REPORT OF COMMITTEE
ON CLASS HOURS

The report of the Committee on Class Hours was adopted as follows:

"The committee to which was referred the student Council petition for the restoration of class hours recommends as follows:

"That the president at once appoint a committee of the faculty to be known as the assembly committee, which shall have charge of assembly programs, beginning February 1, 1917. (The following committee was appointed: Dean Straub, Professors Allen and Bunn, Dean Lyman and Mrs. Parsons.) "That this committee consider favorably giving up at least one and possibly two assembly hours next semester to an all-University program, said program to be arranged by a committee named by the student council, with the advisory help of the dean of men and the dean of women.

"Further, it is the sense of the committee that the assembly committee, in conjunction with the president, should consider such a re-organization of the assembly plan as to make the hour of general university interest each week.

"(Signed)

John Straub
Elizabeth Fox
John S. Bovard
Colin V. Dyment, chairman."

VIVIAN PALLETT

The petition of Miss Vivian Pallett to be given credit for her work without examination on account of illness was not granted.

HELLIS HAMLIN

The petition of Hells Hamlion to drop French on account of difficulty with the schedule was not granted.

ELLA HEMSEN

The petition of Ella Hemsen for early examinations on account of resuming work in the Portland schools on January 29th, and the petition of Donald Dyment on account of transferring to the University of Washington where registration begins January 29th, were granted.

FRANK BEACH

The petition of Frank Beach to be graduated in June with one and one-half years of Spanish instead of two years was referred to the Committee on Foreign Language, Dr. Sheldon, chairman, to report at the special meeting of the faculty next week.

HOWARD BOYLES

The petition of Howard Boyles to receive withdrawals from all his classes, being now forced to leave the University on account of finances was granted.
HONORS

The question of the rules regarding honors was then taken up. Professor Bates moved to amend Section b, paragraph 1, by substituting the old requirements for general honors in scholarship. On motion the amendment was re-referred to the committee for further consideration to report at the special meeting.

The faculty adjourned to meet at the call of the President.

January 18, 1917.

SPECIAL MEETING OF THE FACULTY.

The following members were present:


FRANK BEACH

The report of the committee, Dr. Sheldon, chairman, to whom was referred the petition of Frank Beach to be graduated with one and one-half years of Spanish, recommending that the petition be not granted, was received. It was moved that the recommendation be adopted. The motion was lost. It was moved by Professor Schafer that the petition be granted. The motion carried.

EXAMINATION SCHEDULE

The report of the committee on examinations recommending that the same schedule be followed as was used last spring, with the exception that freshman English be transferred to the Saturday preceding, was adopted.

REQUIREMENTS FOR HONORS

The report of the committee on honors recommending that the requirements for general honors be changed to read as follows was adopted:

Students shall be graduated with honors in general scholarship when for each semester hour of their credits ranking below "3" they shall have three semester hours which rank above "3", providing none are below passing.

VOCATIONAL GUIDANCE

The committee to whom was referred the question of making for women, the course in Vocational Guidance for women required work recommended that it be made a requirement for the coming semester only, seventeen hours being permitted and that where conflicts arise it may be omitted. The recommendation was adopted with the understanding that the adoption is temporary and does not apply to next year.
RULES TO GOVERN STUDENT BODY ENTERPRISES

The motion of Professor Tyment recommending that scholarship rules of the Pacific Coast Conference be adopted by the faculty to cover all student body enterprises was received. On motion of Professor Gilbert the one year rule was segregated, and on motion of Professor Clark the year rule was rejected. After much discussion it was moved and carried that the balance of the report be referred to a committee of three, the following committee being appointed: Dr. Smith, chairman, Professor Howe and Professor Prescott.

PROFESSOR AYER

Professor Ayer was permitted to give examinations early on account of leaving for the University of Iowa for the next semester.

COMMITTEE ON COURSE

Moved by Professor Boynton that a committee of five of study on the Course of Study be appointed. The committee follows: Dr. Boynton, chairman, Professor Dunn, Professor Gilbert, Professor Stetson, and Professor Morton.

The faculty adjourned.

February 1, 1917.

REGULAR MEETING OF THE FACULTY.

Minutes of the previous meeting were read and approved.

The following members were present: Professors Howe, Bates, Miss Fox, Cloran, Hope, Hamilton, DeCou, Sheldon, Schaefer, Stafford, Boynton, Conklin, Barnett, Gilbert, Gregory, Edmondson, Bovard, Shinn, Douglass, Dunn, Clark, Sweetser, Thorstenson, Schmidt, Turnbull, Young, McAllister and Reader.

REPORT OF COMMITTEE ON TITLES

The report of the committee appointed to consider University titles was adopted, as follows:

MAJORS

Architecture and Allied Arts
Botany
Chemistry
Commerce
Economics and Sociology
Education
English Literature
Geology
Germanic Languages
Greek
History
History of Art
Journalism
Latin
Law
Mathematics
Mechanics and Astronomy
Music
Physical Training
Philosophy and Ethics
Physics
Political Science
Psychology
Public Speaking
Rhetoric and American Literature
Romance Languages
Zoology
Special

The faculty adjourned.

February 8, 1917.

SPECIAL MEETING OF THE FACULTY

The following members were present: Professors Mailister, Adams, Young, Schmidt, Thorstenberg, Schwartz, Straub, Hamilton, Gilbert, Barnett, Clark, Schaefer, Rebec, Boynton, Shinn, Gregory, Bovard, Cleran, Miss Fox, Miss Cummings, De Sou, Hope, Winger, Prescott, Conklin, Reddie, Hope, Allen, Thatcher, Horton, Harkhan, Besdek, Haluslan, Stafford.

The report of the Committee of Deans who considered the applications to be reinstated of those who failed, recommending that Grace Service, Eleanor Flynn, Edna Humphrey, Charles Johns, Lucile Johnston, Hugh Thompson, W. J. Reinhart, Herbert Moore, Paul A. Smith, Morris Bocock, Rodney Smith, Roy
Farley, Luther Jensen, David Stearns, Thurston Laraway, George Wilcox, Deo Edwards, Nellis Hamlin, and J. L. Daly be reinstated was received.

It was moved by Professor Straub that the nineteen students named above be reinstated and that they be referred to the Probation Committee with power to act at any time.

Moved by Professor Barnett, as an amendment, that those reinstated by the faculty be referred to the Probation Committee with power to act. The amendment carried.

Moved by Professor Barnett that the names be taken up one at a time. The motion carried.

**GRACE SERVICE** On motion Professor Sweetser was allowed to change Miss Service's grade in Botany 1 from a Condition to a "P".

**STUDENTS REINSTATED** The following Students were reinstated conditionally: Grace Service, Eleanor Flynn, Edna Humphrey, Charles Johns, Lucile Johnston, Hugh Thompson, W. J. Reimert, Herbert Moore, Paul A. Smith, Morris Scoock, Rodney Smith, Roy Parley, Luther Jensen, David Stearns, Thurston Laraway, George Wilcox and J. L. Daly.

Deo Edwards was not reinstated.

**NELLIS HAMLIN** The case of Nellis Hamlin was rereferred to the Committee of Deans with power to act.

**Floyd Westerfield** The petition of Floyd Westerfield to be graduated with less than the required amount of foreign language for entrance was referred to the following committee: Dr. Sheldon, Dr. Schmidt and Professor Dunn.

On motion of Dr. Cleman the faculty adjourned.

March 2, 1917.

**REGULAR MEETING OF THE FACULTY.**

The minutes of the previous meetings were read and approved.

The following members were absent: Professors Sheldon, Bates, Dunn, Lawrence, Rebec, Conklin, DeBusk, Reddie, Thacher, Thorstenberg, Adams, Jackson, Schroff, Stetson, Winger and Mrs. Parsons.

**FINANCIAL REPORT OF COMMITTEE ON ENTERTAINMENT OF LEGISLATURE** The financial report of the committee on Entertainment of the members of the Legislature on their visit to the University, January 27th, 1917, showing a balance on hand of $16.50 was received.

It was moved by Professor Boynton, and carried, that this balance be put into
the Emergency Fund administered by the President's Secretary for future need.

COMMITTEE ON STUDENT AFFAIRS

The President was empowered to appoint a committee of five on Student Affairs.

The following student was recommended for the degree Master of Arts:

William Kenneth Livingston

The following students were recommended for the degree Bachelor of Arts:

Hollie Cox
Lyra Eileen McFarland
Wilson C. Nicholas

RECOMMENDATIONS BY COMMITTEE ON OPENING AND CLOSING DATES

The committee in charge of the dates of the opening and closing of the University in the fall and spring made the following recommendations:

1 - The retention of the present semester plan.
2 - Begin first semester about September 1st.
3 - The adoption ultimately of a quarter system.

After considerable discussion it was moved by Professor Howe that the committee be instructed to draw up a plan for a three semester year, leaving the summer school as at present arranged.

It was moved by Prof. DeCou, seconded by Dr. Schmidt, as an amendment that the "hoD report be laid on the table.

Prof. Howe, with the consent of his second, withdrew his motion.

Prof. DeCou's motion was then voted on and lost.

Moved by Prof. Boynton that the date of the opening of the fall term be shifted to approximately October 1st. On a straw vote, choice was expressed for the present time of opening over either September 1st or October 1st.

It was then moved by Professor DeCou that the report be deferred to the second meeting of the faculty next fall with instructions for the committee to report at that time.

Moved by Prof. Clark, as an amendment, that the report be re-referred to the committee with instructions to report as soon as they are ready. The amendment carried. The original motion carried.
NOTICES OF NEW BUSINESS were given as follows:

By Dr. Barnett that any student found guilty of cheating or of aiding another in cheating in any test or exercise used in determining University credit shall be expelled from the University.

By Professor Howe that if it is found that any instructor in reporting his grades for the semester has made "S" the average grade rather than "H", the Registrar be empowered to lower all of the instructors grades one rank each.

By Dr. Hope that students having four years of high school preparation admitted to the Law School as special students be graduated with the degree Bachelor of Law on completion of the three year law course with an average "S" grade.

The faculty adjourned.

March 29, 1917.

REGULAR MEETING OF THE FACULTY.


Summer School Work in Portland

On motion of Prof. Schafer the following resolution was adopted:

RESOLVED that teachers taking regular summer school courses to be given by the University in Portland, shall be upon the same basis with their taking the summer school work on the campus as regards residence credit.

CREDIT FOR MILITARY SERVICE

On motion of Professor Barnett the following resolution was adopted:

RESOLVED that students withdrawing from the University before the final examinations of the present semester in order to enter the military service shall receive credit, without further examination, in accordance with the grade of work already done in each course, for the number of hours for each course proportionate to the total number of hours regularly allotted to that course, and shall receive additional credits of the same respective grades for "Military Service" for the number of hours represented by the uncompleted parts of these courses. Incompleteness of courses shall be indicated in the University records.
SENIOR EXAMINATIONS

The petition of the present senior class to be excused from examinations was received and referred to the following committee for report at the next meeting of the faculty:

SPECIAL STUDENTS TO RECEIVE DEGREE OF LL. B.

On motion of Prof. Hope the following resolution was adopted:

That students of mature years who have completed the high school work required for freshman standing and admitted to the Law School as special students, may receive the degree of LL. B. on completion of three full years of law work, providing their average for the full three years has been "B" or above, without the necessity of completing the two years of pre-legal work in Liberal Arts required of regular students.

ELMER CARLSON

The petition of Elmer Carlson with three years of work in Liberal Arts at Reed College and one year of Medical work at the University of Oregon Medical School to receive the degree of Bachelor of Arts was not granted and as a basis for future action the principle was not approved.

RECOMMENDATIONS FOR COMMITTEE ON COURSE OF STUDY.

The following recommendations for the Committee on Course of Study were received:

Your Committee on COURSE OF STUDY begs leave to make the following recommendations, to take effect, if adopted, beginning with the class entering in September, 1917. It is understood that other students, for whom this scheme is not compulsory, may elect to come under its provisions.

I. DIVISIONS: The University shall adopt the nomenclature used by the University of California, describing the freshman and sophomore years of the University as the "LOWER DIVISION", the junior and senior years as the "UPPER DIVISION", and the Graduate work as the "GRADUATE DIVISION"; as distinguished from the School and Colleges of the University, which segregate students of the same classes, according to their aims or the courses they are pursuing.

II. COMMITTEE OF ADVISERS: The faculty authorizes the appointment of a standing committee of LOWER DIVISION ADVISERS, whose members shall act as advisers to all freshman and sophomores. This committee shall be of such size that no one member shall in general be charged with the oversight of more than twenty students. The President, in consultation with the Chairman, shall appoint members of this committee, or make changes in its personnel as may seem necessary; but the committee shall be exempt from the necessity of arbitrary change of membership each year.

The Committee shall formulate its specific principles of student guidance, and submit them annually to the faculty for ratification.
The individual adviser shall make out and sign the study cards of the students assigned to him, arranging such a program of studies as shall maintain a proper sequence with his previous secondary course, fit him for such work as he plans to take in the Upper Division, and shall be consistent with the general principles governing the selection of studies, or with some course specifically authorized by the faculty.

The committee shall be charged with the administration of the policies of the University with regard to the study programs of students of the Lower Division, and is authorized to adopt such rules, and point such sub-committees as it may find necessary or desirable for its effective working. This committee shall replace the present committee on Revision of Students’ Courses for the Lower Division, and all petitions for study programs varying either in quantity or in form from the regular requirements, as well as all cases where student and adviser cannot agree upon the details of a program, shall be referred to this committee with power to act.

III. COURSE OF STUDY: The departments of instruction in High School and College coming within the cognizance of the committee of Lower Division Advisers fall into three groups:

I. a. English. b. Languages other than English.
II. Social Sciences.

Each of the three groups shall find representation on the student’s card during the two years to an amount of not less than eight semester hours. For the purpose of this requirement sub-group III b. shall consist of a Science course including laboratory. Exception shall be made by the committee to the rule requiring all three groups only in the case of specifically prescribed programs.

IV. REQUIREMENTS OF SCHOOL OR DEPARTMENT: Each school and each department shall formulate and file with the Committee of Advisers for its information and use, a specific statement of its requirements of departmental and supporting subjects, if any, in addition to the general requirements of Section III, for admission to its work of junior year. In case these involve exceptions to the general rules, these exceptions must be specifically authorized by vote of the faculty.

V. PROMOTION: When a student has satisfactorily completed not less than 64 semester hours of work according to an approved program, including prescribed Physical Culture, has satisfied the requirements in Oral and Written Expression in English, and has met the requirements of the School or Department which he elects, he shall be promoted to full standing in the Upper Division. A student may be permitted to begin the work of a School or Department in the Upper Division at the beginning of any semester, provided he does not lack more than six semester hours of meeting the requirements given above for full promotion.

VI. SCHOOL OR MAJOR DEPARTMENT. When a student is promoted to the Upper Division he shall elect a School or Department, and the Dean of the School or Head of the Department shall then become his adviser, or designate some member of the School or Department to act as adviser.

A student electing the work of a Professional School shall follow the course, or one of the courses, prescribed by that School and approved by the general Faculty, and on satisfactory completion of such course, shall receive the appropriate degree.

If the student elects the work of a department, the head of that department may require not less than 12 nor more than 30 semester hours of advanced work in that department or in closely allied departments, and may make reasonable requirements of work in other related departments.

When a student, in addition to meeting the requirements for promotion to the Upper Division, shall have satisfactorily completed 60 semester hours of further work, including the requirements of his major department, he shall receive an appropriate degree; but work
done before promotion to the Upper Division, or to remove a condition in such promotion, shall not be counted toward these 60 semester hours.

VII. DEGREES: Students graduating in the School of Architecture shall receive the degree of Bachelor of Science in Architecture.

Students graduating in the School of Commerce shall receive the degree of Bachelor of Science in Commerce.

Students completing the work in the Upper Division in the College of Literature, Science and the Arts, in the School of Education, or in the School of Journalism, shall receive either the degree of Bachelor of Arts or the degree of Bachelor of Science.

A candidate for the degree of Bachelor of Arts, in addition to meeting the requirements for graduation mentioned in Section VI, must have included in his course in the University not less than two years of consecutive work in one language other than English, provided that if one year's work is a continuance of a language already studied two years in the high school, the other year may be in a different language, and provided also that if no language other than English has been studied in the high school, the requirement shall be three years of work in the University, of which two shall be in one language.

A candidate for the degree of Bachelor of Science, in addition to the general requirements, must have included in his course not less than three year-courses, aggregating not less than twenty semester hours, of work in the Social Sciences, Mathematics or Science.

VIII. ANNOUNCEMENT OF COURSES: Announcements of courses in the catalog by the Departments shall be made under three headings, Elementary, Advanced, Graduate.

In the first, or ELEMENTARY Class, designated by numbers between 1 and 99, shall be listed the courses intended primarily for Freshmen or Sophomores. While these may often be taken as free electives by upper classmen, they are in no case to be counted as part of the Major.

In the second or ADVANCED Class, numbered from 101 to 199, are to be listed the courses primarily intended for upper classmen, which may be counted in the Major. A few of these courses may be available as free electives for qualified sophomores, by special arrangement, but if so taken shall not count on the student's Major. Most of these courses will be acceptable as minor, and the more advanced of them as Major work for an advanced degree.

In the third, or GRADUATE Class, numbered from 201 to 299, are to be listed the courses intended primarily for Graduate students, available to them either as major or minor work. These courses will also usually be open to qualified undergraduates, and in such cases acceptable as part of the Major.

Respectfully submitted,

F. S. Dunn, K. E. Statson,
J. H. Gilbert, W. P. Boynton,
D. W. Morton, Chairman.

IX. (Proposed by the Colloquium)

ORAL AND WRITTEN EXPRESSION ENGLISH: Beginning with the academic year 1918-19, this requirement shall be separate from and in addition to any "courses" or "units" in English or other subjects, and can be satisfied only by passing a special examination. This examination shall be given each semester shortly after the opening of the session, and shall be conducted by a University committee of which a majority shall not be members of any English department of the University. Every student admitted to regular first year or second year standing is required to take this examination during his first semester. Failure to take the examination at the time required, or failure to pass, will subject the student to the necessity of taking the examination at the next opportunity.

Moved by Professor Clark that on Sections 1 to 3 inclusive, each member of the faculty be allowed not to exceed two speeches of three minutes each, and that for the part after Section 3 each member be allowed two additional speeches of three minutes each. The motion carried.
Professor Bates objected to the inclusion of Section 9 "Oral and Written Expression in English" with the report, on the grounds that it had not been included in the original report heretofore discussed, that it was new matter vitally affecting the welfare of one of the departments of the University, and for these reasons should come under the rule of announcements for future business. The chair ruled the point well taken.

Moved by Professor Clark the adoption of Sections 1 and 2.

Moved by Professor DeCou as an amendment that the report be acted on section by section. The amendment carried. The original motion was withdrawn.

Moved by Professor Morton the adoption of Section 1. The motion carried.

Moved by Professor Straub the adoption of Section 2.

Moved by Professor Howe, as an amendment, that the first sentence of the second paragraph of Section 2 be changed to read as follows: "The President, in consultation with the chairman, shall appoint members of the committee, including at least one member from each school and department." The amendment carried. Section two was adopted as amended.

Moved by Professor Clark the adoption of Section 3. The motion carried.

Moved by Professor Straub the adoption of Section 4. The motion carried.

Moved by Professor Morton the adoption of Section 5.

Moved by Professor Clark that Section 5 be amended by adding Section 9. The chair ruled the amendment out of order on the ground that the subject matter of Section 9 is not pertinent to Section 5. Section 5 was adopted.

Moved by Professor Morton the adoption of Section 6. The motion carried.

Moved by Professor DeCou that Section 7 be considered paragraph by paragraph. The motion carried.

Moved by Professor Cloran the adoption of the first paragraph. The motion carried.

Moved by Professor Straub the adoption of the second paragraph. The motion carried.

Moved by Professor DeCou to refer the matter contained in the third paragraph to the committee for their consideration. The motion carried.

Moved by Professor Cloran the adoption of paragraph 4. The motion carried.
Moved by Professor DeCou that the fifth paragraph be rereferred to the Committee for further consideration. The motion carried.

Moved by Professor Straub the adoption of Section 8.

Moved by Professor DeCou, as an amendment, that the graduate class and the advanced class of courses be combined into one and called the advanced class. After discussion the amendment was withdrawn. Section 8 was adopted with the provision that the renumbering of courses shall not be compulsory for the catalog to be issued this spring.

Moved by Professor Eyton the adoption as a whole of those sections which have been adopted separately. The motion carried.

The faculty adjourned to meet Tuesday, April 3rd, for the discussion of Section 9 and the paragraphs of Section 7 which were re-referred to the committee.

April 3, 1917.

SPECIAL MEETING OF THE FACULTY.

The following general requirements in English Composition, submitted by the English Department as a substitute for Article IX of the Colloquium recommendations was received.

IX. GENERAL REQUIREMENTS IN ENGLISH COMPOSITION: The purpose of the requirements in English Composition is two-fold: first, to determine that each student entering the University in either year of the Lower Division shall have attained, at the time of his entrance, or as soon as possible thereafter, such a degree of proficiency in the use of English, both oral and written, as will equip him effectively to carry on his work in the University; and, second, to require that, before entering the Upper Division, he shall have established a habitual use of English, both oral and written, that will not only serve his scholastic needs, but will meet the expression requirements of his life after graduation.

To the first of these ends, each student upon entering the Lower Division of the University shall take a three hour examination in written and oral English. Upon the basis of this examination, the upper third of the students shall be excused from required work in Freshman Composition; the remaining two-thirds must complete the prescribed course in English Composition given three times a week throughout the first semester. At the end of the first semester, the upper half of the remainder shall be excused from further work in Freshman Composition, and the lower half must complete the prescribed course in English Composition given three times a week throughout the second semester. It is further provided that, although these courses shall receive university credit, they shall not be counted toward the required number of hours in Group I. Freshman entering the University
with late registration shall take the prescribed course in Freshman Composition during the first semester, at the end of which, if they shall be found to be in the upper half of the class, they shall be excused from further required work in Freshman Composition.

To meet the second purpose of the requirements, at the end of the first semester of the Sophomore year, a second examination shall be taken. Upon the basis of this examination not less than two-thirds of the students shall be held to have satisfied the requirements in English Composition for entrance into the Upper Division; the lower third shall be required to complete satisfactorily a further prescribed course of two hours given in the second semester of the Sophomore year.

If the first class shall through the examination, show an unusual proficiency or deficiency in English Composition, then a greater or less number than as above prescribed, but not to exceed ten per cent of the entire number taking the examination may be excused, but only by reference to a committee of three, no one of whom shall be a member of the English Department.

Moved by Professor Bates the adoption of the substitute report.

Moved by Professor Sheldon, as a substitute, that the report be considered section by section. The substitute carried.

Moved by Professor Bates the adoption of Section 1. The motion carried.

Moved by Professor Bates the adoption of Section 2. The motion carried.

Moved by Professor Young as a substitute for Section 3 the following:

That at the middle of the first semester of each year the Registrar shall send to each member of the faculty a list of the sophomore students. That each member of the faculty shall indicate after each sophomore's name whether his English is deficient or satisfactory and return the report to the Registrar's Office, and that if three departments report any one student deficient in English that student shall be required to complete satisfactorily a further prescribed course of two hours in English Composition given in the second semester of the sophomore year. The substitute motion carried

Section 4 was adopted.

Moved by Professor Stafford the adoption of the report as a whole. The motion carried.

Miss Burgess gave notice that at a future meeting she would move that the entrance requirements be amended to read one and one-half years English Composition and one and one-half years English Literature.

The faculty adjourned.
April 16, 1917.

SPECIAL MEETING OF THE FACULTY

Called for the purpose of considering compulsory military training.

RECOMMENDATIONS FOR MILITARY TRAINING

Recommendations for military training were presented by Professor Allen, embodying the following points:

That in the case of underclassmen drill will be substituted for their present required course in gymnastic work. In addition to the hour credit they would receive for the old course they will receive an extra credit. Upperclassmen are to have the option of substituting the drill course for any two hour course at present carried or of taking it in addition to their present work, which they will be allowed to do in spite of the general rule against carrying more than 17 hours of work.

That there be established a general course in Military Information, four hours a week, to take which a student is authorized to drop four hours of other University work not embraced in his major subject. This course will consist of lectures, assignments, and examinations by Army Officers, physicians and scientists on subjects necessary to the good health, discipline and success of a military force. Military tactics and military law will be included in the course, as well as sanitation, first aid, army administration and organization, regulations, field service, etc.

A two hour course in Topography, plane surveying, map reading, of value to officers and men in the infantry and other branches, to be given by Professor Smith.

The following courses of a more specialized sort for students preparing for special branches of the service:

- Hospital, sanitary and medical, to be given by Professors Howard and Stewart, in cooperation with Army Medical officers and with the University School of Medicine.
- Artillery mathematics, ballistics, etc., explosives, electricity, by Professors DeCou, Ayton and Stafford in cooperation with the examining officers of the Coast Artillery.

Other courses under consideration will be announced Wednesday, together with details as to hours, etc. In general the principle was
adopted of allowing the student to substitute military studies for any of his courses except his major subject.

Moved by Professor Stramb that a committee of five be appointed to arrange for military courses. The motion carried. The following committee was appointed: Professors Allen, Smith, Bezdek, Stafford and Soward.

Moved by Professor Stramb that the general principle of allowing credit for military instruction in lieu of other courses be recognized. The motion carried.

Moved by Professor Schauer that the plan of courses outlined in the committee's report be adopted. The motion carried.

Moved by Professor DeCou that military drill be required of all men in the University for the balance of the semester, subject to excuse by the Department of Physical Education only for unquestioned reasons. The motion carried.

Moved by Professor Allen that since the ordinary system of reporting cuts is not sufficient to require regular attendance that each man in the University must make up all cases of his absences or tardiness before he may receive credit for any of the work for the semester. The motion carried.

The faculty adjourned.

April 19, 1917.

SPECIAL MEETING OF THE FACULTY.

CREDIT FOR COURSES DROPPED ACCOUNT OF MILITARY COURSES
Moved by Professor Barnett that in the case of students withdrawing from regular University courses to take up military courses the University records shall be kept in the same manner as previously provided for students withdrawing from the University to enter military service. The motion carried.

WITHDRAWING FROM REQUIRED WORK
Moved by Professor Tinger that in the cases where students withdraw from required courses these students shall be absolved from further requirements in such courses except as they may be affected by further prerequisites for departmental requirements.

REPORT OF COMMITTEE ON COURSE OF STUDY
The following report of the Committee on Course of Study, to which was referred paragraphs three and five of Section VII of the previous report was received as follows: *(See bottom of page 238)*
Amend by Professor Babson the adoption of paragraph 1.
Amend by Professor Young to add a amendment that students completing the work in the upper division in the College of Literature, Science and the Arts in the School of Education or in the School of Journalism shall receive the degree of Bachelor of Arts. The amendment was lost. The original motion carried.
Amend by Professor Babson the adoption of paragraph 2.
Amend by Professor Babson as an amendment that a candidate for the degree of Bachelor of Science in addition to the general requirements and those specified in paragraph 1, must also have completed the same language requirement as is prescribed for the degree Bachelor of Arts. The amendment was lost. The original motion carried.
Amend by Professor Babson the adoption of the last section.
Amend by Professor Young that the last section be laid on the table. The motion carried.
Amend by Professor Babson the adoption of the report as a whole. The motion carried.

Harold Hamsstreet
The petition of Harold Hamsstreet for military service, to be allowed in any way, that he has carried and receive military exemption with the permission of the faculty was granted.

Alfred C. Shelton
The petition of Alfred C. Shelton for early examinations in order that he may accept a position with a field party from the faculty of the University of California was granted.

The Faculty adjourned.

** The Committee on Course of Study, to which was referred the question of degrees other than the Bachelor of Arts in general courses, after careful deliberation, present again its original recommendation, with an additional explanatory paragraph.

Students completing the work in the upper division in the College of Literature, Science and the Arts, in the School of Education, or in the School of Journalism, shall receive either the degree of Bachelor of Arts or the degree of Bachelor of Science.

A candidate for the degree of Bachelor of Science, in addition to the general requirements, must have included in his course not less than three year-courses, aggregating not less than twenty semester hours, of work either in the Social Sciences or in Mathematics or Science.

This legislation is not intended to deny the right of any Professional School to present to the Faculty for its approval any special course leading to a special degree.

Respectfully submitted,
J. A. Farnan,
J. G. Gilbert,
H. H. Loring,
P. B. Statton,
N. R. Babson, Chairman.
REGULAR MEETING OF THE FACULTY.

Minutes of the previous meetings were read and approved.

Professor Struyk presided in the absence of the President. The following members were absent: President Campbell, Professors Bendick, Clark, Besamek, Denny, Emmons, Houghton, Marshall, Hayward, Kilpatrick, Lawrence, Lyman, Miller, Robb, Reddis, Stoteson, Sweezer, and Miss Fox.

POTATOES IN GOLF

Amended by Professor Glina that the faculty recommend that the University golf course be used for planting potatoes. The motion carried.

SENIOR EXAMINATIONS

The report of the committee on senior examinations recommending that examinations be conducted at small this year was adopted.

ENGLISH REQUIREMENTS

On motion of Miss Burgess the following resolution was adopted: "Beginning with September 1924, the English requirements of 15 units shall include work in English Composition, 10 separate units, representing not less than one and one-half units".

STUDENTS LEAVING FOR WORK AT HOME

Amended by Professor Dobbins that the matter of students necessarily leaving for work at home be referred to the military committee with power to act. The motion carried.

CHEATING OR AIDING ANOTHER IN CHEATING

Amended by Professor Amott the adoption of the following resolution: "That any student found guilty of cheating or aiding another in cheating in any test or exercises used in determining University credit shall be expelled from the University."

Miss Gunning gave notice that she would present a scheme for the re-organization of the course of study for the Department of Physical Education.

A QUORUM OF THE FACULTY

Amended by Professor Cullins that a quorum of the Faculty shall consist of a majority of the voting members. The motion carried.

THE FOLLOWING PETITIONS WERE GRANTED:

ANNA CRAIN

Anna Crain to correct the records of the University giving her credit for Latin classes which are erroneously recorded.

MARIOLOUSE ALLEN

Muriel Louise Allen to receive the credit of 40 units in literature with 15 units of work in Latin taken in three semesters.

E ALLEN BENNETT

E. Allen Bennett to be graduated without foreign language.

HARRY DEVIERBAUX

As petition of Harry Devierbaux to receive the degree.
Seth L. Smith to receive credit toward the B. B. degree for the term. The decision was referred to a special committee consisting of Dr. Hope.

Evan Hadley: Permission of Evan Hadley to take four hours by correspondence in addition to the other courses was not granted.

Ray Fox and Irwin Fox: Applied to receive credit for twenty-four hours this quarter, premedical students entering medical college in fall, on advice of War Department.

The faculty adjourned.

May 24, 1917.

SPECIAL MEETING OF THE FACULTY.

Moved by Professor Cloran that examinations be given all students prior to commencement at the same dates as originally scheduled for seniors. The motion carried.

Moved by Professor Stafford that daily quizzes be substituted for formal examinations. The motion was lost.

Moved by Professor Rebec that all students shall be free to leave immediately after the close of examinations and that no extraneous pressure be brought to bear to keep them here for Commencement.

Moved by Professor Young that the instructors of Charles Dundore be permitted to give him "Incompletes" in his courses for the semester. The motion carried.

The faculty adjourned.

May 31st, 1917.

SPECIAL MEETING OF THE FACULTY.

The report of the committee on schedule recommending that the three term plan be adopted, the first term beginning October 1st and closing December
21st, the second term opening January 2nd and closing March 22nd, the third term opening April 1st and closing June 17th, was received.

After considerable debate it was moved by Professor Allen that the debate be closed. The motion carried.

Moved by Professor Barnett as an amendment that the spring vacation be eliminated, thus bringing the two last terms together. The amendment lost.

The recommendation of the committee dividing the year into three terms was adopted.

Moved by Professor Bates that there be no one or two hour courses offered in the Lower or Upper Divisions; and that there be no one hour courses in the Lower Division and that two hour courses in the Upper Division must run at least two terms in order to receive credit. The motion carried.

Moved by Professor Howe that the matter of schedule be referred to a special committee to report Saturday, June third, and that the report include the matter of Saturday classes. The motion carried. The following committee was appointed: Professors Stafford, Mailister, Roynton, DeCou and Barnett.

The petition of Seth L. Smith, to receive thirty hours of credit for work done in the night law school in Portland, was denied, the recommendation being that he receive credit only upon passing examinations here.

The faculty adjourned to meet Saturday, June 3rd at 5 o'clock.

June 3, 1917.

SPECIAL MEETING OF THE FACULTY.

The following students were recommended for degrees as indicated below:

BACHELOR OF ARTS

Lila Bell Ackerson
Louise H. Allen
Marie Louise Allan
Rosalind B. Bates
Karl Clayo Becke
June L. Bebee
Martha Beer
Jean Herriot Bell
Joseph Clark Bell
Edward Allen Bennett
John A. Black, Jr.
Alexander P. Bowen
Earl C. Bronsaghe, Jr.
Mildred Helen Brown
Mildred Gertrude Brown

Clarence W. Brunckow
William Norman Burgard
Loren G. Butler
Frank H. Campbell
James H. Collars
Mary Hendricks Chambers
Charles Haskell Collier
Clinton V. Conley
Nellie Flegler Cox
Idal E. Palmer Crosby
Helen Claire Currey
Frances Marie DePue
Elizabeth Deweese
Walter Robert Dimm
Stanley Doran Eaton
John Harold Pittigibbon  
Earl Eney Fleischmann  
Roland Woodbridge Geary  
Harmon Maxwell Gilfillen  
Dwaine Noon Good  
Marguerite Gross  
Carl F. Grover  
Naah Naday  
Elisabeth Margaret Hale  
Ada Roberts Hall  
Harold Hamstreet  
Mae Har bert  
Marion Harrington  
Margaret Mary Hawkins  
Mary Alice Hill  
Jennie F. Huggins  
John W. Huston  
Nicholas Jauregy  
Lucy Jay  
Helen Johns  
Hazel Knight  
Robert William Langley  
Ruth C. Lawrence  
Ethel Mae Locks  
Bernice Lucas  
Harry Lynch  
Hae B. Lynch  
Marion E. MacDonald  
Margorie Edith Macken  
Frances Mann  
Hel m McCormack  
Myra Elsie McFarland  
John Edward McGuire  
Gladye Marie McLan t  
Delphie Helen Mack  
Frederick E. Melzer  
Mary Ellen O’Farrell  
Lynn Albert Parr  
Chalmer Nash Patterson  
Arthur Harlow Pangra  
Bernice Perkins  
Leah C. Perkins  
Neva Joanna Perkins  
Verna Evelyn Perkins  
Harriette Polhemus  
L. A. Potter  
Ruth Ann Reulon  
Emmett Rathbun  
Loren C. Roberts  
Ruth Roche  
Allan Rothwell  
Elwyn A. Rutherford  
Frank Scalafo  
Frances Eleanor Schoemaker  
Margaret Norton Spangler  
Wan re J. Steier  
Ruby Maple Steimer  
H enry L. Thorsett  
Milton A. Stoddard  
Myrtle Grace Tobey  
William Paul Tseck  
Ryla Louise Walker  
Mary Elizabeth Sarrack  
Lucille Chase Watson  
Harold J. Wells  
Jeanette Wheatley  
Dorothy Wheeler  
Helen L. Wiegand  
Leonie Williams  
Mayjory Kay Williams  
Gustave Winter  
Iva Wells Wood

BACHELOR OF SCIENCE

Lola Esther Barr  
Maurice Hall Hyde

Charles Cornelius Newcastle Jr.

BACHELOR OF ARTS IN ARCHITECTURE

WALTER R. CHURCH  
EYLER BROWN

BACHELOR OF LAWS

J. Botiwell Avison  
H. Elmer Barnhart  
Garnet L. Green

BACHELOR OF SCIENCE IN COMMERCE

Frank Loomis Beach  
Bert Bernard Breeding  
John James Elliott  
Frederick Edward Kiddle  
Martin V. Nelson  
Henry William Sims  
Floyd South  
Hugh Ernest Watkins
MASTER OF ARTS

Leslie Burton Blades
Fanny Chase

William Kenneth Livingston
John Andre Wells

MASTER OF SCIENCE

Lewis Alexander Bond

The following students were awarded Highest Honors in the subjects listed below:

COMMERCE
Bert Bernard Breeding
Frank Loomis Beach

ENGLISH LITERATURE
Martha Beer
Frances Eleanor Shoemaker
Rosalind E. Bates

MATHEMATICS
Frederick E. Helzer

RHEORIC
Rosalind E. Bates

ZOOLOGY
Ada Hall

HONORS IN GENERAL SCHOLARSHIP

Rosalind E. Bates
Nellie Cox
Earl B. Bailey Fleischmann
Frederick E. Helzer
Frances Eleanor Shoemaker
Eylia Walker

The following pre-medical students, on account of high scholarship, were awarded scholarships in the University of Oregon Medical School:

Clarence W. Brumlow, Full Scholarship
Leonard H. Buoy, Half Scholarship
Frank H. Campbell, Half Scholarship

MILTON STODDARD
The petition of Milton Stoddard to be graduated was received.

Moved by Professor Barnett that Stoddard be not graduated.

Moved by Professor Allen as a substitute that irregularities of this semester be overlooked and that Stoddard be graduated if he can make up his work before Monday June 5th. The motion was lost.

Moved by Professor Howe that in view of his enlistment, Mr. Stoddard be excused from the cuts charged against him. The motion lost.

Moved that excess credits taken by Stoddard during his Sophomore year be granted up to seventeen hours for each semester. The motion lost.

Moved by Professor Allen that for military reasons Stoddard be
graduated when conditions in Spanish are made up. The motion was lost.

The faculty adjourned to meet Monday June 5th at 8 o'clock.

June 5th, 1917.

SPECIAL MEETING OF THE FACULTY

RECITATION SCHEDULE

On motion of Professor Strub the following recitation schedule proposed by the Committee on Schedule was adopted:

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EXAMINATION SCHEDULE

Moved by Professor Boynton the adoption of an examination schedule by courses as follows:

I. 3-4-5-- 8 o'clocks
II. Freshman English Composition
III. 3-4-5-- 9 o'clocks
IV. 3-4-5-- 1 o'clocks
V. 3-4-5--11 o'clocks
VI. Economic History
VII. 3-4-- 10 o'clocks
VIII. 3-4-5-- 2 o'clocks

Moved by Professor Howe that this report be re-referred to the committee to report a comparative schedule of three days at the meeting of the faculty to be held on Friday morning before school opens in October. The motion carried.

REPORT OF COMMITTEE ON REGISTRATION

The report of the committee recommending that registration may be made at any time, by mail or otherwise; that on Friday morning preceding the opening of the fall term a regular meeting of the faculty be held; that the faculty shall keep office hours on Friday and Saturday preceding the opening of the term from eight o'clock until five o'clock; and that one day only, Monday, be given to registration was adopted.

Professor Norton spoke of the plan of registration in use at the University of Illinois, where one large registration room is used, and on motion of Professor Schaefer this plan was referred to the committee for consideration this summer and report at the first meeting of the faculty.

On motion of Professor Stafford a standing committee of five on
schedule was adopted. The President re-appointed a temporary committee on schedule, consisting of: Dr. Boynton, Professors Stafford, McAllister, DeCou and Dr. Barnett.

SATURDAY TO BE USED FOR RECITATIONS

Moved by Professor Howe that the Committee consider this summer the opening up of Saturday for recitation purposes. The motion carried.

MILTON STODDARD Petition of Milton Stoddard for graduation was again received.

Moved by Professor Stafford that on account of military reasons Stoddard be graduated. After debate the motion carried.

CREDIT FOR PHYSICAL EDUCATION

Moved by Professor Boyard that University credit be given to students taking a professional course in physical education for floor work to the extent of one and one-half hours a semester. The motion carried.

ENGLISH COMPOSITION

Moved by Professor Clark that the exemption rule for freshmen English Composition remain the same as at present, but that the amount of required English be determined next fall. The motion carried.

CHEATING

The question of cheating in examinations was referred to the Advisory Committee.

The Faculty adjourned.

September 29, 1917.

SPECIAL MEETING OF THE FACULTY

On motion of Professor Boynton the following regulations were adopted:

First: That there be no one hour courses given in the University for credit. (Required gymnasium work excepted.)

Second: That in the Lower Division two hour courses shall not receive credit for a single term.

Moved by Professor Bates that the rule governing the excusing of freshmen from English Composition stand in abeyance for the first term.

Moved by Professor Howe as an amendment that all freshmen be required to take English Composition during the first term; that one-half of these be excused during the second term, and one-half of the remainder excused during the third term. The amendment lost; the original motion lost.
All Instructors to have Offices in the Gymnasium the first day of Registration

Loved by Professor Straub that all instructors have offices.
in the Men's Gymnasium for arranging the details of registration on registration
day. The motion carried.

The faculty adjourned.

BEGINNING THE YEAR 1917-1918.

October 4, 1917.

REGULAR MEETING OF THE FACULTY

The following members were absent: President Campbell, Professors
Allen, Miller, Smith, Sweetser, Hayward, Cclran, Douglass, Gilbert, Schruff,
Stetson, Winger, Prescott, Fox, Harthan, Jeremiah, Krantz, Perkins, Landsbury,
Burgess, Crockett, Bendik, Kilpatrick.

FIFTY CENTS TAX The matter of the fifty cents tax for incidental expenses was
approved.

PROBATION COMMITTEE The Probation Committee was asked to report at the next meeting
new rules made necessary by the change in terms.

NOTA MAY MILLER Neta May Miller, having completed all of the work required for
graduation, was recommended for the degree Bachelor of Arts.

The following notices of new business were given:

MAXIMUM NUMBER OF HOURS.

(Recommended by the Sub-committees on Policy and on Revision of
Students' Courses. Motion by Professor Boynton.)

Students without deficiencies having an average grade above "M"
in any term may be permitted the next term to take one additional hour, (and those
making grades of "S" and "M" in two thirds of the number of hours regularly car-
rried and none below "M" may take two additional hours, the excess credits being
forfeited in each instance in case of failure to maintain the standard indicated.)

NOTE. The portion in parenthesis is existing legislation, the
remainder being the present uniform policy of the Committee on Revision of Students
Courses. This would permit the adviser to put on Lower Division cards, after the
first term, 17, 18, or 19 hours, including Physical Training, according to the re-
cord of the student, and similarly in the Upper Division, 16, 17 or 18 hours, in
addition to any left-over Physical Training.

MOTIONS. Motion by Professor Boynton.

Moved that the dates after which petitions be required for withdrawals from class and after which petitions for change of course will not be considered by the Committee be November 1, February 1, and May 1, and that the dates after which withdrawals from courses are not to be permitted be December 1, March 1, and May 24.

ASSIGNMENT OF LOWER DIVISION STUDENTS TO ADVISERS.

(Approved as a procedure by the Committee of Advisers, and recommended for enactment by its Sub-committee on Policy. Motion introduced by Professor Boynton.)

The Registrar, in connection with the student's application for admission, shall secure as full information as possible, not simply as to scholarship and general good character, but also as to special interests, aptitudes, and life-plans, so far as these latter may have been formulated. On the basis of such information the Chairman of the Committee of Advisers, with the assistance of the Registrar and of other members of the Faculty selected by him, will make preliminary assignment of entering students to their advisers, attempting so far as possible to assign them to advisers who have first hand acquaintance with the line of major interest. So far as possible these assignments will be made in advance of registration days, and lists of names and available information placed in the hands of the advisers.

If it appears to an adviser that a student's interests may be better served by some other adviser, he may consult with the Chairman of the Committee, and in case such a change is deemed advisable, the Chairman will make a new assignment of adviser, and file the record in the Registrar's office. But such changes are not to be made for trivial reasons.

By Dr. Sheldon that hereafter all petitions for reinstatement be turned over to the Probation Committee instead of the Committee of Deans.

Moved by Dr. Caswell that a committee be appointed to consider the procedure of registration and related matters, and to recommend desirable changes to the Faculty at the November meeting. The motion carried.

The following committee was appointed: Prof. Caswell, Dr. Bates, and Prof. Vinger.

Miss Fox presented the following rules with the motion that they be adopted by the faculty:
CONDUCT OF WOMEN STUDENTS

Conduct of Women Students
at the University of Oregon.

The Dean of Women expects hearty cooperation of undergraduates
in carrying out these rules, and holds the house mothers and women in whose homes
students are living responsible for the conduct of women under their care.

1. University Women are expected to be in their rooms
by 10:30 p.m. Exceptions may be made for Friday and
Saturday nights, when the hour may be 11 p.m., and for
scheduled parties. (See 4.)
Scheduled parties are those for which dates have
been granted and are recorded in office of the Dean
of Women.

2. Underclass women are not expected to have evening callers
on Monday, Tuesday, Wednesday and Thursday evening.
Upperclass women may receive callers on these nights
occasionally.

3. Men are not expected to call before noon.

4. Parties may be given on Friday and Saturday nights,
and nights preceding holidays only. They shall end
by 11:30 p.m., that is dancing and refreshments shall
be over.

5. Underclass women of the University going on all day
excursions, riding, walking out of town, boating, or
dining in public places, shall make suitable arrangements,
i.e., parties of four, or provided with a chaperone.
It is expected that upperclass women will abide by
the spirit of this rule, and will use discretion when
departing from the letter of it.

6. Any woman boating or walking with an escort is expected
to report at her residence by 9:15 p.m. It is expected
that no woman who can not swim will enter a canoe.

7. Underclass women studying at the Library evenings shall
not return to their residences alone.

8. Music and entertainment of all kinds on Sunday is
expected to be of a quiet nature.

9. Changes of residence shall be made only after consult-
ing with the Dean of Women.

10. Any woman desiring to leave town shall report to the
Dean of Women before doing so.

11. Cases of serious illness should be reported at once to
the Department of Physical Education and to the Dean
of Women.

Moved by Professor Boynton as a substitute that these regulations
be spread upon the minutes as presented by Miss Fox. The substitute motion car-
ried.

Tao Sun

On motion of Dr. Barnett Mr. Tao Sun was allowed to substitute a
course in Economics for the required Political Science and count it a part of the
major requirement.

Mr. Pearson Moved by Professor Stafford that Mr. Pearson, who registered in the
University first as a Chemical Engineer student and then dropped out for a number
of years be not required to take the freshman English.

Moved by Professor Bates as an amendment that Pearson be required to take the freshman examination. The motion carried.

At the request of the President a committee of three was authorized to assist in arranging entertainment of the Mothers' Congress to be held in Eugene. The following Committee was appointed: Miss Burgess, Professor DeGou, Professor Dunn, Professor Edmonson, and Mr. Kilpatrick.

The faculty adjourned.

November 1st, 1917

REGULAR MEETING OF THE FACULTY.

The minutes of the meetings of May 31st, June 3rd, June 5th, September 29th and October 4th, were read and approved.

MEMBERS ABSENT

The following members were absent:

Professors Sheldon, Bates, Lawrence, Miller, Hayward, Reddie, Douglass, DeBask, Turnbull, Schreff, Shinn, Jeremiah, Krantz, Besdek, and Rebec.

REPORT OF PROBATION COMMITTEE

The following report of the Probation Committee was adopted:

All students failing to make the required number of hours at the end of any term shall be placed upon probation for the next term in which they are registered in the University unless a year or more should intervene.

If at the end of the term following this placement upon probation they have not completed satisfactorily seventeen (17) hours for the two terms involved, they shall be dropped from the University.

After the completion of the academic year 1917-18, all students of the lower division placed upon probation shall be subject to the regulations for such students made by the Committee of Advisers for the Lower Division. Students of the upper division who are placed upon probation shall be referred to their major professor with special notice and shall be subject to such limitations of academic activity as may hereafter be enacted.

During the academic year 1917-18, freshmen and such sophomores as have elected to be served by the Committee of Advisers for the Lower Division who are placed upon probation shall be subject to the regulations of that committee for probation students in the lower division. All other students who may be placed upon probation shall be referred, as now, to the Probation Committee.
Students who fail to make the required number of hours at the end of the third term in any academic year shall be subject to the above regulations for probationed students unless before registering again for work in the regular academic year they shall have completed in summer school, by correspondence or otherwise, sufficient university credits to total, when added to those earned in the term mentioned, at least fourteen term hours.

Edmond S. Conklin
M. Cummings
W. D. Smith
F. L. Stetson

Recommendation of Committee on Procedure of Registration. The following recommendations of the Committee on Procedure of Registration were adopted:

I. PROCEDURE OF REGISTRATION.

1. Students presenting satisfactory credentials for admission to the Lower Division shall be given a card of admission by the Registrar and assigned to an adviser. If the student has taken the prescribed examination in English Composition and it has been passed upon prior to the date of issuance of the card of admission, this card shall indicate the results of the examination in required English Composition. If the student has not taken the examination, he shall take it as prescribed in section III, 2.

2. Students presenting satisfactory credentials for admission to the Upper Division, shall be given a card of admission to that division by the Registrar.

3. Students who have once been admitted to either Division need not secure new cards of admission in order to register for further work in that Division.

4. The student shall present his card of admission to his adviser. In the case of student entering the Lower Division whose card of admission does not indicate the results of the examination in required English Composition, the student must also present either a certificate of attendance at the English Composition examination or a receipt for the late registration fee required in Section III, 5.

5. The adviser shall then provide the student with a registration card, an adviser's duplicate registration card and class record cards. The adviser shall enter upon the registration card all courses for which the student is to be registered and sign the card. It shall be the duty of the adviser to satisfy himself that the student has met the requirements for admission to any course entered upon the card.

6. The student shall fill out the adviser's duplicate registration card and file the same with the adviser. This card shall correspond in all particulars with the registration card, and the registrar shall have access to it at any time. The student shall also fill out one class record card for each course entered upon his registration card.

7. The student shall then, if necessary, present his registration and class record cards to the "Sections Committee", which committee shall assign him to the proper section, or sections, and make suitable entries upon the registration and corresponding class record cards.

8. The student shall present his registration card, properly filled out and signed by his adviser, and in the case of women students countersigned by the Dean of Women, and his class record cards to the Comptroller and pay all fees. The Comptroller shall retain these cards and turn them over to the Registrar. The student is not registered until his fees have been paid.

II. TIME OF REGISTRATION.

1. The week immediately preceding the opening of the Fall term shall be known as Registration Week. Friday of this week shall be regis-
tation day for students in the Upper Division, and Saturday shall be regist-
tration day for students in the Lower Division. The first day of the Winter,
Spring, or Summer term shall be registration day for that term.

2. All students registering later than the registration day of the Fall, Winter or Spring term shall be required to pay a late registra-
tion fee of Two Dollars. This fee shall be in addition to any fee which
the student may be required to pay under the provisions of the next section. The
Registrar is authorized to remit the late registration fee whenever the late
registration is due to causes beyond the student's control.

3. A student in residence during the Fall or Winter term
shall deposit his registration and class record cards for the succeeding term,
properly filled out, with the Comptroller at least one week before the close of
the current term. The student at his option may either pay his fees at the
time of depositing his cards, thus completing his registration, or may defer
the payment of fees until registration day. A student failing to deposit his
cards as provided in this section shall pay a special fee of Two Dollars.

4. Changes of enrollment may be made up to the close of registra-
tion day with approval of the adviser alone.

5. During Friday of Registration Week the Upper Division
advisers shall be assembled at the Men's Gymnasium, or some other appointed
place, from 8 A.M. until 12 M. and from 1 P.M. until 5 P.M., and during Satur-
day the Lower Division advisers shall likewise be assembled. The Registrar's
and Comptroller's offices shall be kept open from 8 A.M. until 12 M. and from
1 P.M. until 5 P.M. on registration days.

6. A "Sections Committee" composed of representatives of those
departments wishing to limit the enrollment in any sections of any courses,
shall be assembled at the same times and places as the advisers. This committee
shall notify the advisers of any courses in which the enrollment is to be limited,
and the advisers shall then send their advisers to the committee for section
assignment.

7. Instruction shall begin at 8 A.M. of the school day follow-
ing the last registration day of each term. Prior to these times the Registrar
shall send each instructor all the class record cards which have been filled
for his courses. No student shall be enrolled in any class until the instructor
has received the proper class record card from the Registrar.

III. REQUIRED ENGLISH COMPOSITION EXAMINATION.

1. Upon the request of the principal of the school, or of any
student wishing to take the examination, the prescribed examination in English
Composition may be given in any accredited school upon appointed days announced
in the University Catalog. This examination shall be conducted under the super-
vision of the principal, who shall certify that it has been conducted in proper
form.

2. Supplementary examinations shall be conducted at the Univer-
sity during Thursday afternoon of Registration week and during the afternoon
of the day, not a holiday or Sunday, immediately preceding the registration day
of each of the terms. The instructor in charge of the examination shall give
each student taking the examination a certificate of attendance.

3. Students failing to take the examination as prescribed in
the two preceding sections may be permitted to register upon the payment of a
late registration fee of Two Dollars, but they shall be required to either regis-
ter for English Composition or take the examination before the opening of the
next term.

4. The rule regarding the exemption of students from English
Composition shall be applied to each examination group separately.

5. The results of the supplementary examination in English Com-
position shall be posted not later than 8 A.M. of the day set for the registration
of students entering the Lower Division.

In presenting its recommendations to the faculty, the committee
wishes to draw attention to the details of the present procedure as well as that
proposed by the committee and to point out the advantages of the latter.
The present procedure of registration may be summarized as follows:

1. Entering students present credentials and obtain card of admission.
2. Entering freshmen take English Composition examination at some unspecified time.
3. Payment of incidental, student body and class fees.
4. Filling out registration card and obtaining of blank cards at Registrar's office.
5. Filling our of study card by adviser, subject to change in the case of freshmen on account of English Composition.
6. Payment of laboratory and gymnasium fees.
7. Signing of study cards by instructors, followed by adviser.
8. Filling of study card.

The proposed procedure may be similarly summarized:

1. Entering students present credentials and obtain card of admission.
2. Entering freshmen take English Composition at a specified time before registration, thus avoiding confusion and delay.
3. Adviser fills out and signs registration card. This card is equivalent to the present study card, the present registration card being eliminated.
4. Student fills out adviser's duplicate registration card and class record cards.
5. Student deposits cards and pays fees at Comptroller's Office. The student is not registered until he has paid his fees.

Outstanding innovations proposed are:
1. English Composition examination may be taken in the high schools, or at the University prior to registration day.
2. Students already enrolled in either Division go directly to their advisers, paying fees last of all.
3. Signing of study cards by individual instructors is eliminated. Certain checks are provided in order to retain any of the advantages of the present plan.
4. Study cards for the Winter and Spring terms are made out near the close of the preceding term.
5. All fees are paid at one time, and departments are relieved of the responsibility of checking up the payment of fees.

The committee believes that the proposed changes will tend to prevent congestion at any point during registration, prevent delays and indecision in the preparation of study cards, and eliminate some steps in the present procedure which can well be dispensed with.

A. E. Caswell, Chairman
R. M. Winter
E. S. Bates

On motion of Professor Boynton the following changes in Section IX of the University regulations were adopted in order to adjust it to the term basis, etc.:

IX. (1) Unchanged.
(2) Changed to read as follows:

To the first of these ends, each student upon entering the Lower Division of the University, shall take a three hour examination in written English. This examination may be given in any accredited school upon appointed days announced in the University Catalog, but a supplementary examination shall be offered at the University. Freshmen who have taken either the examination given in the schools or the supplementary examination shall be divided on the basis of the examination into four equal divisions. The first of these (embracing the upper fourth of the class,) shall be exempted from required Freshman Composition; the second shall be required to complete satisfactorily one term of Freshman Composition; the third, two terms; and the fourth, three terms. Students must register for Freshman Composition in time to be able, under normal conditions, to meet this requirement during the freshman year. Provided that any student in the third of fourth division who shall rank among the highest third of the class at the end of any term shall be exempted from further required Freshman Composition, and that any student in the second or third division who shall rank among the lowest third
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