzell Medal for excellence in mathematics.

Committee on Daughters of Confederacy Prize

1. Co operates with the local Chapter in promoting competition and in selection of the winner of this prize.

FACULTY ADVISERS**Class Advisers**

1. One or more faculty members are assigned by the President of the College in conference with the Class President, to each of the college classes.

2. These advisers attend class meetings and lend their advice and counsel as need arises, and endeavor to maintain a wholesome understanding between faculty and students.

Advisers to Student Societies and Club Groups

1. It is customary for each of these student groups to invite a faculty member to meet with them as adviser. The assignment of faculty advisers is usually made by the President of the College upon nomination by the student group.

HEAD RESIDENTS OF DORMITORIES**Head Resident of Men's Dormitory**

1. Lives in Alpha Hall, the men's dormitory.
2. Is responsible to the Executive Council of the Faculty for the conduct of students residing in the dormitory.
3. Is authorized by the Faculty to secure the adoption whatever regulations seem advisable for the orderly conduct of the affairs of dormitory life.
4. Is authorized by the Faculty to dispose of cases of discipline which may arise in the dormitory, and to impose special regulations on those students who fail to conform to general rules of conduct, or whose grade reports indicate unsatisfactory study habits.
5. Is authorized by the Faculty to hold dormitory students accountable to the College for all property issued for their use and for any damage to or loss or misuse of dormitory property.
6. Reports to office at end of each month.
 - a. Names of students in dormitory
 - b. Changes in personnel during month
 - c. Health report. Physician's calls.

Head Residents of Dormitories for Women

East Hall, Matthews Hall, North Hall, South Hall.

1. Are responsible to the Executive Council of the Faculty for the conduct of students residing in the dormitory.

2. Are authorized by the Faculty to secure the adoption of whatever regulations seem advisable for the orderly conduct of dormitory life.

3. Are authorized by the Faculty to dispose of ordinary cases of discipline which may arise in the dormitory, and to impose special regulations on those students who fail to conform to general rules of conduct, or whose grades as reported indicate unsatisfactory study habits.

4. Are authorized by the Faculty to hold dormitory students accountable to the College for all property issued for their use and for any damage to or loss or misuse of dormitory property.

5. Report to office at end of each month

a. Names of students residing in dormitory.

b. Changes in personnel during month.

c. Health report including physician's calls.

6. Enforce all special regulations of Faculty governing procedure in case of dormitory residents.

OFFICE HOURS—SPECIAL DUTIES**President of the College**

1. Office hours 9 to 11 A. M.

2. Conferences by appointment.

Secretary of the Faculty, Miss Dobbs, Room 3, Science Building.

1. Receives all fees and cash deposits.

2. Receives payment for dormitory board and room on the tenth of each month, on which date her office will be open morning and afternoon.

3. Issues meal tickets to faculty members and to students living outside of dormitories who are entitled to the privileges of the dining hall.

4. Transacts all business relating to finances.

5. As Secretary of the Faculty, keeps minutes of all Faculty meetings.

6. Office hours, 1:20 to 5:00 P. M.

Registrar, Science Building, Room 2

1. Attends to all matters concerning registration, class schedules, and changes of course.

2. Receives petitions addressed to the Credentials Committee.
3. Office hours, 10 to 12 A. M., 1:30 to 5:30 P. M.

Secretary of Records, Science Building, Room 2

1. Attends to all matters pertaining to student records.
2. Receives quarterly reports of grades from faculty members.
3. Issues to students quarterly reports of standing in classes.
4. Receives from faculty members weekly reports of attendance at classes.
5. Keeps record of students' attendance at classes.
6. Receives students' explanation of absence.
7. Acts as secretary to Executive Council.
8. Office hours, 1:00 to 5:00 P. M.

Head Janitor, Main Building, Room 12

1. Supervises the care and cleaning of all College buildings.
2. Receives complaints or directions concerning the character of janitor work done in various buildings, or instructions concerning the repair or removal of furniture and general equipment.
3. Has custody of general supplies which are kept in the general storeroom.

General Foreman, South end of Auditorium, beneath stage.

1. Supervises care of grounds.
2. Supervises repairs to buildings or furniture.

Engineer, Power Plant, Forest Avenue

1. Supervises distribution of steam heat and hot water.
2. Supervises repairs to plumbing and heating apparatus.

FACULTY PROCEDURES

Reports and Communications

1. At the beginning of each semester, every faculty member signs class cards, and from these cards prepares the class roll, a copy of which is then filed in the office.
2. On Friday of each week, every faculty member files in the office a report of student absences for the week. If none are absent, the blank is filed with the statement, "None absent".
3. At the end of each quarter, every faculty member files in the office of the Secretary of Records, on regular form, a list of students in each of his courses with grades for that quarter.
4. The grades reported at the end of the semester are the

grades for the entire semester. Mid-semester grades are for the information of students and are not placed on the student's permanent record.

5. As far as practicable, grading is done according to some form of score-point system, and the standing of each student in a class is determined by a distribution of the term scores of the class.

6. Grade marks are assigned according to a five-point plan. A, superior, B, excellent, (above middle half), C, middle half, D, passing, but below middle half, E, failure, requiring repetition of the course, I, incomplete or conditional, W, dropped.

7. In case a student is given a mark of I, or incomplete, the instructor will file in the office a supplementary report as soon as the student removes the condition. If the student fails to remove the condition before the middle of the following semester, the grade automatically becomes an E.

8. Every faculty member is authorized to drop from his class roll any student whose attendance he considers so irregular as to warrant such action, or whose scholarship is unsatisfactory. The faculty member gives notice of such action by filing in the office a card for change of classification.

9. A student who is dropped from a class for unsatisfactory scholarship after the middle of the semester will be given a grade of E for the course. This rule applies also to the student who drops a class, at any time, because of failure to accomplish the required work.

Grade Points

1. Grade points, honor points, or quality points are assigned to the various grade marks as follows:

- A 3 points per semester hour of the course,
- B 2 points per semester hour,
- C 1 point per semester hour,
- D 0 points per semester hour,
- E 1 point per semester hour.

For example, a grade of A in Sociology, a 3 hour course, adds nine points to the student's grade point score, while a grade of C will add only three points, and a grade of D, no points. A grade of E would subtract three points from the grade point score.

2. Grade points will be given only at the end of the semester, when the final grades are assigned.

3. In order that a student may be eligible for graduation from any curriculum, the total number of grade points earned

must equal or exceed the total number of semester hours of credit accepted for graduation.

Absence of Faculty Members from Classes

1. In case a faculty member expects to be absent from a class exercise, he prescribes in advance the disposition to be made of the class time.

2. In case a faculty member unexpectedly fails to appear at any class exercise for which he is scheduled, the class will be considered to be dismissed after the lapse of ten minutes of the regular class hour, unless the instructor has provided a general rule for the use of the class time in such emergencies.

3. A faculty member who expects to be absent from classes, notifies the office of his intention, and, if practicable, the telephone or telegraph address at which he might be reached in case of urgent emergency. He also posts a notice at the door of his class room indicating the probable duration of his absence.

Office Hours of Faculty Members

1. Every faculty member designates one or more hours in each school day during which he may be found in his office for conference or consultation. The schedule of his office hours is posted at the door of his class room for convenient reference of students and faculty, and a copy is filed in the office of the Secretary of Records.

Schedule of College Events and Group Activities

1. A schedule or calendar of college events is kept in the office of the Secretary of Records, Science Building, Room 2.

2. Every faculty member who appoints a date for any entertainment, excursion, or program which involves the use of auditorium, gymnasium, athletic field, President's lawn, or other portion of the campus, or which involves the co operation or anticipates the attendance of any considerable number of students or faculty members, will see that announcement of such date, together with the hour set and the nature of the event, is placed on the calendar in the office, at a date as far in advance as practicable.

3. In case such event as described in the foregoing section is planned by any student group, the announcement is usually placed on the calendar by the faculty adviser of the group.

4. These rules are intended to apply to class plays and other dramatic events; public group programs; dormitory receptions; college dancing parties; class, society, club, or faculty picnics; hikes; field trips; and all group events not on regular schedule.

REGULATIONS AND PROCEDURES RELATING MAINLY TO STUDENTS

Decorum

1. Tempe State Teachers College expects the conduct of students to conform to the generally accepted standards of society.

2. The worthy member of the Student Body finds in **loyalty to Tempe Teachers College** a sufficient motive to restrain him or her from any indiscretion which might bring unfavorable criticism upon the College, or upon the student as a future member of the teaching profession.

3. Faculty members believe that it is safe to place such reliance upon the good will, sound judgment, and cooperative spirit of the student body and upon the healthy morale of the entire college community as to make it unnecessary to formulate for college students specific laws of conduct, but they recognize the need of certain simple rules of procedure in order to define the rights and privileges of all concerned, both faculty and students, and to secure that court of reference to the rights of others which operates to insure harmonious, comfortable, and efficient cooperation with a minimum amount of friction or confusion. On this basis, whatever rules the Faculty or the Student Body Council have seen fit to adopt are designed and intended to **regulate** rather than to **restrict**.

4. It is the opinion of the Faculty that in this compilation of rules and procedures it is not out of place to include advice upon certain topics which seem to be of an order more or less fundamental, and to remind students that their personal habits may have a vitally important bearing upon the securing or retention of teaching positions. Public opinion is always inclined to be severely critical of the habits of those who are chosen to educate the children of the state.

5. It is agreed by the Faculty and the Student Council that there shall be no smoking on the campus. The area within the limits of the ground recognized as belonging to Alpha Hall is exempt from this regulation.

Health Precautions.

1. Students are advised to give careful consideration to the matter of keeping in fit physical condition by the adoption of regular habits of eating and sleeping and the habit of daily physical exercise.

2. Before registration, every student must file in the office or present to the registrar, under date not more than thirty days preceding the date of registration, the certificate of a physician, pre-

ferably the family physician, to the effect that the applicant for registration is free from tuberculosis and other communicable disease, and that the applicant is physically able to carry the prescribed program of college studies. Blank forms for this certificate are furnished by the office.

3. The Faculty reserves the right to require additional physical examination of any student at any time.

4. Medical care. In all cases of minor illness requiring medical attention, dormitory students will be cared for in the dormitory infirmaries or in the college hospital and the services of a competent physician will be furnished free of charge upon the order of the head resident or other competent authority. In cases of serious or protracted illness, medical attendance will be furnished for the first week only of such illness, after which period the College will no longer assume financial responsibility for the services of physician or nurse. The management will in no case assume financial responsibility for unauthorized office calls for the service of any physician whatever.

5. Students residing outside of campus limits are not entitled to any free medical attention, nor will any special meals be served to those students.

Concerning the Wise Use of Time

1. Students entering the College for the first time frequently fail to realize the importance of the economical use of the time at their disposal, and this oversight is a not uncommon cause of failure in scholarship. The majority of the courses offered require the actual presence of the student in the classroom only two or three hours a week, but the student should clearly understand that responsibility for the work of the course does not end with punctual and regular attendance, but that each hour of class work presupposes two hours of outside preparation; therefore a student carrying the normal load of sixteen units should so plan a program of preparation as to provide thirty or thirty-five hours of study or reference reading or other preparation each week. The vacant hours of the student's time table should not be misused. The student should recognize that those periods are to be reserved for work.

REGULATIONS CONCERNING COLLEGE CREDIT

1. The credit value assigned to a given course represents a definite amount of successful effort on the part of the student along the lines and within the limits prescribed in the description or definition of the course. The credit unit is the measure by which is determined the qualification of the student for diploma

or degree, and it is the standard of exchange in transferring work from one college to another.

2. The college year is divided into two semesters of nine teen weeks each.

3. The unit of credit is the semester-hour which represents one fifty-minute hour of class work per week for one semester of nineteen weeks, supplemented by such additional class, library, or laboratory work as the given course may require. As a rule, two hours of preparation are required for each hour of class work. From two to three hours of unprepared work per week are required for the equivalent of one semester-hour of credit in such courses as physical education and typing. Each three-hour course, therefore, requires a total of nine hours of work each week, three hours in the classroom and six hours outside preparation. The distribution of the time for laboratory courses varies, but will show approximately the same total.

4. The standard requirement for graduation in any three-year curriculum is ninety-seven semester hours of credit, the normal load for first year students being sixteen units each semester, for second year students, fifteen and one-half units, and for third year students, seventeen units each semester.

5. The standard requirement for the degree is one hundred twenty-seven semester-hour units, and the normal load for fourth year students is fifteen units per semester.

6. The minimum load for a student regularly enrolled in any curriculum is twelve units. In particular cases, by special action of the Credentials Committee, a student may be permitted to carry a lighter load for one semester.

7. **Excess load.** Special faculty action is necessary to permit a student to register for an amount of work in excess of that prescribed in a given curriculum. Applications for such excess work must be made by written petition to the Credentials Committee, and must give a detailed statement of the work regularly assigned and of the additional work desired, together with the student's reasons for the special consideration. As a rule, no consideration will be given to such a request unless the record of the applicant shows an average of B or better for the semester immediately preceding.

8. Petitions to the Credentials Committee must be made on the regular blank form which may be obtained from the Secretary of Records, and they are filed with the Secretary of Records in Room 2, Science Building. The petition should give all necessary

data in sufficient detail to enable the committee to obtain an accurate understanding of the merits of the case.

9. **No credit is allowed for experience in teaching.** Every candidate for graduation from any curriculum is required to teach one year in the training school under supervision of the critic teachers. Teachers who present satisfactory evidence of successful experience may substitute five hours of academic work for the second semester of practice teaching, provided the first semester of practice teaching is satisfactory.

10. **No credit is given for extra-curricular activities.** The practice of assigning credit to certain activities outside the curriculum was discontinued by the Executive Council, June 2, 1928.

11. At least two-thirds of the work of a student in the junior and senior years shall consist of advanced courses open only to juniors and seniors.

12. Not more than one-fourth of any curriculum leading to a degree or to a diploma shall be taken in extension classes or by correspondence, and not more than one half of this shall be done by correspondence.

REGULATIONS RELATING TO ATTENDANCE

1. Attendance at classes is an important part of the basis for the assignment of college credit to a given course, therefore certain rules are necessary in order to secure uniformity of practice and to protect the credit value of courses.

2. Any instructor is authorized to drop from his class any student whose attendance is so irregular as to warrant this action from the standpoint of credit value. The argument for this rule is that a student who misses a considerable portion of the class work prescribed for a given course thereby fails to fulfill the attendance requirement of the course and should be denied the credit carried by the course.

3. Any instructor is authorized to deduct from the grade or from the term core of any student an amount to be determined by the instructor for every class absence, whether excused or not.

4. An absence from the College of two weeks or more automatically drops a student from all class work and requires reinstatement by the Credentials Committee in case the student desires to resume work. Ordinarily such reinstatement is conditioned upon the reduction of three or more units in the student's load.

A student desiring reinstatement should address a petition to the Credentials Committee immediately upon returning to class work. Failure to secure regular reinstatement under the circum-

stances here described will render the student ineligible to receive credit in any of the courses taken.

5. For each nine hours (or major fraction in excess thereof) of absence in any one semester, one half unit is added to the amount of credit normally required for graduation.

6. In case the student's absence is due to his severe illness, this penalty may be remitted at the discretion of the Executive Council, provided the student files a written explanation of the cause of his absence, upon the proper blank form, within twenty-four hours of return to class work. This statement must be signed by a physician or by the head resident of a dormitory or other acceptable authority. Private business, however urgent, is not considered a valid excuse for absence from college work.

7. When a student's absence is due to duty assigned by a faculty member, either in connection with college work or extra-curricular activity, the explanation of absence is filed in the same manner, and on the same blank form as the explanation of absence due to illness, and the form must be signed by the faculty member who assigned the duty.

8. Blank forms for explanation of absence may be obtained at the office, Room 2, Science Building, or from the Librarian, and they are to be filed in the receptacles provided, either in the library or in the corridor of the Science Building.

9. One hour of absence means absence from one lecture, recitation, or laboratory exercise. It applies also to absence from the regular Monday assembly or other general assemblies, the assembly of groups of students for special tests, and any other exercise at which the attendance of students is demanded.

10. The responsibility for explanation of absences is placed entirely upon the student. Absences not accounted for within the specified time are recorded as unexcused.

11. The office does not issue any warning notice of accumulation of unexplained absences entered upon the student's record, but, upon inquiry at the office, during office hours on Friday after noons, any student may obtain a report of the number of absences recorded against him.

12. It is suggested that the student should note carefully that an absence of one day results in the accumulation of as many hours of absence as there are class exercises upon the student's program for that day.

Procedure for Dropping Courses

1. A student who, after regularly enrolling in any course or

class, desires, for any reason, to withdraw therefrom, must obtain from the office a card for change of classification, properly filled out and signed by a member of the Credentials Committee. This card will be presented to the instructor in charge of the course or class, and when signed by the instructor, will be returned to the office. Failure to attend to this formality will result in a grade of E being recorded in the course or class dropped. In case a student withdraws from the College it is necessary to follow this procedure for each of the courses which are thus to be dropped.

2. A student who is dropped from a course because of unexcused absences or irregular attendance will receive a grade of E for the course.

3. A student who drops a course in order to avoid receiving a failing grade shall be given a grade of E for the course.

Enrolling in Courses

1. No person is permitted to attend any class or course with out regularly enrolling for the work. At the beginning of each semester, the student enters the course by the presentation of the class card signed by the registrar or by a member of the registration committee. After the date of regular registration, a student who desires to enter a course will obtain from the registrar a card for change of classification, properly filled out, will present this card for the signature of the instructor in charge of the course, and will then file the card in the office.

2. A student who desires to audit one or more courses with out credit may do so with the approval of the registrar and the consent of the instructors concerned, provided the regular registration fee is paid. Such students will present the usual class card for admission to classes, but the card will be marked "not for credit".

RULES RELATING TO SCHOLARSHIP

1. In order to be qualified for graduation from any curriculum, a student must have acquired a number of grade points equal to or in excess of the total number of credit units (semester hours) accepted for graduation. That is to say, the student must show an average of C or better for the entire curriculum. It should be noted that a student who has received one or more marks below the grade of C, must have a sufficient number of marks above the grade of C to balance the deficiency in grade points.

2. In order to be eligible for participation in any inter-scholastic athletic activity, at any time prior to the issuance of the quarter grades, a student must be registered for and carrying at

least twelve units of college work, and during the last preceding quarter, must have carried at least fifty per cent of the units for which he was registered with grades above D, and with at least seventy five per cent of his work of passing grade.

3. A student who receives a semester grade of E in any three hour course shall be required to reduce the amount of work taken in the semester next following by three semester-hours (from the normal load) unless the grades in all other courses taken are B or better; and a student who receives a grade of E in as many as two three hour courses shall be required to reduce the amount of work taken by six hours in the semester next following.

4. A student who receives the grade of E in more than two three hour courses, or the equivalent, in any semester, is thereby **disqualified** for work in the College for the period of one semester.

5. No student shall be permitted to attempt to raise a grade of E to a passing grade without regularly enrolling in the course in question by registration in the office, and no student, while repeating a course to remove a failing grade, shall carry more than the normal load for the semester unless, in the opinion of the Credentials Committee, the circumstances are such as to warrant an overload.

6. In order to be eligible for admission to membership in any extra curricular society or other organization regularly meeting in study hour time, a student must have a grade of C or better in all three hour courses carried for the quarter immediately preceding, and any member of such a society or other organization whose quarterly report shows a grade below C in as many as two three hour courses shall be suspended from active work in the society for one quarter.

REGULATIONS RELATING TO PRACTICE TEACHING

1. Before being admitted to practice teaching in the training schools, a student must have completed work within one year and one summer school of graduation from the three year curriculum.

2. For the information of all concerned, the Director of the Training Schools has published the following outline of factors used in the rating of students in practice teaching:

- a) A student teacher earning a grade of C should approximate the following requirements:
 - (1) All required work should be done carefully and promptly. Such things as lesson plans, outlines and reports come under this requirement.

- (2) The student should be prepared for the work of her class **every time** it meets.
 - (3) Attendance should be regular and any unavoidable absence arranged for with the critic in charge.
 - (4) The student should be able to discipline the class without the constant presence of the critic in the classroom.
 - (5) The student's co-operation and loyalty should be above question.
 - (6) The class should make acceptable progress in the subject taught.
- b) A student teacher earning the grade of B should meet the requirements of a C grade and in addition should approximate the following:
- (1) The student should show originality and initiative in planning and carrying out class work and school projects.
 - (2) The student's work and the progress of the class should indicate accomplishment distinctly above the average.
- c) A student teacher earning a grade of A should show **marked excellence** in all the requirements noted under requirements for B and C grades.
- d) A student teacher who fails to meet fairly satisfactorily the requirements under grade C, but who is still not failing, should receive the grade of D.
- e) A student whose work is so unsatisfactory as to be a detriment to the children in her charge may receive a grade of E. Such a student may be asked to withdraw from a class before the end of a semester.
3. Each quarter's work in practice teaching is graded separately and these quarter grades are recorded on the student teacher's permanent record card in the office .

RESIDENCE REQUIREMENT FOR GRADUATION

1. **Thirty-eight weeks of work in residence** is the minimum requirement for graduation from any curricula, and in addition to the required standing in scholarship, the candidate for graduation must give satisfactory evidence of good moral character and the executive ability necessary to the successful management of a school.

2. One semester or nineteen weeks **immediately preceding**

graduation must be spent in resident work. Exception to this rule is made in the case of students who have completed their residence requirement, including the final semester, but who still lack not more than nine units of the number required for graduation. With the consent of the Credentials Committee, such students may be permitted to complete the credit requirement by extension courses, by correspondence courses, or by work in not more than one summer session.

Customary Procedures Relating to Graduation

1. In order to insure proper adjustment of work and inspection of records, candidates for graduation must make application in writing, on the prescribed form, at least one semester in advance of the date of graduation.

2. Students in any curriculum who expect to graduate in June and who are enrolled for one or more lower division courses, must arrange with instructors for the completion of such courses and the filing in the office of final grades not later than the Friday preceding Commencement Week. The responsibility in this matter is placed entirely upon the student.

3. All candidates for graduation at the close of the college year must have all required work completed not later than the Friday preceding Commencement Week. Any candidate for graduation whose record in the office shows any deficiency on that date will be listed for graduation at a deferred date.

4. Students who graduate at mid year are considered to be members of the class which graduates the following June and are entitled to all privileges of membership in the class organization. The date of mid-year graduation is the last Friday of the first semester. This is usually the third Friday in January. Mid-year graduates may participate in all exercises of Commencement Week in June following if they so desire. The degree is conferred formally only at the close of the college year in June.

5. No student is permitted to appear in the academic procession nor in any other official ceremonies connected with graduation until all work required for graduation is completed.

6. Before graduation, every student must pass the state examinations in the history of the Constitution of the United States and of the Constitution of Arizona. For instructions as to the manner of fulfilling this requirement, students should consult the head of the department of social science.

STUDENT COUNCILS

Class Councils

1. The affairs of each class are conducted through a Class Council consisting of not more than five members, including the President, the Vice President, the Secretary Treasurer, and two other members of the class, all of whom are elected by the class and serve for the term of one semester. The Faculty Advisers of the class work with the Class Council in an advisory capacity.

2. Only the three officers of each class are members of the Student Body Council.

3. The regular meetings of all classes are held between 11:00 and 12:00 o'clock on the first Monday of each month during the college year. Special meetings are held whenever necessary at the call of the president of the class.

The Student Body Council.

1. The Student Body Council is representative of the Student Body and is composed of the duly elected officers of the four college classes together with one or more faculty members as advisers. This council serves for the term of one semester.

2. This council elects its own president, vice president, secretary, and treasurer from among the student members of the council.

3. This Council considers ways and means for the transaction of such business as concerns the Student Body as a whole; it proposes measures for the consideration of the Student Body with a view to adoption by that body; it proposes regulations and procedures for the approval of the Student Body and the Faculty with a view to improving conditions, morale, and the general welfare of the Student Body and of the College as a whole, and for the promotion of effective co-operation of all parties connected with the College.

4. This Council adopts by-laws for the transaction of business and for the guidance of its members.

5. Within a week after the annual election of class officers, in October, the president of the Senior Class calls a meeting of the Student Body Council for the purpose of organization of the Council and the election of Council officers for the first semester. As soon as practicable after the mid-year election of class officers, the retiring president of the Council calls a meeting for the purpose of reorganization and election of officers of the Council for the second semester.

6. Immediately after the organization of the Council, at the beginning of each semester, the secretary of the Council files with

the Faculty Secretary of Records, a list of the members of the Student Body Council, with the designation of the office held by each in the several classes which they represent. This report also includes the names of the officers of the Council and of the Faculty Adviser.

7. Whenever the Student Body Council adopts any measure affecting the Student Body as a whole, the President of the Council transmits a report of same to the Executive Council of the Faculty for their approval.

The Athletic Council

1. The members of the Faculty Committee on Physical Training, together with the student manager of each major sport, constitute the Athletic Council.

2. The student managers are chosen annually by the student body by ballot, at an election, the place and date of which are duly announced in a regular assembly.

3. The Athletic Council supervises the awarding of trophies and insign'a earned by students in athletic competitions, and transacts such other business connected with college athletics as may be assigned to it by the Faculty or by the Faculty Committee on Physical Training.

Rules Governing Athletic Awards for Men

1. The Athletic Council, with the advice of the coach of each sport, shall award and authorize the presentation of all emblems indicative of accomplishment in athletic sports.

2. The official emblem for all major sports shall be the old-gold, eight inch block "T", mounted on a maroon sweater.

3. The major sports are Football, Basketball, Baseball, and Track.

4. Men earning a letter for the first year shall receive the letter and a certificate of award. Men earning a letter for the second year shall be awarded a maroon sweater with two service stripes. Third year men shall receive a gold emblem of the sport in which the letter was earned. A four year letterman shall be awarded a maroon sweater with four service stripes, and, in addition, shall receive a life pass to all games on the Campus of Tempe State Teachers College. A captain earning his letter shall be entitled to wear a star above the service stripes.

5. It is understood that, under this rule, no one shall receive more than two sweaters in any one year

Rules Governing Athletics for Women:

1. The following rules are adopted by the Athletic Council for government of athletic contests for women.

Rules and Regulations for Awarding of Athletic Honors to Women Students of Tempe State College.

1. The athletic letters, awards, or honors given to women in this college shall be based upon a point system.
2. Awards of sweaters shall be based upon membership in All Star Teams.
3. These points and awards shall be given for service in games and activities as follows:

A. Volley Ball

1. Inter Division Teams.
 - a. Each contestant playing two out of three games shall receive a total of twenty-five points.
 - b. Those chosen as subs shall receive ten points, whether they play or not, providing they are in attendance at all games.
2. Inter Class Teams.
 - a. Nine players and three subs shall be chosen from the students at large.
 - b. Each contestant playing in two out of three games shall receive fifty points.
 - c. Subs shall receive twenty five points whether they play or not, provide they are in attendance at all games
3. All Star Teams.
 - a. Nine players (no subs) shall be chosen from the different division and class teams for All Star Team. By forfeiting their points from the division and class teams, the members of the all star team will receive credit which will lead, with other requirements, to a sweater award.

B. Soccer Ball.

1. Inter Division Teams.
 - a. Eleven players and three subs shall be chosen from each division.
 - b. Each contestant playing three fourths of a game shall receive twenty five points.
 - c. Subs shall receive ten points each if in attendance at all of the games.

2. Inter-Class Teams.
 - a. To be chosen from students at large, consisting of eleven players and three subs.
 - b. Each contestant playing in two out of three games shall receive fifty points.
 - c. Subs shall receive twenty-five points if in attendance at all games.
3. All Star Team.
 - a. Eleven players shall be chosen for the All Star Team. The first team players shall receive credit which shall count toward a sweater, while the points received by the same players for division or class teams shall be forfeited.

C. Baseball.

1. Inter Division Teams.
 - a. Nine players and three subs shall be chosen for the division teams.
 - b. One game shall be played between each two division teams. Any player who plays four out of the seven innings shall receive twenty five points.
 - c. Subs shall receive ten points if in attendance.
2. Inter Class Games.
 - a. Nine players and three subs shall be picked from the students at large.
 - b. Three seven inning games shall be played to determine the championship team.
 - c. Fifty points shall be given to each student playing two out of the three games. Subs shall receive twenty five points if in attendance at all games.
3. All Star Teams.
 - a. Nine players shall be chosen to constitute the All Star Team. Players on first teams shall receive credit which will count toward a sweater, but these players must forfeit any points which may have been received for division or class teams.

D. Tennis

1. Inter-Division Teams.
 - a. In doubles, two people shall receive twenty-five points each, for playing two out of three sets.

- b. In singles, one player shall receive twenty five points for playing two out of three sets.
 - c. A student on the doubles team may not compete for the singles championship, and vice versa.
 - d. Alternates for both singles and doubles shall receive ten points each.
 - e. There shall be one alternate each for doubles and for singles.
2. **All Star Team.**
- a. Shall consist of two doubles and one single which shall be picked from the school at large.
 - b. Members of this team shall receive credit which will count toward a sweater award providing the points made on other teams shall be forfeited.
3. **Inter Class Games.**
- a. Doubles and singles picked from division teams or from other participants.
 - b. These three players shall receive fifty points each for playing two out of three matches consisting of three or more six game sets.
 - c. Alternates shall receive twenty five points each.
- E. Hiking**
1. A minimum of twenty-five miles and a maximum of thirty-five miles in each quarter shall receive one point for each mile.
- F. Athletic Council.**
1. Each student member shall receive a total of fifty points for efficient service.
- G. Captains.**
1. Captains of all inter class teams shall receive twenty-five points, each. Captains of all star teams shall each receive a gold star.
- H. Scholarship Award.**
1. Any student receiving a grade of A in all subjects for the semester, shall receive an additional award of 50 per cent of the total number of athletic points which she has made during the semester.
 2. Any student receiving a B average in scholarship for a semester shall receive an additional award of 25 per cent

of the total number of athletic points which she has made during that semester.

I. Awards.

- 1 **The "T".** Any student receiving 250 points, in accordance with the above system, shall receive a block "T" 5 inches high.
2. **The Blanket.** Any student receiving 500 points in accordance with the above system, shall receive a blanket, size, $5\frac{1}{2} \times 6\frac{1}{2}$ with a "T.C." 12 inches high in the center.
3. **The Sweater.** A sweater shall be given to every star player for:
 - One first team the first year she is in college;
 - Two first teams—the second year she is in college;
 - But the teams of the second year must be different from that of the first year.
- 4 **Hiking.** Each student shall hike 100 miles before she shall be eligible for a sweater.
5. **Folk Dancing.** Each student must receive a C grade in folk dancing before she shall be eligible for a sweater.

LIBRARY RULES

1. During the college year, the main library is open from 8:00 A. M. to 5:00 P. M. every day except Saturday, and from 7:15 to 9:15 four nights a week. On Saturdays, it is open from 9:00 A. M. to 12:00 M., and from 1:30 P. M. to 4:00 P. M. It is closed on Sundays and Holidays.

2. Books drawn for use may ordinarily be kept for two weeks, and may be renewed once. Books not returned when due are subject to a fine of two cents per day until returned, and lost books must be paid for by the borrower.

3. No books will be loaned to students having unpaid fines or overdue books.

4. Books used by large classes are placed on reserve and are shelved back of the loan desk. Reserved books must be signed for at the desk and read in the library. They may be drawn for home use on Saturday at 4:00 P. M., to be returned at 8:00 A. M. the following Monday. A fine of twenty five cents per hour is charged for overdue reserved books.

5. Permanent reference works such as encyclopedias, dictionaries, sets of bound volumes, etc., are for use in the library only and may not be drawn out.

ASSEMBLIES

1. The College Assembly is held regularly on Mondays from 11:00 to 11:50 A. M.
2. All students are required to attend this assembly unless excused for practice teaching duties or other reasons recognized by the Assambly Committee.
3. At the Assembly each student sits in a designated seat, and if not in this seat at the taking of the roll, the student is charged with an hour of absence equivalent to an absence from a class exercise.
4. Announcements to be given in the Assembly are to be in writing and are read by the person in direct charge of the assembly.
5. Special numbers and programs given at these assemblies must be arranged for in advance through the Assembly Committee or its chairman.
6. On the first Monday of each month, the four classes, after reporting at the assembly roll, may use the remaining time to meet separately for the transaction of class business.

**STUDENT ORGANIZATIONS REGULARLY MEETING IN
STUDY HOUR TIME**

1. The membership of any society shall not exceed thirty.
2. No student shall accept membership in more than two organizations whose meetings regularly occupy study hour time. This rule shall not be understood to bar a member of a literary society from membership in the staff of the COLLEGIAN, the staff of the Annual, or in hiking clubs or athletic teams, nor is it intended to exclude members of a literary society from membership in the Y. W. C. A.
3. All societies shall observe the scholarship requirements for membership adopted by the faculty.
4. It is customary for each society to choose a faculty adviser with the approval of the President of the College. The adviser meets with the organization as counsellor, but is not responsible for its management.
5. New organizations may be formed by groups of ten or more students not exceeding thirty with the approval of the Executive Council of the Faculty.
6. If at any time an organization fails to carry on its work in a creditable manner, or fails to justify the time spent in meetings, it may be disbanded by action of the Executive Council.
7. At the beginning of each semester, the secretary of each

organization files in the office a roster of officers and members, together with a brief outline of the objectives of the organization for the semester.

8. When new members are added to the rolls, the secretary of the organization files a list of names in the office of the Secretary of Records.

9. No organization of students shall incur financial indebtedness without the permission of the Executive Council.

RULES RELATING TO ADMISSION OF MEMBERS TO LITERARY SOCIETIES

The following rules were approved by the Faculty Advisers and the presidents of all literary societies at a meeting held on November 21, 1927.

1. Students may be admitted to literary societies only upon official grades, earned in this college. These grades must be obtained from the Secretary of Records. The adviser of each society, having students under consideration for membership, shall request the Secretary of Records to supply the grades for the preceding quarter of the students under consideration. All grades requested shall be mailed to the advisers of the respective society on a uniform date to be fixed by the Office.

2. In order to be eligible for admission to a society, a student must have made grades of C or better in all three hour courses for the quarter immediately preceding election to the society, and a society member who receives grades below C in as many as two three hour courses must drop work in the society for one quarter. Any society may set a higher standard than this, but not a lower standard.

3. The grades upon which a student is admitted to membership must be grades acquired in this College.

4. Former students of Tempe Teachers College having official grades which meet the required standard may be admitted to membership at any time.

5. There shall be no soliciting for membership of students who have no grades on file in the office.

6. After the quarter grades have been filed, an election of candidates, eligible under Rule 1, shall be held upon a uniform date agreed upon. (The 1927 elections were held on November 29.)

7. New members may be invited not earlier than the first Tuesday after the receipt by the society advisers of the grades in each quarter, the date to be fixed each time by a meeting of

society presidents and advisers. This rule applies only to students becoming eligible under Rule 1.

8. The persons elected to membership in the several societies shall all be notified by letter at a fixed time. Invitations to students residing in dormitories shall be placed in mail boxes at nine A. M. on the Wednesday following election and invitations to students residing outside the dormitories shall be mailed before eight A. M. on the same date.

9. The spring election of members shall be held on the Tuesday before the last meeting of the year.

10. There shall be no solicitation of prospective members by any member of any society between the time of issuance of the invitation and the time of acceptance or rejection given in writing. "No solicitation" means that no mention or suggestion of society membership is to be made.

DORMITORY RULES

Men's Dormitory

1. The head resident of the men's dormitory is responsible to the Executive Council of the Faculty for the regulation of dormitory affairs and for the orderly conduct of residents therein. He is authorized to formulate all necessary regulations or to delegate to a student house committee the formulation and enforcement of such rules as he considers appropriate or advisable.

2. The head resident is authorized by the Executive Council of the Faculty to impose special penalties in individual cases of discipline and to impose restrictions upon individuals whose grade reports indicate the need of more careful attention to their work or improvement in their study habits.

3. In case any student, for disciplinary reasons, is suspended from the privileges of either the dormitory or the dining hall, it is understood that he shall thereby be suspended from both until reinstated by proper authority.

4. In case the dormitory should be fully occupied, male students may secure lodgings in private homes and may be permitted to board at the dining hall, it being understood that in such cases the College will assume no financial responsibility for room rentals. Such students will not be entitled to free medical service nor to hospital accommodations; neither will they be served special meals in case of illness.

5. The head resident is authorized and required to hold all dormitory residents accountable to the College for all property

issued for their use and for any damage to, or loss or misuse of any dormitory property whatever.

Women's Dormitories

1. The head resident of each hall is responsible to the Executive Council of the Faculty for the orderly management of affairs in the hall.

2. The head resident is authorized to secure the satisfactory regulation of dormitory living conditions, either by formulating rules or by delegating to a student house committee the formulation and enforcement of suitable regulations.

3. It is the opinion of the Faculty that certain general rules should apply to all the dormitories for women. Those which seem to be demanded by the responsibility of the Faculty to parents and guardians and to be expected as matters of policy in a teachers college are presented here as adopted by the Faculty.

- a. Students who desire to be absent from the dormitory overnight must file with the head resident, the written permission of parent or guardian.
- b. As a rule, students having any delinquency in class work should not ask permission to leave the dormitory over the week end.
- c. Students leaving the dormitory for any considerable length of time, should advise the head resident of their destination and leave directions for reaching them by telephone or wire in case of emergency.
- d. A student may not leave the dormitory to room outside the campus limits without first obtaining written permission of parent or guardian, and the approval of the President of the College.

4. Among the regulations adopted by student house committees are certain rules which are of more or less general interest and these are inserted here for the information of all concerned.

- a. In order to secure favorable conditions for study, quiet shall prevail in all dormitories every night except Friday, Saturday, and Sunday from 7:30 until 10:00 o'clock.
- b. On all but Friday nights, doors are locked at 10:00 o'clock and lights are out at 10:30. On Fridays doors are closed at 10:30, and lights out at 11:00.
- c. Library hours in the evening are from 7:30 to 9:15, and students who go to the library during this period

are expected to indicate their intention to the head resident by signing a register or by whatever means is agreed upon.

- d. Dormitory students do not attend motion picture theaters on Sunday evenings.
- e. Dormitory students do not attend dances off the campus.
- f. Members of college societies are expected to return to dormitories not later than 9:15 on meeting nights unless special permission has been given for a later hour.
- g. Young men are not permitted to loiter in the neighborhood of women's dormitories during the noon intermission on school days.
- h. Young women do not indulge in automobile riding between the hours of 6:30 and 7:30 P. M. on school days.
- i. The sale of candies, sandwiches, and other merchandise in the dormitories or on dormitory premises is prohibited at all times.

STUDENTS LIVING OUTSIDE CAMPUS LIMITS

1. The faculty Committee on Student Quarters has supervision over all lodgings and boarding places of students who live outside campus limits. It is the duty of this committee to see that regulations are complied with, and that students' quarters are satisfactory in every respect.

2. Women students who desire to engage room and board outside campus limits must first obtain approval from the office of the President of the College. This is done by filling out the usual blank form which is to be signed by the President of the College, the Housemother, and the student. This form constitutes an agreement to observe all regulations for the government of dormitory students, as published elsewhere in this pamphlet under the heading, "Women's Dormitories".

3. Students living outside campus limits will not change lodgings nor boarding places without first consulting the chairman of the Faculty Committee on Student Quarters, nor without giving due notice to the Housemother.

4. The College will assume no financial responsibility for room rentals in the case of students living outside campus limits, and such students are not entitled to free medical attendance nor hospital accommodations.

5. Women students shall not engage rooms in houses where rooms are also rented to men.

6. In order to secure favorable conditions for study, quiet shall prevail in all rooming houses every night except Friday, Saturday, and Sunday, from 7:30 until 10:00 o'clock.

7. On all but Friday nights, doors are to be locked at 10:00 o'clock and lights out at 10:30. On Friday nights, doors are to be locked at 10:30, and lights out at 11:00.

8. Young men callers may be entertained in the parlor or living room until 10:00 o'clock on Friday, Saturday, or Sunday evenings, but not on other evenings.

9. All women students living outside campus limits must meet with the Committee on Student Quarters for conference at such time and place as the chairman of this committee may direct.

10. Regulations concerning rooms offered for rent to students.

- a. Anyone wishing to rent rooms to students must list the rooms in the office of the President of the College not later than September 1 of each year, in order that the Committee may have sufficient time

to inspect and pass judgment upon the suitability of the quarters offered.

- b. In order to receive the approval of the Committee, rooms offered to students must conform to the following specifications:
 - (1) Rooms must be of ample size and must be adequately furnished, including study table, wardrobe, and dresser, and single beds must be provided.
 - (2) Bedrooms must have ample outside windows, and the lighting and ventilation must meet the approval of the Committee.
 - (3) There must be satisfactory provision for heating the rooms, and an ample and convenient supply of hot water must be available.
 - (4) There must be adequate provision for bathing under approved sanitary conditions.
 - (5) The artificial lighting must meet the approval of the Committee as to candle power and location of lights.
 - (6) Access to the rooms should be by way of the common entrance to the dwelling, and no private entrance to students' rooms should be used.
 - (7) A suitable parlor or living room must be available for the entertainment of visitors.

12. The Housemother must agree to see that all rooms are kept clean and in sanitary condition.

13. Every dwelling where rooms are rented to women students must have a responsible Housemother continually in charge.

14. Every case of illness of such severity as to prevent the student from attending classes must be reported to the office by the Housemother.

15. The Housemother shall notify the office or the chairman of the Committee on Student Quarters in case the conduct of any student lodger fails to conform to college regulations.

16. In case a student proposes to change lodgings, the Housemother shall notify the college office **before** permitting the change.

17. The Committee on Student Quarters will inspect all student lodgings at suitable intervals, and this committee has authority to direct the removal of student lodgers from any quarters which fail to conform to the Committee's requirements.

CLASS DESIGNATIONS

1. The official names for the College classes are as follows:
 - Freshman**—First-year students, or those who have acquired less than 32 units of college credit.
 - Sophomore**—Second-year students, or those who have acquired 32 units, but less than 63 units of College credit.
 - Junior**—Third-year students, or those who have acquired as many as 63 units but less than 97 units of College credit.
 - Senior**—Fourth-year students, or those who have acquired as many as 97 units, but less than 127 units of college credit.
2. A candidate for the three year diploma who may have acquired more than 97 units of credit, but who lacks the required amount of resident work, is classified as a Junior.
3. A candidate for the degree who may have acquired more than 127 units of college credit, but who has not completed the required amount of resident work, is classified as a Senior.
4. The Freshman and Sophomore classes constitute the **lower division**. Junior and Senior classes constitute the **upper division**.

CLASS COUNCILS

1. The affairs of each class are conducted through a Class Council, consisting of not more than five members, including the president, the vice president, the secretary treasurer and two other members of the class, all of whom are elected by the class, and serve for the term of one semester. The Faculty Advisers work with the class council in an advisory capacity.
2. Only the three officers of each class are members of the Student Body Council.
3. The regular meetings of all classes are held between 11:00 and 12:00 o'clock on the first Monday of each month during the college year. Special meetings are held whenever necessary at the call of the president of the class.

COLLEGE DANCES

1. The regulation of all college dances is placed in the hands of a committee of three faculty members appointed by the President of the College, co operating with a committee of students appointed by the Student Body Council.
2. There shall not be more than four dances in one semester.

3. All college dances must be properly chaperoned.
4. All college dances shall close not later than 11:30 P. M.
5. Admission to all dances shall be by card and no fee shall be collected at the door.

EMBLEMS, CUSTOMS, AND TRADITIONS

1. **The Seal of the College.** The official seal of the College consists of the Great Seal of the State of Arizona forming the center of the die, and circumscribed by a border containing the inscription "Tempe State Teachers College, 1885".

2. **The Official College Emblem.** The following rules were adopted by the Student Body Council and approved by the Executive Council of the Faculty, March 19, 1926, and modified March 29, 1926:

- (1) Candidates for the two-year diploma may wear a pin consisting of a gold "T" set with pearls, with a guard pin attached to the T by a gold chain and bearing a numeral in gold indicating the year of prospective graduation.
- (2) Students regularly enrolled in either the third or the fourth year of the four-year curriculum may wear a pin consisting of the gold "T" attached by a gold chain to a guard pin consisting of the letter "C" bearing a scroll upon which is inscribed the class numeral.

3. **The College Colors.** The College Colors are old gold and maroon.

4. **The Lantern Walk.** The annual Lantern Walk is held during Commencement Week. The route leads up the Tempe Butte to the "T", where the graduating class, with appropriate ceremonies, turns over to its successors the guardianship of the "T".

5. **The College "T".** The great concrete "T" on the side of Tempe Butte stands for the College. It is the duty of the Freshman Class to keep the letter bright.

6. **The College Annual.**

- (1) It is customary for the Second Year or Normal Senior Class to publish a College Annual under the title, "The Sahuaro".
- (2) The management and publication of the annual are entrusted to a staff elected by the class. One or more Faculty Advisers are appointed by the President of the College to co-operate with the staff.

- (3) Funds for defraying the expenses of publication are obtained by advance sale of copies and by accepting advertising.
- (4) The Executive Council of the Faculty has ruled (April 5, 1926) that the annual must not go to press until there are sufficient funds in sight to pay all expenses of publication.

FACULTY COMMITTEES

1928-1929

In all committees the chairman is named first.

Executive Council

President Matthews
 Mr. Payne
 Mr. Irish
 Mr. Ostrander
 Mr. Murdock

Credentials

Mr. Irish
 Mr. Payne
 Mr. Blackburn

Physical Training

Mr. McCreary
 Dr. McDaniel
 Miss Hayden
 Miss Murphy
 Mr. Fairbanks

Lyceum

President Matthews
 Mr. Waltz
 Miss Gerrish
 Miss Norton
 Miss Brown
 Mr. Hawkins

Assembly Programs

Mr. Murdock
 Miss Gerrish
 Miss Norton

**Assembly Seating,
and Announcements**

Mr. Hawkin

Boy Scout Activities

Mr. McCreary
 Mr. Fairbanks
 Mr. Irish

Harvard Medal

Miss Pilcher
 Miss Blair
 Miss Walter

Moeur Medals

Miss Lynd
 Mr. Christy
 Mr. Payne

Frizzell Medal

Dr. McDaniel

Student Quarters

Mrs. O'Connor
 Miss Stewart
 Miss Murphy
 Miss Wilson

Rest Room

Miss Pilcher
 Miss Blair

Dormitories

Mrs. Waite
 Miss Hur t
 Mrs. Hanshue
 Miss Goodman
 Mr. McCreary

Student Dances

Mr. McCreary
 Mrs. Waite
 Mr. Brown

Class Advisers**Freshman**

Mr. Irish
 Miss Smith
 Mr. Christy

Sophomore

Mr. Murdock
 Mr. Waltz
 Miss Pilcher

Juniors

Mr. Fairbanks
 Miss Blair

Seniors

Miss Murphy

Literary Societies

kalskagathia
 Miss Anderson

Zetetic

Mr. Hawkins

Chonian

Mr. Payne

Philomathian

Miss Pilcher

Lambda Kappa

Mr. Fairbanks

Pierian

Miss Wilson

Spanish Club

Miss Wilson

Cactus Walking Club

Mr. Irish

Phi Beta Epsilon

Dr. McDaniel

Lambda Phi Sigma

Mr. Brown

Geographic Society

Mr. Hoover

Wallflower Club

Mr. McCreary

Timakaena

Mr. Ostrander

Froebel Club

Miss Brown

Delta Theta

Mrs. Empey

Industrial Club

Mr. Fairbanks

Debating Club

Dr. McDaniel

Gamma Nu

Mr. Waltz

Pasteur Society

Dr. Bateman

Special Assignments**Clocks and Meters**

Mr. Irish

Keys

Mr. Clark

Historian

Mr. Felton

COLLEGIAN

Mr. Hoover

Auditorium

Mr. Clark

Press Correspondence

Mr. Waltz

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