1941

**Bulletin: Western Michigan College of Education v37 n1: Facts for Freshman and Information for New Students 1941-1942**

Western Michigan University

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Facts for Freshmen

and

Information for New Students
“Facts for Freshmen”

and

Information for New Students

KALAMAZOO, MICHIGAN
1941 - 1942
FOREWORD

This booklet is intended, primarily, for those about to enter Western Michigan College of Education at Kalamazoo, either as Freshmen or as Transfer Students. It is hoped that it will convey concisely much information and assistance, especially to those who might hesitate to ask. The question and answer form is utilized quite generally for the sake of added brevity and clarity.
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DIRECTIONS FOR CORRESPONDENCE WITH WESTERN MICHIGAN COLLEGE OF EDUCATION

Correspondence with Western Michigan College should be addressed as indicated below:

a) Requests for catalogs, bulletins, blanks for recording high-school credits, and other literature—The Registrar.
b) Concerning the adjustment of credits—The Registrar.
c) Concerning board, rooms, and remunerative work for men—The Dean of Men.
d) Concerning the Men's Dormitory—The Dean of Men.
e) Concerning board, rooms, and remunerative work for women—The Dean of Women.
f) Concerning the Women's Dormitories—The Dean of Women.
g) Concerning rural education—The Director of the Department of Rural Education.
h) Concerning extension work—The Director of the Extension Department.
i) Concerning educational research—The Director of the Bureau of Educational Measurement and Research.
j) Other general inquiries—The Registrar.

INFORMATION FOR NEW STUDENTS

A student applying for admission should

a) Have a certified copy of his high-school credits mailed to the registrar by the high school from which he graduated.
b) If entering with advanced standing from any county normal, normal school, college, or university, have mailed to the registrar complete official statements regarding the work for which credit is sought.
c) Have credits sent in at as early a date as possible.
COLLEGE CALENDAR
1941-1942

First Semester

Monday, September 29, to Wednesday, October 1..............Freshman Days
Tuesday, September 30............................................Registration of freshmen
Wednesday, October 1............................................Registration of upper classmen
Thursday, October 2..............................................Recitations begin
Wednesday noon, November 19.................................Thanksgiving recess begins
Friday, December 19..............................................Holiday vacation begins
Monday, January 5..................................................Classes resume
Friday, February 13..............................................First semester ends

Second Semester

Monday, February 16.............................................Registration for second semester
Tuesday, February 17.............................................Recitations begin
Friday afternoon, April 3.......................................Good Friday recess
Friday, April 10....................................................Spring vacation begins
Monday, April 20...................................................Classes resume
Sunday, June 14....................................................Baccalaureate services
Friday, June 19....................................................Second semester ends
Saturday, June 20..................................................Alumni day
Saturday, June 20..................................................Commencement exercises

Summer Session 1942

Monday, June 29....................................................Registration for summer session
Tuesday, June 30....................................................Recitations begin
Friday, August 7....................................................Summer session ends
# CALENDAR OF ESTABLISHED COLLEGE EVENTS

1941-1942

## First Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>October 10</td>
<td>Church Night</td>
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<tr>
<td>October 17</td>
<td>Faculty Reception to Freshmen</td>
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<tr>
<td>October 25</td>
<td>Dad's Day</td>
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<tr>
<td>October 25</td>
<td>High School Senior Day</td>
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<td>October 25</td>
<td>Scouts' Day</td>
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<td>October 25</td>
<td>Women's League Masquerade</td>
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<td>November 1</td>
<td>Homecoming</td>
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<td>November 6</td>
<td>Principal-Freshman Conference</td>
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<tr>
<td>November 28</td>
<td>Faculty Reception to Seniors</td>
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<tr>
<td>December 4</td>
<td>Football Banquet</td>
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<tr>
<td>December 12</td>
<td>Sixth Annual Presentation of <em>The Messiah</em></td>
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<tr>
<td>January 16</td>
<td>Sophomore Reception to Freshmen</td>
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<tr>
<td>January 17</td>
<td>Conference on Guidance</td>
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<tr>
<td>January 31</td>
<td>J-Hop</td>
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</tbody>
</table>

## Second Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>February 21</td>
<td>Women's League Formal</td>
</tr>
<tr>
<td>March 13</td>
<td>Rural Progress Day</td>
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<tr>
<td>March 28</td>
<td>Freshman Reception to Sophomores</td>
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<tr>
<td>April 25</td>
<td>Junior-Senior Dinner Dance</td>
</tr>
<tr>
<td>May 19</td>
<td>Children's May Festival</td>
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<td>May 19</td>
<td>Senior Swing-Out</td>
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<td>May 21</td>
<td>Spring Athletic Recognition Banquet</td>
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<tr>
<td>May 22</td>
<td>Annual Music Festival</td>
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<tr>
<td>May 26</td>
<td>Honors Convocation</td>
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<tr>
<td>June 5</td>
<td>Senior Prom</td>
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<td>June 9</td>
<td>Senior Class Day</td>
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<tr>
<td>June 13</td>
<td>June Breakfest</td>
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<tr>
<td>June 14</td>
<td>Baccalaureate Address</td>
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<tr>
<td>June 20</td>
<td>Alumni Day</td>
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<tr>
<td>June 20</td>
<td>Alumni Party</td>
</tr>
<tr>
<td>June 20</td>
<td>Commencement</td>
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</tbody>
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*Note: The above events are examples of typical college events during the 1941-1942 school year.*
I. Administrative Questions

1. Who are the Administrative Officers of the Institution?
   The President, The Registrar, The Dean of Men, The Dean of Women, The Director of Personnel and Guidance, and the Director of the Training Schools.

2. What is the distribution of the provinces of these various officers?
   A. The President is the Executive Head of the institution. To him should be referred all inquiries and matters not specifically delegated to others.
   B. To the Registrar should be referred the following:
      (a) Business matters
      (b) Changes in enrollment requests
      (c) Dropping studies requests
      (d) Evaluation of credits—both high school and advanced
      (e) Extra hours petitions
      (f) Fees and Tuition payments
      (g) Graduation requirements
      (h) Employment (on-campus)
      (i) Requests for meetings, trips, etc.
      (j) Whatever effects a permanent grade
         (This includes permission for a second examination, request for a change of grade, penalty for proved cheating, request to vary schedule of final examinations, etc.)
   C. To the Deans should be referred questions relating to the following:
      (a) Employment (off-campus)
      (b) Excuses and absences
      (c) Rooms and board
      (d) Scholarship (General)
      (e) Social advice
      (f) Student mail
      (g) Whatever effects a temporary grade
         (This includes absences, tardiness, degree of application, request to defer “mid-term” examinations, etc.)
   D. The Director of Personnel and Guidance has direction of all matters related to personnel work and guidance except such as naturally fall within the provinces of other administrative officers or are assigned to them.
   E. The Director of the Training Schools should be consulted relative to matters concerning Directed Teaching and placement following graduation.

II. Enrollment Questions

1. To whom am I directly responsible for my program of studies during a given semester?
   Each student is responsible to an Adviser. Individual plans for courses of study are to be worked out with their approval.
   Each Freshman is directly responsible for details of programs to a Freshman Counselor.
   The applicant for admission (if his entrance and advanced credits have been filed early) may secure at The Records Office a “Student's Credit Book” containing a list of credits acceptable. This book should be presented to his Adviser, or Enroller, after his fees have been paid and enrollment cards have been secured. N. B.—A special sheet of instructions regarding details of enrollment is available at the times of enrollment both at the Administration Office, Room 103, Administration Building, and at the Information Desk
in the Women's Gymnasium. The Adviser, or Enroller will give added information relative to further details of enrollment. 

It is very important to note that a student NEVER should confer with his Adviser or Enroller, without having with him his "STUDENT CREDIT BOOK."

2. Am I obliged to carry the work recommended?
No; but experience has demonstrated the wisdom of doing so.

3. Are "Entrance Tests" required?
Standard Intelligence and achievement tests are required of each student upon first entrance. The results of these tests are of service in advising students relative to their scholastic work. Grades earned in residence will be withheld, until the intelligence and achievement tests have been taken.

For the First Semester the tests are given to the Freshmen during "Freshman Days."

(Confer with the Research department for information regarding dates and places for the administration of the tests).

4. When does advanced enrollment for the second semester occur?
Usually during the fifteenth or sixteenth week of the first semester. There is no period of advanced enrollment either for the first semester or for the Summer Session.

5. If I wish to change my enrollment, what should I do?
Secure a blank for that purpose at the Registrar's Office and follow the directions printed on it.

6. If I change my enrollment without securing the written consent of the Registrar, what is the penalty?
A mark of E (Failure) will be recorded for each subject changed without written permission. (To remove the effect of the E would involve the earning of additional Honor Points.)

7. Is there a time limit within which a change of enrollment must be made?
Changes in enrollment should be made during the first week of a semester.

8. If I wish to drop a subject, what must I do?
Secure a suitable blank at the Registrar's Office and follow the instructions printed on it.

9. Is there any penalty for dropping a subject without the Registrar's written sanction?
A mark of E (Failure) will be recorded for each subject dropped thus. (To remove the effect of an E would involve the earning of additional Honor Points.)

10. Is there a time limit for dropping subjects?
Necessary changes in enrollment must have been made by the end of the first week of a semester.

The mark of W will be given only when the registrar issues an official Drop Slip. If a student withdraws from a class without the registrar's written permission, a mark of E (failure) will be given.

Permission to "drop" courses will not be given upper classmen after the end of the third complete week of a semester. Freshmen will not be allowed to "drop" courses after the end of the fourth complete week of a semester.

11. For how many hours of work should a student be enrolled?
Fifteen semester hours of work granting academic credit is the standard class load. For all students the maximum number of hours a week that may be carried without special permission is 16; the minimum, 12. (Physical education and library methods are not counted in semester hours.)

No student may enroll for more than 16 semester hours or less than 12 semester hours of work, without permission of the Committee on Student Personnel.

The Committee on Student Personnel regulates the load for a given student on the basis of his apparent ability and other factors.

12. If I wish to carry an extra hour, what should I do?
No student should enroll for more than sixteen semester hours of work without the permission of the Committee on Student Personnel.

Students may make application for an extra hour of work by securing an application blank from the Registrar, filling out the same, and filing the
application with the chairman of the committee. Only in exceptional cases is permission granted to carry extra hours during the first semester in residence. It is deemed more desirable for a student to do work of a high grade of excellence with a normal class load than to take extra subjects with mediocre success.

13. Should a Freshman apply for permission to carry an extra hour during his first semester in residence?
No. His petition probably would be denied.

14. How is the size of classes regulated?
Because more than one section of certain courses is offered simultaneously, and because room sizes automatically restrict the size of some classes, it is necessary to star (*) certain sections on the printed schedule of recitations. Entrance to a starred section (*) may be gained only by presenting to the instructor on the first day of recitations a "starred slip" admitting to that section. Reference to the printed instructions on the Semester's Schedule of Classes will advise you where you may secure needed "starred slips."

15. If I enroll after the opening of a semester, where should I go for assistance?
To the Registrar's office.

16. If I must leave college before the close of a semester, what should I do?
Go to the dean concerned and state the cause for withdrawing. The dean will notify the Registrar.

17. For what are Advisers responsible?
Advisers are available for conference by appointment. Advisers are designated as follows: The Freshman Counselors, Curricular Advisers and Departmental Advisers. The titles indicate the nature of the responsibilities involved.

18. What are the duties of the Enrollers?
The Enrollers assist the Advisers during officially designated enrollment periods, especially with details of routine involved.

III. THE ADVISERY SYSTEM

All freshmen are advised and helped throughout the year by the Freshman Advisers, in planning and adjusting their academic programs. Each freshman works out his schedule semester by semester, with the assistance of an adviser, at definite conference periods assigned by them. The details of the curricula, the sequence of studies, the type of work for which the student seems best adapted, are all considered at these conferences.

It is expected that a new system governing advising of upper-classmen will be announced shortly after the opening of college in 1941.

The Freshman Counselors.

1. What is the province of the Freshman Counselors?
To the Freshmen Counselors have been assigned the following duties:
(a) To assist in blocking out details of Semesters' Programs for Freshmen
(b) To help rearrange programs of Freshmen, when necessary
(c) To check on extra-curricular activities of Freshman students
(d) To balance college load with outside employment, extra curricular activities, etc.

2. What is the relationship of Freshmen to the Freshman Advisers?
A. To confer as to the subjects to be taken each semester of the Freshman year.
B. To secure assistance in rearranging schedules, if necessary.
C. To advise relative to Extra-Curricular activities, employment, etc.

3. Where may the Freshman Advisers be found?
In the Student Health and Personnel Building and in Room 217 Administration Building (Rural Education.)
4. Where is the Freshman Counselors' bulletin board which should be closely watched by all Freshmen?
   On the wall at the left side of the south entrance to the Administration Office.
5. What are the duties of the Freshmen relative to co-operation with the Counselors?
   A. To watch the bulletin board closely throughout the year.
   B. To report at their offices at the time scheduled.
   C. In case of impossibility to report for scheduled appointment, to make another appointment at their offices.

IV. ADMISSION AND REGISTRATION

Students may enroll at the opening of any semester.

GENERAL QUALIFICATIONS

The college expects that those who enter shall have shown intellectual capacity, and shall be able to apply themselves to their studies and to work systematically. While definite evidence of intellectual capacity is indispensable, the college believes that, after such evidence is established, positive qualities of character and personality should operate as determining factors in admission. Each application will be carefully reviewed and much weight will be attached to character, personality, previous record, and promise, as well as to scholarly attainments. Satisfactory showing in scholarship alone is not of itself sufficient to guarantee admission. The college will arrange for personal interviews whenever possible.

Attendance at Western State Teachers College is a privilege and not a right. In order to safeguard its ideals of scholarship, character, and personality, the college reserves the right, and the student concedes to the college the right, to require the withdrawal of any student at any time for any reason deemed sufficient to the college.

ADMISSION AS A STUDENT NOT A CANDIDATE FOR A DEGREE

Applicants who meet all the specific requirements for admission to this college, and who wish to pursue special studies not leading to one of the degrees of this college may, with the consent of the registrar, be permitted to enroll. Such students may elect courses totaling not less than twelve hours during each semester, for which they have the proper prerequisites. These students are subject to all of the general regulations covering scholarship and conduct.

CREDENTIALS SHOULD BE SENT IN ADVANCE

All students desiring admission to the college are urged to submit their problems of eligibility for entrance to the registrar, who will act upon each case individually.

High-school credits should be sent to the registrar in advance, that there may be no delay when the student presents himself for registration and enrollment.

A prospective student should confer with his high-school principal regarding the filling out of an "Application for Admission" blank.

ENTRANCE WITH ADVANCED CREDITS FROM INSTITUTIONS OF HIGHER EDUCATION

Inquiries concerning admission from other institutions of higher education should be addressed to Mr. John C. Hoekje, Registrar, in charge of admissions on advanced standing.

Advanced credit is allowed for work done in other schools and colleges to the extent to which the applicant's record shows that such work is the equivalent of courses offered in Western State Teachers College. Application for advanced standing, accompanied by credentials, should be made to the registrar.
Junior College graduates will receive credit up to 60 semester hours, provided all of the work has been done in Junior Colleges and provided further that none has been done at Junior Colleges after a total of 60 semester hours of college credit has been completed.

Students with unsatisfactory scholarship or conduct records will not be admitted.

Students desiring to transfer to this college from other institutions of higher education must furnish complete official transcripts of their records, listing all credits earned by them up to the beginning of the session they wish to attend. The student should request the registrar of each institution attended to submit the official transcript directly to the admission officer named above. These transcripts should include (1) a complete list of and the record obtained in the college courses pursued, and (2) statements of honorable dismissal from the institutions attended. It is also necessary for the student to submit a personal application blank and to request his high-school principal to submit an official statement of his preparatory record. Blanks for personal application and for the high-school record may be secured from the admission officer named above. Consideration of admission on transfer is on the basis of the entire record of the student, both high school and collegiate. No part of the record may be disregarded. There are no exceptions to this regulation. Students applying for admission for the first semester are urged to submit their credentials as early as possible, preferably in July or August.

REGISTRATION

All students are required, at the beginning of each semester of residence, to enroll with the registrar of the college, to pay their fees to the cashier of the college, and to file an election blank properly filled out, showing the courses they expect to pursue during the semester. The completion of the foregoing constitutes registration in this college.

All students entering this college for the first time must present their credentials to the office of the registrar, whether they are transferring from another college or whether they are entering from high school.

Orientation Tests

Standard intelligence and achievement tests are required of each student upon entrance. This applies not only to freshmen but to upper classmen as well. The results of these tests are not used as a part of the entrance qualifications, but are of service in advising students regarding their scholastic work. Credits will be withheld from students for whom there is no record of such entrance tests taken at this institution.

ENTRANCE REQUIREMENTS

Adopted by the State Board of Education, December 21, 1934

A graduate of a four-year high school, accredited by the University of Michigan, will be admitted to Western State Teachers College, provided that he is recommended by the principal of the high school and that he meets conditions indicated below.

1. Prescribed Preparatory Work

A minimum of fifteen units is required for admission.* Among these must be included certain major and minor sequences selected from the five groups of subjects below, a major sequence consisting of three or more units, a minor sequence consisting of two or two and one-half units.

*Effective with the first semester, 1940-1941, students recommended unqualifiedly by their principals from high schools participating in the State "experimental plan" will be admitted without regard to the particular pattern of secondary-school credits they present.

Inquiries regarding entrance requirements for students desiring to work in special fields should be addressed to the Registrar.
A minimum of four sequences must be presented, including a major sequence from Group I and at least one other major sequence. Not more than one of these required sequences will be accepted from any one group except Group II. Sequences may be presented from two languages.

I. English.
   A major sequence of three or more units.

II. Foreign language.
   A major sequence consists of three or more units of a single language; a minor sequence consists of two or two and one-half units of a single language. The foreign languages acceptable for a sequence are Greek, Latin, French, German, and Spanish.

III: Mathematics—Physics.
   A minor sequence in this group must include 1 unit of algebra and 1 unit of geometry.
   A major sequence is formed by adding to this minor sequence one or more units from the following list:
   - Advanced algebra 1½ or 1 unit,
   - Solid geometry ½ unit,
   - Trigonometry ½ unit,
   - Physics 1 unit.

IV. Science.
   Any two units selected from the following list constitute a minor sequence and any three or more units constitute a major sequence.
   - Physics 1 unit
   - Chemistry 1 unit
   - Botany 1 unit
   - Zoology 1 unit
   - Biology (botany ½ unit and zoology ½ unit) 1 unit

   If biology is counted in these sequences neither botany nor zoology may be counted.

V. Social studies.
   A total of two or two and one-half units selected from the following courses constitute a minor sequence, a total of three or more units a major sequence.
   - Ancient history 1 unit
   - European history 1, 1½, or 2 units
   - American history ½ or 1 unit
   - American government ½ unit
   - Economics ½ unit

   Note—1. Physics may not be counted in both Group III and Group IV.
   2. English history may be included under European history.
   3. Half units in the social studies are acceptable as part of a sequence only if taken in the 11th or 12th grade.
   4. The remaining units, required to make up the necessary fifteen units, are entirely elective from among the subjects listed above and any others which are counted toward graduation by the accredited school.

The registrar shall have the authority, with the consent and approval of the departments of instruction most intimately concerned, to accept other courses as substitutes for certain of the units listed in the various groups. Only courses well organized and competently taught will be considered, and any school desiring the privilege of such substitution for its graduates should furnish the registrar with detailed descriptions.

2. Admission by Examination

The fifteen units required for admission by examination must all be chosen from the five groups listed above and must meet the prescribed sequence requirement.
3. Partial Certificate—Partial Examination Plan

This plan is available only to a graduate of an accredited high school whose principal is willing to recommend him in a part of the required fifteen units. The candidate may, at the discretion of the registrar, be admitted on the basis of the principal's recommendation covering the units satisfactorily completed, plus examination covering the units in which he is deficient. For this purpose examination will be provided only in the subjects listed in the five groups.

VOCATIONAL AVIATION MECHANICS

A two-year curriculum in vocational training prepares students, if licensing requirements are met, for positions as licensed airplane mechanics, licensed engine mechanics, and airplane factory mechanics. When educational qualifications permit, the combination of pilot and mechanic training is possible by enrolling in the vocational pilot training program sponsored by the Civil Aeronautics Administration. Successful completion of the course leads to a diploma in aviation mechanics.

Applications are considered in the order received, but preference is given those presenting superior credentials.

Entrance requirements: graduation from high school, mechanical aptitude of high order, and recommendation of high-school principal or superintendent.

A transcript of high school credits must be filed in advance with the registrar when application is made.

Tuition: In addition to the tuition and fees required of all students, a laboratory fee of fifteen dollars is charged each semester.

Students in vocational aviation mechanics may elect certain general college courses upon recommendation of the adviser.

The departmental adviser reserves the right to dismiss, after a semester tryout, any student who fails to exhibit superior skills or to maintain high standards in the various courses presented.

FRESHMAN DAYS, 1941

(Monday, September 29, to Wednesday, October 1)

A few days in advance of registration day, all entering freshmen assemble at Western State Teachers College, in order that they may become familiar with their new environment and with their duties, responsibilities, and opportunities before the regular work of the college year begins. Entering upon a college course is an event of large significance in the life of an individual, and the success of the new venture may depend upon a right beginning.

During these Freshman Days, lectures are given on how to study, how to use the library, healthful living, college traditions, scholastic ideals, and regulations. The requirements of the several curricula offered are explained, and provision is made for consultation with a member of the faculty relative to the one best adapted to the interest and ability of the individual student. The opportunities for participation in extra-curricular activities are announced. Under the guidance of conductors, various buildings on the campus are visited. Through a diversity of social functions, acquaintances are made, friendships begun and a sense of class unity developed.

Each entering freshman, whose high-school credits are received sufficiently early, will receive written notice of the student counselor to whom he is being assigned for assistance during these difficult days of adjustment. Freshmen are urged to write their student counselors, well in advance of Freshman Days, indicating plans for arrival, etc. They can rely upon their student counselors for advice and suggestions. Formerly the student counselors were known as “Senior Brothers” and “Senior Sisters”.

Because Freshman Days have proved to be of such great value to students beginning their collegiate work, every member of the incoming class is required to be present at all the scheduled exercises. The custom of making attendance required is becoming general in standard colleges.
IDENTIFICATION PHOTOGRAPH

When a student enrolls for the first time, he is required to have taken an identification photograph of which six copies are made. One copy becomes part of the student's permanent record; another copy is given to the student to serve to identify him at college functions; a third copy is filed in the Dean's Office; the fourth, fifth, and sixth copies are filed with the Student Health Service, the Alumni Office, and the Appointment Office respectively. The charge for the six is twenty-five cents.

CREDIT RELATIONS WITH OTHER COLLEGES AND UNIVERSITIES

Graduates who have received a five-year certificate or the State Limited Certificate usually are granted junior standing in colleges and universities and are able to fulfill the requirements for a degree by an additional two years of work. Senior standing usually is granted to graduates who have received a life certificate. A student who desires to earn a limited amount of credit in the college and then complete the work for a degree elsewhere should plan his work with the requirements of the particular institution in mind.

Admission to graduate schools is granted to students completing a four-year curriculum who have made their elections of courses conform to the requirements of such schools. Western State Teachers College is a member of the American Association of Teachers Colleges and of the North Central Association.

GENERAL INSTRUCTIONS FOR ENROLLMENT

Before the beginning of each semester the registrar prepares a special form, giving full information for enrollment. A copy of this form may be obtained at the Information table.

CLASSIFICATION OF STUDENTS

Students at Western State Teachers College are classified officially as follows:

- Freshmen—Students credited with 0—30 semester hours inclusive.
- Sophomores—Students credited with 30—60 semester hours inclusive.
- Juniors—Students credited with 60—90 semester hours inclusive.
- Seniors—Students credited with more than 90 semester hours.

The above classification relates to eligibility for participation:

a. In class activities
b. As officers
c. In social affairs

V. HONORS IN COURSE

Honors in Course are bestowed upon graduating students who have displayed special attainments in scholarship. Such honors are announced at a special convocation.

Recipients of honors receive their degrees:

- Cum Laude ............... when having a point-hour ratio of 2.5 to 2.69 inclusive
- Magna Cum Laude ....... when having a point-hour ratio of 2.7 to 2.89 inclusive
- Summa Cum Laude ...... when having a point-hour ratio of 2.9 to 3.0 inclusive

In figuring point-hours ratios, only the last three years of work are counted. Two or more of these must have been in residence. A mark of E will disqualify.

VI. EXAMINATIONS, THE MARKING SYSTEM, ETC.

1. A final examination is given in every course in accordance with the schedule issued each semester. No examination may be held except as announced in this schedule, and no date of examination may be changed without
special permission of the Examination Schedule Committee.

2. Students are required to take the examinations in all courses except such as they may have dropped with consent of the Committee on Student Personnel.

3. Students are not regularly examined at any other time than that set for the examination of the class in which the work has been done. In case of unavoidable conflicts a special examination during examination week may be arranged by the instructor with the consent of the Examination Schedule Committee. The Registrar is Chairman.

MARKS

Each course receives one grade, which combines the results of class work, tests, and examinations.

Grades are indicated by letters, to each of which is given a certain value in "honor points."

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<th>Grade</th>
<th>Significance</th>
<th>Honor Points (Per hour of Credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>2</td>
</tr>
<tr>
<td>C</td>
<td>Fair</td>
<td>1</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>0</td>
</tr>
<tr>
<td>*U</td>
<td>Unsatisfactory</td>
<td>Not to be counted</td>
</tr>
<tr>
<td>E</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>0</td>
</tr>
</tbody>
</table>

The mark of I means that the student has not finished the work of the course, because of illness, unsatisfactory work, or for some other cause, and that he may be given opportunity to complete it. I's must be removed during the next succeeding semester (except when the student does not return, and then within one year) or they automatically become E's.

The mark of E means that the student has failed. E's and W's can be removed only by taking again all the work involved. Upon his entrance to the institution, after the acceptance of his entrance credentials, a "Student's Credit Book" is made out for each student. It may be secured at the Records Office (Room 109, Administration Building). If the credit book is left at the Records Office at the end of a semester, together with a large sized, self-addressed, stamped envelope, the Credit Book will be mailed as soon as the grades for the semester have been recorded. Freshmen grades are mailed directly to parents by the registrar.

Transcripts. A student desiring a transcript of his record in this college should write to the registrar, giving dates of attendance and, if a graduate, the date of graduation. He should give the full name under which he was enrolled. Each student is entitled to one transcript of his record without charge, but all additional copies are charged for at one dollar a copy.

Schools and boards of education desiring transcripts of records of Western State Teachers College students should furnish, together with their request, as much of the above information as possible.

SCHOLARSHIP INDEX

The total number of honor points acquired divided by the total number of semester hours taken gives the scholarship index (courses repeated are counted each time taken).

STANDARD FOR GRADUATION

No student will be graduated on any curriculum, if his scholarship index based on the work of that curriculum is less than 1.0.

*For Directed Teaching only.
HIGH SCHOLARSHIP LIST

To have his name placed on the High Scholarship List for a semester a student must have a point-hour ratio of 2.64 or more. No grade below B may be counted. Not more than five semester hours of B credit may be counted. Grades for non-credit courses (library methods, physical education, etc.) are not considered. The minimum number of hours to be taken must be 14 semester hours.

During a summer session no one’s name will appear on the High Scholarship List unless he receives all A’s and carries not less than 5 semester hours of work.

LOW SCHOLARSHIP LIST

The name of a student whose point-hour ratio during any semester is less than .6 will be placed on the Low Scholarship List. Such a student is liable to disciplinary action by the Committee on Student Personnel. He may be “Warned”, “Probated”, or “Dismissed”.

CREDIT FOR BAND, GLEE CLUB, AND ORCHESTRA WORK

1. A maximum of two semester hours of academic credit annually is given for one year's regular participation in each of the following activities: Band, Glee Club, Orchestra, and Auxiliary Choir.

2. Eight semester hours of academic credit is the maximum allowed for participation in any one of the four activities indicated.

3. A grand total of not to exceed twelve semester hours of academic credit is allowed for participation in the four activities noted.

4. Participation in Band may be substituted for physical-education credit. In such cases participation in the Band for one semester is substituted for 2½ class hours in physical education. (A class hour is to be interpreted to mean one hour of class work for one semester.)

5. Official enrollment cards must bear notations of the work in music the student wishes to carry. Semester hour values must be indicated.

SIGNIFICANCE OF COURSE NUMBERS

I. Course numbering and availability

1. Courses numbered
   a. 100-199, inclusive, are primarily for freshmen;
   b. 200-299, inclusive, are primarily for sophomores;
   c. 300-399, inclusive, are primarily for juniors and seniors.

2. In general, students will be permitted to carry only courses numbered to correspond with their official classification. But exceptions may be made, with the approval of curricula advisers, for such reasons as maturity, experience, necessity of meeting prerequisites to other courses, etc.

II. Explanation of numbering

1. All consecutive, coherent courses are numbered similarly and lettered sequentially.

2. All fundamental, consecutive, coherent courses are numbered as follows:
   a. The number 100 is reserved for fundamental courses having no high school prerequisite.
   b. The number 101 is reserved for fundamental courses having as prerequisites one year (or fraction thereof) of high school work.
   c. The number 102 is reserved for fundamental courses having as prerequisites two years of high school work.
   d. The number 103 is reserved for fundamental courses having as prerequisites three years of high school work.
   e. The number 104 is reserved for fundamental courses having as prerequisites four years of high school work.
3. All other courses primarily intended for freshmen are numbered serially beginning with 105.
4. Prerequisites for all courses numbered 200-399, inclusive, may be found in the "Details of Departmental Courses" as printed in the current college catalog.
5. All consecutive courses are numbered sequentially.
6. Numbers 300-304 inclusive are reserved for courses which are offered in departments other than the Department of Education, but which are given credit in education—the so-called "professional courses." To these numbers the letter "T" is added.
7. Courses offered as subdivisions of a given department are designated by numbers grouped by decades.
8. To the number of a course available by class extension there is added "Cl."
9. To the number of a course available by correspondence there is added "Co."

CREDIT IN SEMESTER HOURS

The unit of credit is the semester hour; the number of semester hours credit given for a course generally indicates the number of class periods a week.

Classes which meet one hour a week for one regular semester will be given 1 semester hour of credit.
Classes which meet two hours a week for one regular semester will be given 2 semester hours of credit.
Classes which meet three hours a week for one regular semester will be given 3 semester hours of credit.
Classes which meet four hours a week for one regular semester will be given 4 semester hours of credit.

A minimum of 60 semester hours of credit is required for a State Limited Certificate in the two-year curriculum, and 120 semester hours of credit for the A. B. or B. S. degree.

Five semester hours is the standard class load for a summer session.

No credit will be given for a course (even if pursued successfully) for which the student is not officially registered.

VII. FINANCES, EXPENSES AND WORK OPPORTUNITIES

Tuition Fees

A. Regular Program

For residents of Michigan, $15.00 for each semester.
*For non-residents of Michigan, $30.00 for each semester.

*RESIDENCE REQUIREMENTS

Residence in Michigan for the purpose of registration shall be determined according to the State constitutional provision governing the residence of electors (See Article III, Section 1 and 2); that is, no one shall be deemed a resident of Michigan for the purpose of registration in Western State Teachers College unless he has resided in this state six months next preceding the date of his proposed enrollment, and no person shall be deemed to have gained or lost a residence in this state while a student in the college.

The residence of minors shall follow that of the legal guardians.
The residence of wives shall follow that of their husbands.
Persons of other countries who have taken out their first citizenship papers and who have otherwise met these requirements for residence, shall be regarded as eligible for registration as residents of Michigan.

It shall be the duty of every student at registration, if there be any possible question as to his right to legal residence in Michigan under rules stated above, to raise the question with the registration officer and have such question passed upon and settled previous to registration.
B. Regular Program Fees

Resident students carrying an irregular program for the semester pay tuition as follows: one, two, or three semester hours, $3.00; four, five, or six semester hours, $6.00; seven, eight, or nine semester hours, $9.00; more than nine semester hours, $15.00.

In determining the number of hours, any single non-credit course will be counted as equivalent to two semester hours of credit courses. This ruling applies only to students carrying irregular programs totalling nine hours or less.

It is understood that the student-activities fee is to be paid in full by all students, whether taking one subject or more.

Kalamazoo County students who enroll for rural-education work may attend Western State Teachers College for one year without paying tuition fees, because counties having county normals provide for one year of free tuition and because, by law, counties having state teachers colleges may not have county normals.

Miscellaneous Fees

A fee of $20.75 is collected each semester for the support of student activities, health service, student union, library purposes, Brown and Gold, and subscription to the Teachers College Herald.

Class dues of 50 cents are collected from all students at the time of each annual initial registration.

A student for whom no identification photograph is on file pays an additional 25 cents, when such photograph is taken.

Auditors' Fees

Auditors (students who attend classes but who do not desire credit) are governed by the same regulations as are students desiring credit.

Graduation Fees

<table>
<thead>
<tr>
<th>Curriculum Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Limited Certificate Curriculum</td>
<td>$2.00</td>
</tr>
<tr>
<td>Provisional Certificate Curriculum</td>
<td>3.00</td>
</tr>
<tr>
<td>Degree Curriculum</td>
<td>3.00</td>
</tr>
<tr>
<td>Degree and Certificate</td>
<td>3.00</td>
</tr>
<tr>
<td>Alumni fee (paid by all graduates)</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Graduation fees must be paid and application for degrees and certificates must be filed with the registrar before the end of the third week of the semester in which it is desired that they be granted.

Late Enrollment Fee

By action of the State Board of Education an additional fee of $2.00 will be charged, if a student does not pay his fees on the day officially designated for that purpose.

Refund

No refund of fees will be made after the second week of a semester.

ESTIMATE OF EXPENSES

An estimate of the expenses for one semester may be formed from the following table:

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Approximate Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room (one-half the rent of a double-room)</td>
<td>$40.50 to $54.00</td>
</tr>
<tr>
<td>Board</td>
<td>$81.00 to $108.00</td>
</tr>
<tr>
<td>Laundry</td>
<td>$0.00 to $15.00</td>
</tr>
<tr>
<td>Textbooks and supplies</td>
<td>$15.00 to $25.00</td>
</tr>
<tr>
<td>Incidental expenses</td>
<td>$15.00 to $25.00</td>
</tr>
<tr>
<td>Tuition and fees (approximately)</td>
<td>$35.00 to $35.00</td>
</tr>
</tbody>
</table>

Total for one semester (18 weeks) $186.50 to $262.00
HOUSING FOR MEN

Men students are required to live in residences approved by the office of the Dean of Men. A list of approved rooms is available in that office and will be furnished upon request.

Men desiring to live in the Henry B. Vandercook Hall for Men should make application to the office of the Dean of Men.

HENRY B. VANDERCOOK HALL
FOR MEN

Request for reservation should be addressed to Mr. Ray C. Pellett, Dean of Men. Application must be accompanied by a five-dollar room deposit. This deposit does not apply on the rental charge but is held through the college year and is returned to the resident when he leaves provided he has no outstanding account with the college. The last day for requesting deposit funds, if application to live in the dormitory is canceled, is September 1 for the first semester or February 1 for the second semester.

The rates for double rooms in Vandercook Hall are $52.00 per semester or $104.00 per year. There is an additional charge for the five single rooms of $4.50 per semester or $9.00 per year. Room rent must be paid in advance, but may be paid in quarter semester installments as follows:

First Semester

Monday, September 29, 1941.......................... $13.00
Wednesday, October 29, 1941.......................... 13.00
Monday, December 1, 1941.......................... 13.00
Monday, January 5, 1942.......................... 13.00

First Semester total.......................... $52.00

Second Semester

Monday, February 16, 1942.......................... $13.00
Wednesday, March 18, 1942.......................... 13.00
Monday, April 20, 1942.......................... 13.00
Wednesday, May 20, 1942.......................... 13.00

Second Semester total.......................... $52.00
Yearly total.......................... $104.00

(Students may purchase $5.50 meat tickets for $5.00 at the Walwood Hall Union Building Cafeteria).

HOUSING FOR WOMEN

All women students are required to live in residences approved by the office of the Dean of Women. A list of such rooms is available in that office and will be mailed upon request.

Students desiring to live in The Residences for Women should make application to the office of the Dean of Women.

WALWOOD HALL RESIDENCE
and
LAVINA SPINDLER HALL
FOR WOMEN

Request for reservation should be addressed to Mrs. Bertha S. Davis, Dean of Women. Application must be accompanied by a five-dollar room deposit. This deposit does not apply on the rental charge but is held through the
college year and is returned to the resident when she leaves provided she has no outstanding account with the college. The last day for requesting deposit refunds, if application to live in the dormitory is canceled, is September 1 for the first semester or February 1 for the second semester.

Most rooms are double. The rates for room and board in Walwood Hall Residence and Lavina Spindler Hall are $144.00 per semester or $288.00 per year. Room and board payments must be made in advance, but may be paid in quarter semester installments as follows:

**First Semester**

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, September 29, 1941</td>
<td>$36.00</td>
</tr>
<tr>
<td>Wednesday, October 29, 1941</td>
<td>36.00</td>
</tr>
<tr>
<td>Monday, December 1, 1941</td>
<td>36.00</td>
</tr>
<tr>
<td>Monday, January 5, 1942</td>
<td>36.00</td>
</tr>
</tbody>
</table>

First Semester total ....... $144.00

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, February 16, 1942</td>
<td>$36.00</td>
</tr>
<tr>
<td>Wednesday, March 18, 1942</td>
<td>36.00</td>
</tr>
<tr>
<td>Monday, April 20, 1942</td>
<td>36.00</td>
</tr>
<tr>
<td>Wednesday, May 20, 1942</td>
<td>36.00</td>
</tr>
</tbody>
</table>

Second Semester total .... $144.00

Yearly total ........... $288.00

Due to the unsettled conditions of prices for food and labor, the college reserves the right to increase the charge during the year, if in its opinion such increase is necessary.

**EMPLOYMENT FOR MEN AND WOMEN**

Students interested in earning money with which to pay in part their expenses will be given advice and detailed information upon application. Students whose point-hour ratios fall below .8 are not eligible for campus employment.

**NYA WORK-RELIEF PROGRAM FOR MEN AND WOMEN**

For several years Western has carried on a part-time employment program for students who would not otherwise be able to attend college, as provided by the National Youth Administration. Under this program qualified students are assigned to various work projects in the offices and laboratories of the College and to local social agencies, and are paid for such services at the prevailing hourly rate for student labor.

Those who must have financial assistance in order to attend the College and who wish to apply for a part-time position under the National Youth Administration should contact the Registrar.

There is no assurance that this program will be continued from year to year by the Federal Government, but definite information regarding it will be sent to all applicants as soon as it is available.

**THE COLLEGE COOPERATIVE STORE**

The Cooperative Store serves as a convenience to people on the campus. Service is the keynote of the store, and every effort is made to keep an adequate stock of all supplies needed by students for class work.
The following awards and prizes are available:

**Institutional**

- Athletic Medal: A prize to the outstanding athlete. The award is based on scholarship and participation.
- Debate: Election to Tau Kappa Alpha

**Departmental**

- Biology: The Harold Cook Memorial Prize. An annual prize of $20.00 is given at the time of Commencement in June to the student judged most proficient during that year in the subjects in which the late Dr. Cook (Department of Biology) was most interested. The award is made by the Committee on Student Personnel, in cooperation with the president of the Faculty Science Club.
- Industrial Arts: A plaque to the outstanding student in that department.
- Education: Election to membership in Kappa Delta Pi.
- Science: Election to membership in Kappa Rho Sigma.

**Organizations**

- Kappa Delta Pi: A prize to the outstanding student.
- Men's Union: A prize to the outstanding man student.
- Pi Kappa Rho: Scholarship cup to the outstanding women's organization. Awarded annually by the Committee on Student Personnel.
- Theta Chi Delta: Scholarship cup to the outstanding men's organization. Awarded annually by the Committee on Student Personnel.
- "W" Club: Election to Membership.
- Women's League: A prize to the outstanding woman student.

**GRADUATE SCHOLARSHIPS AND FELLOWSHIPS**

Every capable student who is looking forward to administrative, supervisory, or other special types of educational work should be aware of the fact that graduate study is essential for adequate preparation. Western State Teachers College not only encourages its best students to continue in graduate work, but also recommends outstanding students for graduate scholarships and fellowships in the leading universities of the country. Although it is not possible to promise every applicant that he will be able to secure such a fellowship or scholarship, it is true that a student who has made an excellent record and shows promise of an exceptional educational future will have the support of the institution in attempting to secure such assistance. In this connection the particular interests of the student need not be confined to the field of education alone, but may concern any field of academic or vocational study in which he has had ample opportunity to demonstrate his ability in undergraduate work.

The Graduate School of the University of Michigan grants to one of our graduates each year a fellowship carrying a stipend of $450. The student receiving this fellowship is recommended by Western State Teachers College as having met the qualifications described in the preceding paragraph. Graduate fellowships and scholarships are available at many other leading universities; applicants for scholarships recommended by Western State Teachers College will receive consideration by the Scholarship Councils of such universities. Interested students should confer with the Committee on Scholarships, of which the registrar is chairman.

**UNDERGRADUATE SCHOLARSHIPS**

By action of the Michigan State Board of Education there became available for allocation annually a limited number of scholarships for undergraduates.
Scholarships falling within Group I cover tuition charges and the major portion of fees. Applications for these scholarships should be addressed to the registrar.

Scholarships falling within Group II cover tuition charges and are available only for students who enroll in the two-year Rural Elementary Curriculum. Applications for these scholarships should be addressed to the County Commissioner concerned.

**SCHOLARSHIP AND MEMORIAL FUNDS**

**The Debate Scholarship and Loan Fund.** In the fall of 1920, the four debating organizations on the campus, the Senate, the Academy, the Forum, and the Tribunal, combined to start a fund which should be available for loans to worthy debaters and which should eventually be used to award scholarships to debaters. The fund has now passed the two-thousand-dollar mark and has been instrumental in making it possible for several debaters to remain in college. The money is administered as a trust fund and is under the management of the Forensic Board of Control.

**The Dwight B. Waldo Memorial Fund,** which was initiated by a group of faculty members at the time of Dr. Waldo's death in 1939, is growing steadily through the contributions of faculty, alumni, student organizations, and friends. Loans from the fund are available to any worthy student, under the direction of the Student Loan Fund Committee.

**The Ernest Burnham Rural Life Fund.** Commemorating the twenty-fifth anniversary of Dr. Ernest Burnham's work at Western State Teachers College as the pioneer in rural education in teachers colleges in America, his students, colleagues, and friends established the Burnham Rural Life Fund. A part of this fund has been used to supplement the collection of books on rural life and education in the college library; the remainder has been invested to yield an annual income which may be used for the purchase of additional books, for scholarships in the Department of Rural Education, or for such services in behalf of rural life as the committee in charge shall consider of most value.

**The Fannie Ballou Memorial Fund,** founded in 1921, in honor of Fannie Ballou, who was for seven years supervisor of the second grade of the Training School, is administered as a loan fund. Loans are awarded to persons of superior ability in the field of elementary education. Preference is given to students in the Department of Early Elementary Education who have completed at least one year of resident work in this college. The administration of this fund is in charge of the Student Loan Fund Committee.

**The Harvey Memorial Loan Fund** was established in 1925 by the Student Science Club to honor the memory of Dr. LeRoy H. Harvey who was, until his death, the active and inspiring head of the Department of Biology. The fund is administered by the Student Loan Fund Committee. Loans are made to students whose major interest is in the field of science.

**The Katherine Mulry Johnson Scholarships** were founded in 1926 by Mrs. Johnson, for some time supervisor of the sixth grade in the Training School and later a member of the Department of History of Western State Teachers College, in honor of her mother. These scholarships are awarded annually by a committee from the Department of History to two upper-class women students of superior ability who plan to become teachers of history.

**The Matie Lee Jones Memorial Loan Fund,** founded in 1929 in honor of Matie Lee Jones, who organized the Department of Physical Education for Women, is available to women students. The fund is administered through a committee consisting of the officers and the faculty advisers of the Women's League.
The Oscar S. Trumble Exchange Club Scholarships. These scholarships, one for a man and one for a woman, are sponsored by the Kalamazoo Exchange Club, in memory of Oscar S. Trumble, who, from 1925 to 1936, was Professor of History at Western State Teachers College. They are full tuition scholarships and are limited to students from Kalamazoo County.

The State D. A. R. Scholarship Loan Fund, founded in 1934, has grown to a fund of $500 through gifts made by the State Committee of the Daughters of the American Revolution. The administration of this fund is in charge of the Student Loan Fund Committee.

The Stone D. A. R. Student Loan Fund was established in 1932 through gifts from the Lucinda Hinsdale Stone Chapter of the Daughters of the American Revolution. The fund is administered by the Student Loan Fund Committee.

The Student Health Loan Fund was established in the spring of 1933 with contributions from the Senior Class of that year and the Student Association, amounting to approximately $450.00. Short term loans for medical and dental services are made from this fund, which is administered by the Health Service.

The W. S. T. C. Student Loan Fund. In September, 1912, the nucleus of a student loan fund was established by the gift of $200 from Miss Blanche Hull. This fund has been increased to a total of several thousand dollars. Money is loaned to deserving students on the recommendation of a faculty committee. An interest rate of five per cent is charged and notes are accepted for not to exceed one year. Applications for loans should be made to the Student Loan Fund Committee, of which the registrar is chairman.

IX. HEALTH SERVICE

The aim of the Health Service is two fold: health education (an appreciation of maximal health with an understanding of the measures which help to maintain it) and a cooperative effort to guard the health of the students.

Prefacing this cooperation each student should enter college physically as well equipped for it as possible; with all obvious remedial defects corrected; teeth in good repair; eyes fitted with glasses, if glasses are needed; menacing tonsils removed or under observation, etc. Further, the budget to meet college needs should include a fund available for unexpected illness or accident which might threaten college success.

A health fee of $2.25 a semester, paid upon enrollment, entitles the student to the following services:
1. Medical examinations and conferences
2. Dental examinations and conferences
3. Consideration (and often care) of emergencies
4. Consultatory service for student problems
5. Scheduled clinics: dental, orthopedic, skin
6. Daily observation and care in wards at Health Service
7. Infirmary care for short time, non-communicable illnesses. A nominal charge will be made for over-night care
8. Hospitalization at rates especially advantageous
9. Laboratory services and clinical tests to determine disease
10. Reports to home physicians and dentists

It is most important that each student completing college be in as perfect health as possible. The position to which he goes expects it.

X. DETAILS OF CURRICULA

PURPOSE AND CONTROL OF MICHIGAN STATE TEACHERS COLLEGES

The Constitution of the State of Michigan [Act XI, Sec. 10] places the State Teachers Colleges under the authority of the State Board of Education
subject to such regulations as may be prescribed by the Legislature. In 1903 [Public Act 203] the Legislature decreed: “The State Board of Education is hereby authorized and required to prescribe the courses of study for students, to grant such diplomas and degrees and issue such licenses and certificates to the graduates of the several normal schools of the state as said State Board of Education shall determine.”

From time to time the Legislature has also defined the objectives and scope of work of the Teachers Colleges. It has repeatedly declared that the purpose of these institutions “shall be the instruction of persons in the art of teaching and in all the various branches pertaining to the public schools of the state of Michigan” [Act 139, P. A. 1850; Act 192, P. A. 1889; Act 51, P. A. 1889].

In the course of a century the public school system has developed from the meagre rudiments which satisfied a frontier society to the enlarged and complex organization which attempts to meet the needs of a day which faces the solution of social, political, and economic problems of fundamental significance. Only honest, intelligent, and well-informed citizens can cope with such problems, and such citizens it is the first duty of our public schools to produce. Only honest, intelligent, well-educated, and devoted teachers are adequate to meet these enlarged duties and responsibilities—the day of the mere school-keeper is gone. The problem of training such teachers has increased in scope and complexity, but to meet these problems the State Board of Education and the faculties of the teachers colleges have constantly applied themselves, keeping in mind always the two purposes which, since the founding of the State, have been sustained not only by legislative authority, but which have the sanction of all educational experience as well. Hence the Michigan State Teachers Colleges have always stood and do now stand for two things paramount and inseparable in an institution for the training of teachers:

1. A thorough grounding in such fields of study as may lead to the intellectual growth of the student.
2. A thorough grounding in the science and art of teaching attained by sufficient actual teaching under direction.

Objectives and General Scope of Curricula

A. The program of study outlined for the first and second years in the curricula of the Michigan State Teachers Colleges is organized to serve, among others, the following purposes:

1. To provide the student with essential factual information; to give him an introduction to methods of thought and work and to provide such opportunities for study and growth as may lead to a well-rounded general education.
2. To prepare the student for undertaking the more advanced and specialized work embraced in the curricula of the third and fourth years of the Teachers College or for more advanced work elsewhere.

B. This program represents sixty semester hours of work, at least half of which must fall in Groups I, II, III. The student must complete during the first year at least six semester hours of Rhetoric and at least fifteen semester hours from Groups I, II, III.

The program for the third and fourth years is designed to enable the student

1. To pursue more extensively and intensively courses which acquaint him with the fields of his special interest and which broaden his general education.
2. To pursue a curriculum designed to give him the knowledge and skills necessary for teaching in a specific field.

Admission to the program of the third and fourth years is based upon the satisfactory completion of the work outlined under (A) above or upon evidence of equivalent work done satisfactorily elsewhere. In addition the
student must satisfy such special tests or examinations as may be prescribed to determine his general intelligence, scholastic aptitude, and fitness for the teaching profession.

**SUBJECT GROUPINGS**

The regulations governing certification in Michigan employ subject groupings as follows:

**Group I. Language and Literature**
- Ancient language and literature, English language and literature, modern language and literature, certain courses as indicated in the Department of Speech

**Group II. Science**
- Agriculture, astronomy, anatomy, biology, botany, chemistry, geography, geology, hygiene, mathematics, nature study, physics, physiology, psychology, zoology

**Group III. Social Science**
- Economics, history, philosophy, political science, sociology

**Group IV. Education**
- Education (includes methods courses and directed teaching)

**Group V. Fine Arts**
- Arts, music

**Group VI. Practical Arts**
- Agriculture, commerce, home economics, industrial arts

**Group VII. Physical Education and Health**
- Health, physical education

**DEGREES DEFINED**

**BACHELOR OF ARTS (AND TEACHING CERTIFICATE)**

The student who regularly completes a curriculum conforming to the degree requirements and embracing at least 90 semester hours from Groups I, II, and III, including at least 8 semester hours in one foreign language, is eligible for the degree of Bachelor of Arts. If two or more units of one foreign language are presented for entrance, the requirements for foreign language may be waived.

**BACHELOR OF SCIENCE (AND TEACHING CERTIFICATE)**

1. The student who regularly completes a curriculum conforming to the degree requirements and embracing more than 30 semester hours from Groups IV, V, VI, and VII is eligible for the degree of Bachelor of Science.

2. The student who otherwise qualifies for the degree of Bachelor of Arts and who has earned at least 54 semester hours in Group II may at his option receive either the degree of Bachelor of Science or the degree of Bachelor of Arts.

**GENERAL DEGREE (WITHOUT TEACHING CERTIFICATE)**

Students, who do not have in mind preparation for teaching, may elect basic courses which provide a general education or which satisfy preliminary requirements for other professional curricula. When such a program of work is carried on for four years and conforms to the degree requirements stated on pages 26 and 27 except the professional requirements in Group IV, the degree of Bachelor of Arts or Bachelor of Science may be granted without the teaching certificate.
SECOND BACHELOR'S DEGREE

A graduate of Western State Teachers College with the degree of Bachelor of Science who subsequently becomes a candidate for the degree of Bachelor of Arts, or vice versa, is required, in addition to the credits he already has, to complete 30 semester hours of resident credit and to satisfy any other specific requirements for the degree.

Degree Requirements

Any curriculum leading to the bachelor's degree consists of at least 120 semester hours of credit and must include:

- **Group I**: at least 12 semester hours
- **Group II**: at least 12 semester hours
- **Group III**: at least 12 semester hours
- **Group IV**: at least 20 semester hours
- **Rhetoric**: at least 6 semester hours

The remaining semester hours may be selected from the courses regularly offered by the college, subject to the following restrictions:

1. Not more than 40 semester hours may be taken in any one subject.
2. At least two-thirds of the work beyond the second year must be in courses not open to first year students.
3. No candidate is eligible for the Bachelor's degree who has not done at least 30 semester hours of work in residence and who has not been in residence during the semester or summer session immediately preceding graduation. (An exception is made in the combined pre-professional curricula. See page 50.)
4. Courses must be selected so that the requirements in some one of the provisional certificate curricula are fulfilled. (This requirement does not apply to the General Degree curriculum, without teaching certificate.)
5. All degrees include certain requirements of majors and minors.

**MAJOR AND MINOR REQUIREMENTS AND REGULATIONS**

Requirements

(A major is a sequence of courses totaling a minimum of 24 semester hours; a minor is a sequence of courses totaling a minimum of 15 semester hours.)

1. **General Degree (without Teaching Certificate).** The academic training shall include a major and a minor.
2. **Bachelor's Degree and State Elementary Provisional Certificate.** The academic training shall include four minors, or a major (may be a group major) and two minors. The equivalent of two minors must be in subjects or subject fields taught in the elementary grades.
3. **Bachelor's Degree and State Secondary Provisional Certificate.** The academic training shall include one major and two minors, in subjects or subject fields in which the applicant expects to teach.

Regulations and Suggestions

1. In the "Details of Departmental Courses," in the Annual Catalog, see the introductory statement for each department preceding its description of courses, for its approved major and minor course sequences. Students should consult the departmental advisers for approval of their major and minor programs.
2. It is permissible to use as a "group" major a combination of courses from related departments, as in the several science departments and in the several social science departments, if and as approved by departmental advisers.
3. Group requirements (Groups I, II and III) of the several curricula, may be satisfied through the use of major and minor sequences. Likewise short sequential requirements of some of the curricula may sometimes be included as parts of major or minor groupings.

4. Minors may often be related to majors, so as to recognize naturally or closely related fields; for example, mathematics and physics, history and geography, literature and history, etc.

5. Students who wish to major in any of the “special” fields—art, commerce, home economics, industrial arts, music, physical education, and special education—should pursue the desired special curriculum. (See page 33.)

These curricula lead to either or both the Elementary Provisional Certificate and the Secondary Provisional Certificate.

For students however, who are pursuing any of the elementary curricula (early, later, rural), or the secondary curriculum (including rural), a minor in the above fields is permitted, but not a major. (See footnotes of each curriculum.)

Restrictions

1. It is usually not permissible to use education as a major or minor in any undergraduate curriculum.

2. The following courses are not to be counted as satisfying major and minor requirements:
   a. Required courses in rhetoric (See Group I).
   b. Uniformly required courses in education from Group IV: Educational Psychology 250, Principles of Teaching 240 or 251, Foundations of Modern Education 353, and Directed Teaching 371, 372.
   c. Professional courses numbered 300T to 302T. These are courses in teaching school subjects, hence give credit in education.

3. A combination of foreign languages, or of English or American literature with a foreign language, is not permissible. The major or minor must be in one language only.

4. Mathematics may not be combined with Science (physics, geography, chemistry, biology) for a major or minor sequence.

REQUIREMENTS FOR GRADUATION

Degrees and Certificates

The State Board of Education for the State of Michigan, on recommendation of the president and faculty of Western State Teachers College, confers degrees and grants teachers' certificates as follows:

1. The degree of Bachelor of Arts and the degree of Bachelor of Science.

2. The State Elementary Provisional Certificate, which qualifies the holder to teach for a period of five years from date of issue in the elementary grades (kindergarten to eighth) in any public school in Michigan. (See Note 1.)

3. The State Secondary Provisional Certificate, which qualifies the holder to teach for a period of five years from date of issue in the secondary grades (seventh to twelfth) in any public school in Michigan, in subjects or subject fields indicated on the certificate. (See Note 2.)

4. The State Limited Certificate which qualifies the holder to teach in the State of Michigan for a period of three years from date of issue in any primary-school district or in any graded-school district not maintaining grades above the eighth. (See “Important Directions to Holders of Limited Certificates Based on the Michigan Teachers' Certification Code”.)
Academic and Residence Requirements for Degrees and Certificates

1. For the Bachelor's Degree the candidate shall—
   a. present credits satisfying a prescribed curriculum aggregating 120 semester hours;
   b. have satisfactorily completed in residence at this institution at least 30 semester hours;
   c. have been in residence at this institution the semester or summer session immediately preceding graduation;
   d. satisfy the requirements for the provisional certificate. (In certain cases this requirement may be waived.)

2. For the State Elementary Provisional Certificate the candidate shall—
   a. present credits satisfying a prescribed curriculum aggregating 120 semester hours;
   b. have satisfactorily completed in residence at this institution at least 30 semester hours;
   c. have been in residence at this institution the semester or summer session immediately preceding graduation;
   d. satisfy the requirements for the Bachelor's Degree.

3. For the State Secondary Provisional Certificate the candidate shall—
   a. present credits satisfying a prescribed curriculum aggregating 120 semester hours;
   b. have satisfactorily completed in residence at this institution at least 30 semester hours;
   c. have been in residence at this institution the semester or summer session immediately preceding graduation;
   d. satisfy the requirements for the Bachelor's Degree.

4. For the State Limited Certificate the candidate shall—
   a. present credits satisfying a prescribed curriculum aggregating 60 semester hours;
   b. have satisfactorily completed in residence in this institution 15 semester hours;
   c. have been in residence in this institution the semester or summer session immediately preceding graduation;

Note 1. The holder of the State Elementary Provisional Certificate may be issued the State Elementary Permanent Certificate when the candidate shall have met the following conditions:
   (a) Application must be made to the college within one year following the expiration of the State Elementary Provisional Certificate.
   (b) The candidate must submit satisfactory evidence that he has taught successfully during the life of the certificate for not less than three years in elementary schools in the state of Michigan.

Note 2. The holder of the State Secondary Provisional Certificate may be issued the State Secondary Permanent Certificate provided the candidate shall have met the following conditions:
   (a) Application must be made to the college within one year following the expiration of the State Secondary Provisional Certificate.
   (b) The candidate must submit satisfactory evidence that he has taught successfully during the life of the certificate for not less than three years in secondary schools in the state of Michigan.
   (c) The candidate must have earned in addition ten semester hours of acceptable resident college credit.
Note 3. A candidate presenting credits as a graduate of a Michigan County Normal School and who in addition thereto presents entrance credits satisfying the requirements of this institution shall be granted:

(a) Toward the Provisional Certificate, 25 semester hours;
(b) Toward the State Limited Certificate, 25 semester hours;
(c) If the candidate for the State Limited Certificate shall have entered as a graduate from a Michigan County Normal School, he shall complete in this institution at least 30 semester hours.

Note 4. Not more than one-fourth of the number of hours necessary for any certificate or degree may be taken in extension or by correspondence or both. Such credit, however, cannot be applied to modify the minimum or final residence requirements.

Note 5. No teacher's certificate will be granted to any person who is less than eighteen years of age.

Note 6. No teacher's certificate will be granted to any person who is not a citizen of the United States or who has not declared his intention of becoming a citizen.

"Important Directions to Holders of Limited Certificates Based on the Michigan Teachers' Certification Code

Caution: No person can be employed to teach in any school district unless he is legally qualified by holding a valid certificate. In order that the holder of any limited certificate may retain without interruption his status as a legally qualified teacher, he must make application for renewal to the State Board of Education between April 1 and September 1 of the year the certificate expires; if the candidate on the expiration of the certificate does not arrange for renewal as here stated, he will forfeit his status as a legally qualified teacher, and therefore will not be permitted to teach. He will, however, remain eligible to make application for renewal until June 30 of the year following expiration of his certificate after which date renewal privileges are canceled.

A. To the holder of the State Limited Certificate or of the State Limited Renewal Certificate.

1. The holder of a State Limited Certificate may be issued (five times) a State Limited Renewal Certificate provided the candidate shall have met the following conditions:

(a) Subsequent to the date of issue of the last certificate held, the candidate must have acquired 10 semester hours of credit, of an average grade of "C" or better, earned in an institution or accepted by an institution approved by the State Board of Education. These credits must be applicable toward the requirements of the curriculum prescribed for the State Provisional Certificate eventually desired. Not less than 5 semester hours must be earned in residence; the remainder may be earned in extension study but of this not to exceed 3 semester hours may be correspondence study credit.

(b) In order to assure that the credits earned toward renewal will apply on the State Provisional Certificate curriculum at the institution where the candidate intends to qualify eventually for that certificate, the candidate should arrange in advance in each case to have his course selections approved by that institution. Also all credits wherever earned should be submitted to that institution for evaluation and by it transmitted to the State Board of Education with recommendations.
B. To the holder of the County Limited Certificate or of the County Limited Renewal Certificate.

1. The holder of a County Limited Certificate may be issued (two times) a County Limited Renewal Certificate each valid for two years provided the candidate shall have met the following conditions:

   (a) Subsequent to the date of issue of the last certificate held, the candidate must have acquired 10 semester hours of credit, of an average grade of “C” or better, earned in an institution or accepted by an institution approved by the State Board of Education. These credits must be applicable toward the requirements of the curriculum prescribed for the State Limited Certificate and for the State Provisional Certificate. Not less than 5 semester hours must be earned in residence; the remainder may be earned in extension study but of this not to exceed 3 semester hours may be correspondence study credit.

   (b) In order to assure that the credits earned toward renewal will apply on the State Limited Certificate curriculum and on the State Provisional Certificate curriculum at the institution where the candidate intends to qualify for either certificate, the candidate should arrange in advance in each case to have his course selections approved by that institution. Also all credits wherever earned should be submitted to that institution for evaluation and by it transmitted to the State Board of Education with recommendations.”

Note.—More complete information concerning the several teachers' certificates may be obtained from Bulletin No. 601, Teachers' certification Code, published by the Superintendent of Public Instruction, Lansing, Michigan.

Additional Regulations Governing Students at Western State Teachers College

1. All freshmen must carry Rhetoric 106 A, B.

2. At the end of the sophomore year all students must have had at least six class hours of physical education.

3. In general, freshmen should not elect two courses in a single department in the same semester. No student should elect more than 8 semester hours in a single department in the same semester.

4. All students who expect to receive a degree must present at least 8 semester hours of credit in rhetoric.

5. Not more than a total of 60 semester hours of credit from Groups IV, V, VI, and VII may be accepted for either the Bachelor of Arts or the Bachelor of Science degree.

6. Before being admitted to the regular program of work of the third year, a candidate for a teaching certificate shall have earned at least 8 semester hours in each of the groups I, II, and III. He shall have maintained at least a C average for work already completed and shall give evidence of his fitness for teaching.

7. To satisfy the minimum requirements in Groups I, II, and III, the student shall not present a series of isolated courses.

8. All students who are planning to pursue the program of work of the third and four years leading to certification are required to present a credit in General Psychology 200 or its equivalent. This course is not required in the General Degree curriculum. (See page 49.)

9. All students who expect to obtain a degree and teaching certificate are required to present credits in the following courses: Educational Psychology 250; Principles of Teaching 240 or 251; Foundations of Modern Education 353; Directed Teaching 371, 372.

10. A student will not be permitted to carry directed teaching, unless his point-hour ratio is at least 1.0.
XI. GRADUATE DIVISION

In Cooperation with the University of Michigan

Graduate study in cooperation with the University of Michigan has been carried on at Western State Teachers College since February, 1939. One hundred fifteen graduate students attended the second semester, 1938-1939; one hundred fifty-four graduate students attended the summer session of 1939; one hundred forty-four attended the first semester, 1939; and one hundred forty-one attended the second semester, 1939-1940.

The cooperative arrangement with the University provides that all courses shall be given by members of the University faculty or by members of the faculty of Western State Teachers College who have been appointed to the staff of the Graduate School of the University of Michigan. The Graduate School of the University supervises the work, admits students, keeps students' records, and confers all degrees. Credits earned in the Graduate Division at Western State Teachers College count as residence work at the University of Michigan. While at the present time graduate courses are not available in all fields in which students may want to do graduate study, it is hoped that in the near future many and all of the courses required for a certain program of graduate work in the various fields of specialization may be offered on this campus. However, if three-fourths or more of the credits are earned on this campus, that fact is indicated on the student's diploma.

The following regulations have been adopted by the Graduate School of the University of Michigan or by the Graduate Council of Western State Teachers College to govern the work and activities of all graduate students. It is recommended that these regulations be carefully studied.

1. Fees

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>Four to six credit hours per semester</td>
<td>$25</td>
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<tr>
<td>Three or less credit hours per semester</td>
<td>15</td>
</tr>
<tr>
<td>Summer session, more than two credit hours</td>
<td>35</td>
</tr>
<tr>
<td>Two or less credit hours</td>
<td>20</td>
</tr>
</tbody>
</table>

2. Maximum amount of graduate work which may be carried by a student working full time, four semester hours; maximum amount of graduate work which may be carried by a student in a summer session, six semester hours. If a student has a part-time position or job, or if he carries one or more undergraduate courses, the number of hours graduate work he may carry will be reduced in proportion to the amount of his time which is consumed by such outside work. A reduced schedule requires permission from the Chairman of the Graduate Council, who serves as Director of the Graduate Division.

3. Graduate students are subject to the rules of the Dean of Men and the Dean of Women and to other general regulations of this institution.

4. A new student should apply for admission and have a transcript of his undergraduate credits sent by the institution from which he graduated to the Dean of the Horace H. Rackham School of Graduate Studies, University of Michigan, Ann Arbor, Michigan, at least three weeks before registration. The application for admission to graduate study should indicate clearly the desired field of specialization and the degree for which the student desires to work.

5. Registration for the first semester will begin Wednesday, October 2 and close Saturday, October 5. The first meeting of classes will be on Saturday, October 5. Registration for the second semester will take place on or before Saturday, February 15. All classes will start on Saturday, February 15. Students registering after October 5 in the first semester and February 15 in the second semester must pay in addition to the regular fee a penalty of one dollar for each day of late registration until maximum penalty of three dollars is incurred.
6. Twenty-four semester hours of graduate credit chosen with advice and approval of the University Adviser to Teachers Colleges, Dr. Clifford Woody, plus a Master's thesis are required for graduation. Eighteen hours of this graduate credit must be residence credit earned either at the University or a Michigan Teachers College. In certain cases students may apply for the privilege of taking six extra hours of credit instead of writing a thesis. However, this application may be made only after twelve hours of credit has been earned. The work for the Master's degree must be completed within six consecutive years after his first enrollment in the Graduate School.

7. Students who desire credit must meet all the requirements set by the instructor. These include attendance, collateral reading reports, term papers, examinations, etc. An average grade of B is required for graduation. A grade lower than B (i.e. B- or C) does not necessarily bar a student from obtaining credit for a graduate course, provided such grade is balanced by other work of uniformly high character.

8. Each student planning to work toward a Master's degree is expected to acquire an intimate knowledge of his field of study and the methods employed in that field so that he will be able to approach his field in an independent and critical spirit. A mere accumulation of credits is not advisable. The student should have a fairly complete program of studies in view before enrolling in any courses. The chairman of the Graduate Council will assist the student in formulating such a program and in recording it on the Schedule Study blank (Form 4905) which must be reviewed by the Graduate Adviser to Teachers Colleges of the University and submitted by him for approval to the Dean of the Graduate School.

9. Generally speaking, prerequisites for courses offered in the graduate program are, in addition to graduation from a four-year curriculum in an accepted college or university, one year of work of college grade in the field of the subject elected. In some cases, courses may require specific prerequisites or an amount of prerequisite credit in excess of the general requirement stated in the previous sentence. Eleven such courses were offered in the summer of 1939; six were offered the first semester, 1939-1940; six the second semester, 1939-1940; and fourteen in the summer of 1940.

XII. THE CURRICULA

Programs of study in Western State Teachers College are planned in such a way as to prepare teachers for different departments in various phases of public school work, and also to give to students who are preparing to teach an opportunity for general higher education. Recognizing that the prospective teacher should have some opportunity to adapt his education to his peculiar ability or personal ambition, the faculty, in outlining curricula sufficiently flexible to prepare teachers for both general and special school work, has made provision for students to exercise individual preference in elective work. A prospective student should study carefully the details of the various programs of study as outlined, so that he may understand clearly the purpose of each. He should choose that program which seems best to fit his interests and abilities.

Specific details and requirements in the various fields of specialization are outlined on the following pages. All of the curricula detailed conform to the general requirements for degrees and certificates and, at the same time, indicate the courses which should be pursued by students preparing to teach in the fields described.
1. Degree and Provisional Certificate Curricula

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<td>Early Elementary</td>
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<td>General Degree</td>
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<td>Home Economics</td>
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<tr>
<td>Industrial Arts</td>
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<tr>
<td>Later Elementary</td>
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</tr>
<tr>
<td>Music</td>
<td>40</td>
</tr>
<tr>
<td>Nursing</td>
<td>60</td>
</tr>
<tr>
<td>Physical Education for Men</td>
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<tr>
<td>Physical Education for Women</td>
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<td>Pre-Professional</td>
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<tr>
<td>Rural Elementary</td>
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<td>Rural Secondary</td>
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<tr>
<td>Secondary School</td>
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<td>Social Work</td>
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<tr>
<td>Special Education</td>
<td>47, 48, 49</td>
</tr>
</tbody>
</table>

2. Specific details for the two-year curriculum leading to a State Limited Certificate in rural elementary education are outlined on page 44.
# ART CURRICULUM

**B.S. Degree**

(For the preparation of teachers and supervisors of art)

**Group I. Language and Literature** ........................................ 12 semester hours

Rhetoric (in addition) .................................................. 8 semester hours

**Group II. Science** ..................................................... 12 semester hours

General Psychology 200 (in addition) ................................ 3 semester hours

**Group III. Social Science** ............................................ 12 semester hours

Including two semester hours of political science

**Group IV. Education**

- Educational Psychology 250 ........................................... 3 semester hours
- Principles of Teaching 251 .......................................... 2 semester hours
- Foundations of Modern Education 353 ............................. 2 semester hours
- Art Observation 300T ................................................ 2 semester hours
- Art Supervision 302T ................................................ 3 semester hours
- Directed Teaching 371, 372 ........................................ 8 semester hours

**Group V. Fine Arts**

- Art Structure 106 ..................................................... 3 semester hours
- Industrial Art 110 .................................................... 2 semester hours
- Elementary Design 105 ............................................... 3 semester hours
- Figure Drawing 205 ................................................... 3 semester hours
- Art Composition 208 .................................................. 2 semester hours
- History of Art 213A, B ............................................... 6 semester hours
- Commercial Art 214 ................................................... 3 semester hours
- Demonstration Drawing 306 ......................................... 2 semester hours
- Advanced Design 309 .................................................. 3 semester hours
- Advanced Figure Drawing 305 ...................................... 2 semester hours
- Advanced Art Composition 306 ..................................... 2 semester hours
- Art Electives ........................................................... 4-9 semester hours

**Group VII. Physical Education and Health**

Physical education: Women are required to take ten class hours including Physical Education 100 and one individual sport. Men are required to take ten class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)

Electives (not in art) .................................................... 13-18 semester hours

Note.—1. A course in library methods is required.

2. The academic training shall include a major and two minors in subjects or subject fields in which the applicant expects to teach.
BUSINESS EDUCATION CURRICULUM

B.S. Degree

(For the preparation of teachers of commerce and economics. Students interested in general business administration are advised to consult the General Degree Curriculum, page 50, and the Pre-Professional suggestions on page 51.)

Group I. Language and Literature ........................................12 semester hours
Rhetoric (in addition) ......................................................... 8 semester hours

Group II. Science, Biology, Botany, Chemistry, Geology, Physics, Zoology.
  General Psychology 200 ...................................................... 3 semester hours

Group III. Social Science
  Principles of Economics 220A, B ........................................... 6 semester hours
  Electives in economics .......................................................... 9 semester hours
  Survey of American Government 334 ........................................ 2 semester hours

Group IV. Education
  Educational Psychology 250 .................................................... 3 semester hours
  Principles of Teaching 251 ...................................................... 2 semester hours
  Foundations of Modern Education 303 ....................................... 2 semester hours
  Directed Teaching 371, 372 ..................................................... 8 semester hours
  Teaching of Vocational Business Subjects 300T ............................ 2 semester hours
  Teaching of Social Business Subjects 301T .................................. 2 semester hours
  Elective .............................................................................. 2 semester hours

Group V. Practical Arts
  Introduction to Business 110 ..................................................... 3 semester hours
  Retail Selling and Store Service 330 ........................................ 3 semester hours
  A combination of 1, 2, and 4 or a combination of 2, 3, and 4
  from the following:

(1) Shorthand and Typewriting 100A, B ....................................... 8 semester hours
(2) Accounting 210A, B, and 311 .............................................. 9 semester hours
(3) Advanced Accounting Principles 310A, B ............................... 6 semester hours
(4) Business Law 320A, B ......................................................... 6 semester hours

Group VII. Physical Education and Health
  Physical education: Women are required to take ten class
  hours, including Physical Education 100, and one individual
  sport. Men are required to take ten class hours. (A
  class hour is to be interpreted to mean one hour of class
  work for one semester.)

  Electives .............................................................................. 18-20 semester hours

Note.—1. A course in library methods is required.
  2. The academic training shall include a major and two minors in subjects or
     subject fields in which the applicant expects to teach.
EARLY ELEMENTARY CURRICULUM

B.S. Degree

(For the preparation of teachers of the Kindergarten and of Grades 1 and 2)

Group I. Language and Literature .................................. 12 semester hours
  Rhetoric (in addition) ........................................ 8 semester hours
  Fundamentals of Speech 105A (in addition) ..................... 3 semester hours

Group II. Science ..................................................... 12 semester hours
  Nature Study 231A or 231B (in addition) ....................... 4 semester hours
  General Psychology 200 (in addition) .......................... 3 semester hours

Group III. Social Science ............................................ 12 semester hours
  Including two semester hours of political science

Group IV. Education
  Educational Psychology 250 .................................... 3 semester hours
  Principles of Teaching 251 .................................... 2 semester hours
  Psychology of Reading 212 ................................... 3 semester hours
  Foundations of Modern Education 353 ........................... 2 semester hours
  Early Elementary Education 200, 305A, B ....................... 8 semester hours
  Psychology of Childhood 306 .................................. 3 semester hours
  Teaching of Handwriting 100T ................................ 2 semester hours
  Directed Teaching 371, 372 .................................. 8 semester hours

Group V. Fine Arts
  Art Structure 106 .............................................. 3 semester hours
  Illustrative Handwork 107 ................................... 3 semester hours
  Early Elementary Music 104 .................................... 3 semester hours

Group VII. Physical Education and Health
  Physical education: Women are required to take ten class hours, including Physical Education 100, one individual sport, and Early Elementary Physical Education 330.
  (A class hour is to be interpreted to mean one hour of class work for one semester.)

Electives ......................................................... 26 semester hours

Note.—1. A course in library methods is required.
2. The academic training shall include four minors, or a major (this may be a group major) and two minors. The equivalent of two minors must be in subjects or subject fields taught in the elementary grades.
HOME ECONOMICS CURRICULUM
B.S. Degree

(For the preparation of students for home living and of teachers of vocational home economics.)

<table>
<thead>
<tr>
<th>Group I. Language and Literature</th>
<th>12 semester hours</th>
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<tbody>
<tr>
<td>Rhetoric (in addition)</td>
<td>8 semester hours</td>
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<table>
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<tr>
<th>Group II. Science</th>
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<tbody>
<tr>
<td>Biology 100A</td>
<td>4 semester hours</td>
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<tr>
<td>Chemistry 105A, B</td>
<td>8 semester terms</td>
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<tr>
<td>Hygiene 112</td>
<td>2 semester terms</td>
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<tr>
<td>General Psychology 200</td>
<td>3 semester hours</td>
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<tr>
<td>Household Physics 202</td>
<td>2 semester hours</td>
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<tr>
<th>Group III. Social Science</th>
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<tbody>
<tr>
<td>Economics of Consumption 223</td>
<td>3 semester hours</td>
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<tr>
<td>Principles of Sociology 241</td>
<td>3 semester hours</td>
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<tr>
<td>Electives, including two semester hours of political science</td>
<td>6 semester hours</td>
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<tr>
<td>Educational Psychology 250</td>
<td>3 semester hours</td>
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<td>Principles of Teaching 251</td>
<td>2 semester hours</td>
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<tr>
<td>Problems in Home Economics Education 300T</td>
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<tr>
<td>Foundations of Modern Education 353</td>
<td>2 semester hours</td>
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<tr>
<td>Directed Teaching 371, 372</td>
<td>8 semester hours</td>
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<tr>
<td>Elective</td>
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<table>
<thead>
<tr>
<th>Group V. Fine Arts</th>
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<tbody>
<tr>
<td>Elementary Design 105</td>
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<tr>
<td>Costume Design 209</td>
<td>2 semester hours</td>
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<tr>
<td>Home Furnishings 221</td>
<td>2 semester hours</td>
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<thead>
<tr>
<th>Group VI. Home Economics</th>
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<tbody>
<tr>
<td>Problems in Home Living for Young Women 100</td>
<td>1 semester hour</td>
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<tr>
<td>Clothing Clinic and Textiles 103</td>
<td>3 semester hours</td>
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<tr>
<td>Foods 111</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Clothing 205</td>
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<tr>
<td>Nutrition 211</td>
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</tr>
<tr>
<td>Family Clothing 305</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Advanced Foods 311</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Quantity Food Management 312</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Home Management 322</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Home Nursing and Family Health 323</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Home Management Practice 324</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Marriage and Family Relationships 325</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Child Development 326</td>
<td>3 semester hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group VII. Physical Education and Health</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical education: Women are required to take ten class hours, including Physical Education 100 and one individual sport. (A class hour is to be interpreted to mean one hour of class work for one semester.)</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>10 semester hours</td>
</tr>
</tbody>
</table>

Note.—1. A course in library methods is required.
2. One minor subject of 15 semester hours is required besides the major in home economics and the minor in science listed above.
INDUSTRIAL ARTS CURRICULUM

B.S. Degree

(For the preparation of teachers and supervisors of industrial arts)

Group I. Language and Literature ........................................ 12 semester hours
Rhetoric (in addition) .................................................. 8 semester hours

Group II. Science ........................................................... 12 semester hours
General Psychology 200 (in addition) .................................. 3 semester hours

Group III. Social Science .................................................. 12 semester hours
Including two semester hours of political science

Group IV. Education
Educational Psychology 250 ............................................. 3 semester hours
Principles of Teaching 251 ............................................... 2 semester hours
Foundations of Modern Education 353 .................................. 2 semester hours
Shop Organization 300T .................................................. 1 semester hour
Teaching of Industrial Arts 301T ....................................... 3 semester hours
Directed Teaching 371, 372 ............................................. 8 semester hours
Elective .............................................................................. 2 semester hours

Group V. Fine Arts
Art Structure 106 ............................................................ 3 semester hours

Group VI. Practical Arts.
Printing 140A ....................................................................... 3 semester hours
Mechanical Drawing 121A, B .............................................. 5 semester hours
Advanced Benchwork 106 .................................................... 3 semester hours
General Shop 202 .............................................................. 3 semester hours
Finishing 207 ....................................................................... 3 semester hours
General Metal 130A ............................................................ 3 semester hours
Electives in industrial arts .................................................... 14-17 semester hours

Group VII. Physical Education and Health
Physical education: Men are required to take ten class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)

Electives (not in industrial arts) ............................................. 12-15 semester hours

Note.—1. A course in library methods is required.
2. Students who enter without high-school physics must elect Introduction to Physics 105A, B.
3. Ordinarily students will be required to take Applied Mathematics 112 and Electricity 160. Those who elect a year of college physics are not required to take either applied Mathematics 112 or Electricity 160. Those who elect a year of college mathematics are not required to take Applied Mathematics 112.
4. The academic training shall include a major and two minors in subjects or subject fields in which the applicant expects to teach.
LATER ELEMENTARY CURRICULUM

A.B. or B.S. Degree

(For the preparation of teachers of grades 3, 4, 5, and 6)

Group I. Language and Literature ........................................ 12 semester hours
    Rhetoric (in addition) .................................................. 8 semester hours
    Literature for Children 203 (in addition) .......................... 3 semester hours

Group II. Science
    Biology, chemistry, geology, mathematics, physics ............. 8 semester hours
    Geography ............................................................. 8 semester hours
    Nature Study 231A or 231B .......................................... 4 semester hours
    Hygiene 112 .................................................................. 2 semester hours
    General Psychology 200 .................................................. 3 semester hours

Group III. Social Science .................................................... 16 semester hours
    Including two semester hours of political science

Group IV. Education
    Educational Psychology 250 ............................................ 3 semester hours
    Principles of Teaching 251 .............................................. 2 semester hours
    Psychology of Reading 212 ............................................. 3 semester hours
    Later Elementary Education 312 ...................................... 3 semester hours
    Teaching of Handwriting 100T ........................................ 2 semester hours
    Foundations of Modern Education 353 .............................. 2 semester hours
    Directed Teaching 371, 372 ............................................ 8 semester hours

Group VII. Physical Education and Health
    Physical education: Women are required to take ten class hours, including Physical Education 100, one individual sport, and Later Elementary Physical Education 331. (A class hour is to be interpreted to mean one hour of class work for one semester.)

Electives ............................................................................. 33 semester hours

Note.—1. A course in library methods is required.
2. Students must elect three of the following courses that are in the line of major interest:
   Group IV
      Arithmetic 101T
      Teaching of Geography 300T
      Teaching of Social Studies 300T
   Group V
      Later Elementary Music 107
      Art Structure 106
3. The academic training shall include four minors, or a major (this may be a group major) and two minors. The equivalent of two minors must be in subjects or subject fields taught in the elementary grades.
**MUSIC CURRICULUM**

(B.S. Degree)

(For the preparation of teachers and supervisors of music)

<table>
<thead>
<tr>
<th>Group I. Language and Literature</th>
<th>12 semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric (in addition)</td>
<td>8 semester hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group II. Science</th>
<th>12 semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Psychology 200 (in addition)</td>
<td>3 semester hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group III. Social Science</th>
<th>12 semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Including two semester hours of political science.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group IV. Education</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Psychology 250</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Principles of Teaching 251</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Foundations of Modern Education 353</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Music Education 300T, 301T, 302T</td>
<td>6 semester hours</td>
</tr>
<tr>
<td>Directed Teaching 371, 372</td>
<td>8 semester hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group V. Fine Arts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Music 105A, B</td>
<td>6 semester hours</td>
</tr>
<tr>
<td>Vocal Culture 116A, B, 216A, B</td>
<td>8 semester hours</td>
</tr>
<tr>
<td>Harmony 209A, B</td>
<td>8 semester hours</td>
</tr>
<tr>
<td>History of Music 212A</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>Music Appreciation 212B</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>Advanced Harmony and Musical Analysis 320A, B</td>
<td>6 semester hours</td>
</tr>
<tr>
<td>(An elective in music may be substituted)</td>
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</tr>
<tr>
<td>Orchestration 321A</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Elective in music</td>
<td>2 semester hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group VII. Physical Education and Health</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical education: Women are required to take ten class hours, including Physical Education 100 and one individual sport. Men are required to take ten class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)</td>
<td></td>
</tr>
<tr>
<td>Electives (not in music)</td>
<td>12 semester hours</td>
</tr>
</tbody>
</table>

**Note:**
1. A course in library methods is required.
2. Membership in the orchestra, vocal ensemble, or band is required of all students during the entire four-year course.
3. The academic training shall include a major and two minors in subjects or subject fields in which the applicant expects to teach.
PHYSICAL EDUCATION FOR MEN CURRICULUM

B.S. Degree

(For the preparation of teachers and supervisors of physical education for men)

**Group I. Language and Literature**
- 12 semester hours
- Rhetoric (in addition) .... 8 semester hours
- Fundamentals of Speech 105A (in addition) .... 3 semester hours

**Group II. Science**
- General Biology 100A .... 4 semester hours
- Hygiene 112 .... 2 semester hours
- Anatomy 211A .... 4 semester hours
- Physiology 211B .... 3 semester hours

**Group III. Social Science**
- 12 semester hours
- Including two semester hours of political science

**Group IV. Education**
- Educational Psychology 250 .... 3 semester hours
- Principles of Teaching 251 .... 2 semester hours
- Foundations of Modern Education 353 .... 2 semester hours
- Organization and Administration of Physical Education 302T .... 3 semester hours
- Directed Teaching 371, 372 .... 8 semester hours
- Elective .... 2 semester hours

**Group VII. Physical Education and Health**
- History and Principles of Physical Education 206 .... 3 semester hours
- First Aid and Athletic Training 306 .... 3 semester hours
- Principles and Technique of Gymnastic Teaching 305 .... 2 semester hours
- Kinesiology 308 .... 2 semester hours
- Fundamentals and Technique of Football 208 .... 2 semester hours
- Fundamentals and Technique of Basketball 209 .... 2 semester hours
- Physiology of Exercise 307 .... 2 semester hours
- Psychology of Coaching 301 .... 2 semester hours
- Fundamentals and Technique of Baseball 210 .... 2 semester hours
- Fundamentals and Technique of Track and Field 211 .... 2 semester hours
- Tests and Measurements in Physical Education 309 .... 3 semester hours
- General Athletics 105A, B .... 2 semester hours
- Swimming 310 .... 1 semester hour
- Camping and Scouting 207 .... 3 semester hours
- Advanced Athletics 205A, B .... 2 semester hours
- Playground and Community Recreation 320 .... 3 semester hours

**Electives (not in physical education)** .... 12 semester hours

**Note.**
1. A course in library methods is required.
2. The academic training shall include a major and two minors in subjects or subject fields in which the applicant expects to teach.
PHYSICAL EDUCATION FOR WOMEN CURRICULUM

B.S. Degree

(For the preparation of teachers and supervisors of physical education for women)

Group I. Language and Literature ........................................ 12 semester hours
Rhetoric (in addition) .................................................. 8 semester hours
Fundamentals of Speech 105A (in addition) ............................ 3 semester hours

Group II. Science
Biology 100A, B ............................................................. 8 semester hours
Hygiene 112 ................................................................. 2 semester hours
Anatomy 211A ............................................................... 4 semester hours
Physiology 211B ............................................................. 4 semester hours
General Psychology 200 ................................................... 3 semester hours

Group III. Social Science .................................................... 12 semester hours
Including two semester hours of political science

Group IV. Education
Educational Psychology 250 ................................................ 3 semester hours
Principles of Teaching 251 ................................................ 2 semester hours
Foundations of Modern Education 353 ................................... 2 semester hours
Methods in Physical Education 300T .................................... 3 semester hours
Administration and Organization of Physical Education 301T ...... 2 semester hours
Directed Teaching 371, 372 ............................................... 8 semester hours

Group V. Fine Arts
Music Construction 110 .................................................... 2 semester hours

Group VII. Physical Education and Health
Introduction to Physical Education 170 .................................. 2 semester hours
First Aid 271 ................................................................. 1 semester hour
Playground Organization 270A, B .................................... 4 semester hours
Applied Anatomy 273 ....................................................... 3 semester hours
Theory of Athletics 274A, B, C ..................................... 6 semester hours
Theory of Swimming 275 .................................................. 1 semester hour
Theory of the Dance 370 ................................................... 1 semester hour
Individual Gymnastics 373 ............................................... 3 semester hours
Principles of Physical Education 374 .................................. 2 semester hours
Modern Problems in Physical Education 375 ....................... 2 semester hours
Community Recreation, Scouting, Camp Fire 376 .................. 2 semester hours
Health Education 285 ...................................................... 2 semester hours

Required in addition from Group VII:
Physical Education 151A, B; 251A, B; 351A, B; 361 A, B.

Electives (not in physical education) .................................... 13 semester hours

Note.—1. A course in library methods is required.
2. The academic training shall include a major and two minors in subjects or subject fields in which the applicant expects to teach.
## RURAL ELEMENTARY CURRICULUM (Four Years)

**A.B. or B.S. Degree**

*(For the preparation of teachers of one-teacher, consolidated, and village schools)*

### Group I. Language and Literature
- Rhetoric (in addition) ........................................... 8 semester hours
- .......................... 12 semester hours

### Group II. Science
- Biology, chemistry, geology, mathematics, physics .............. 8 semester hours
- Introductory Geography 105A, B .................................. 6 semester hours
- General Psychology 200 ........................................... 3 semester hours

### Group III. Social Science (including two semester hours of political science)
- Rural Economics 240 (in addition) ............................. 3 semester hours
- Rural Sociology 240 (in addition) .............................. 3 semester hours

### Group IV. Education
- Educational Psychology 250 .................................... 3 semester hours
- Principles of Teaching 240 ...................................... 2 semester hours
- Foundations of Modern Education 353 ........................... 2 semester hours
- Rural Education 340 .............................................. 2 semester hours
- Rural education (advanced courses) ............................. 4 semester hours
- Curriculum 145 .................................................. 3 semester hours
- Directed Teaching 371, 372 ..................................... 8 semester hours

### Group V. Fine Arts
- Art Structure 106 ................................................ 3 semester hours
- Rural School Music 109 .......................................... 3 semester hours

### GROUP VI. Practical Arts
- Personal and Social Problems 120 or equivalent .............. 1 semester hour

### Group VII. Physical Education and Health
- Physical education: Women are required to take ten class hours, including Physical Education 100, one individual sport, and Rural School Physical Education 233. Men are required to take ten class hours. *(A class hour is to be interpreted to mean one hour of class work for one semester.)*
- Electives .......................................................... 40 semester hours

**Note.—**
1. A course in library methods is required.
2. Fundamentals of Speech 105A, B may be included in this group.
3. Students will choose among the following according to the suggestion of the departmental adviser:
   - **Group II**
     - Rural School Agriculture 105
     - Hygiene 112
     - Nature Study 231A or 231B
   - **Group IV**
     - Arithmetic 101T
     - Psychology of Reading 212
     - Stories for Childhood 208
     - Teaching of Geography 300T
     - Teaching of Handwriting 100T
     - Teaching of Social Studies 300T
   - **Group V**
     - Industrial Art 110
   - **Group VII**
     - Health Education 285
4. The academic training shall include four minors, or a major (this may be a group major) and two minors. The equivalent of two minors must be in subjects or subject fields taught in the elementary grades.
RURAL ELEMENTARY CURRICULUM (Two Years)

(Leading to a three-year certificate for teachers "in schools not having grades above the eighth")

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>English</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Rhetoric (in addition)</td>
<td>3</td>
</tr>
<tr>
<td>II</td>
<td>Science</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Rural Economics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Rural Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>IV</td>
<td>Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Curriculum 145</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Principles of Teaching 240</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Directed Teaching 271</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Rural Education 340</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>2-3</td>
</tr>
<tr>
<td>V</td>
<td>Fine Arts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Art Structure 106 or Rural School Music 109</td>
<td>3</td>
</tr>
<tr>
<td>VI</td>
<td>Practical Arts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Personal and Social Problems 120 or equivalent</td>
<td>1</td>
</tr>
<tr>
<td>VII</td>
<td>Physical Education and Health</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical education: Women must take Physical Education 100 and Rural School Physical Education 233. Men are required to complete a minimum of six class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td>17-18</td>
</tr>
</tbody>
</table>

Note.—1. A course in library methods is required.
2. "... qualifies the holder to teach in any Primary School District, or in any graded school district not maintaining grades above the eighth."—Teachers' Certification Code, Bulletin No. 601, 1936, page 8.
3. Fundamentals of Speech 105A may be included in this group.
4. Rural School Agriculture 105 or Nature Study 231A or Nature Study 231B; Introductory Geography 105A; and Health Education 285 or Hygiene 112 are among the courses advised in this group.
5. "... a course of six one hour lectures or the equivalent shall be given in political science..."—Michigan School Laws, Section 742; Revision, 1936.
6. Arithmetic 101T and Teaching of Handwriting 100T are electives in this group.
7. Provision has been made in this "limited time" curriculum for a flexibility of choice, under the guidance of the departmental adviser, among both group and general electives that will facilitate individualization on the basis of personal and professional needs.
RURAL SECONDARY SCHOOL CURRICULUM

A.B. or B.S. Degree

(For the preparation of teachers of rural-consolidated and village secondary schools)

Group I. Language and Literature. .................... 12 semester hours
Rhetoric (in addition) ................................... 8 semester hours

Group II. Science ........................................ 12 semester hours
General Psychology 200 (in addition) ................... 3 semester hours

Group III. Social Science (including two semester hours of political science) .......... 6 semester hours
Rural Economics 240 (in addition) ....................... 3 semester hours
Rural Sociology 240 (in addition) ....................... 3 semester hours

Group IV. Education
Educational Psychology 250 ............................... 3 semester hours
Principles of Teaching 240 ............................... 2 semester hours
Foundations of Modern Education 353 .................. 2 semester hours
Rural Education 340 ..................................... 2 semester hours
Rural education (advanced courses) ..................... 4 semester hours
Directed Teaching 371, 372 ............................... 8 semester hours

Group VII. Physical Education and Health.
Physical education: Women are required to take ten class hours, including Physical Education 100, one individual sport, and Secondary School Physical Education 332. Men are required to take ten class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)

Electives ............................................. 52 semester hours

Note.—1. A course in library methods is required.
2. Fundamentals of Speech 105A, B may be included in Group I.
3. The academic training shall include a major (preferably a combination major) and two minors in subjects or subject fields in which the applicant expects to teach.
4. Students must elect a methods course in either the major or the minor field.
5. The remaining units are to be taken in groups of related subjects or miscellaneous with the consent of the adviser.

Rural Agricultural Secondary School Curriculum: Students desiring to complete their degrees and receive Smith-Hughes vocational agricultural teaching certificates from Michigan State College may meet the requirements by completing the first two years of this curriculum. As sequences they should elect 14 semester hours from Animal Husbandry 106, 107, 108; Soils 201 (this course should be preceded by one year of college chemistry); Farm Crops 202; Horticulture 203. The remaining sequences should be chosen with the consent of the adviser.
SECONDARY SCHOOL CURRICULUM

A.B. or B.S. Degree

(For the preparation of teachers of Grades 7, 8, 9, 10, 11, 12)

Group I. Language and Literature ........................................ 12 semester hours
Rhetoric (in addition) .................................................. 8 semester hours

Group II. Science ............................................................. 12 semester hours
General Psychology 200 (in addition) .................................. 3 semester hours

Group III. Social Science .................................................. 12 semester hours
Including two semester hours of political science

Group IV. Education
Educational Psychology 250 ............................................... 3 semester hours
Principles of Teaching 251 ............................................... 2 semester hours
Special methods (e.g., Teaching of Social Studies 300T) ........... 2 semester hours
Foundations of Modern Education 353 ............................... 2 semester hours
Principles of Secondary Education 320 .............................. 3 semester hours
Directed Teaching 371, 372 ............................................. 8 semester hours

Group VII. Physical Education and Health
Physical education: Women are required to take ten class hours, including Physical Education 100, one individual sport, and Secondary School Physical Education 332. Men are required to take ten class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)

Electives ............................................................... 53 semester hours

Note.—1. A course in library methods is required.
2. The academic training shall include a major and two minors in subjects or subject fields in which the applicant expects to teach.
SPECIAL EDUCATION CURRICULUM—1

B.S. Degree

(For the preparation of teachers of mentally retarded and backward children)

<table>
<thead>
<tr>
<th>Group</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group I.</td>
<td>Language and Literature</td>
<td>12 semester hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8 semester hours</td>
</tr>
<tr>
<td></td>
<td>Rhetoric (in addition)</td>
<td></td>
</tr>
<tr>
<td>Group II.</td>
<td>Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>General Biology 101A, B</td>
<td>8 semester hours</td>
</tr>
<tr>
<td></td>
<td>Hygiene 112 (or Health Education 285)</td>
<td>2 semester hours</td>
</tr>
<tr>
<td></td>
<td>General Psychology 200</td>
<td>3 semester hours</td>
</tr>
<tr>
<td></td>
<td>Abnormal Psychology 305</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Group III.</td>
<td>Social Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Principles of Sociology 241, Modern Social Problems 242</td>
<td>6 semester hours</td>
</tr>
<tr>
<td></td>
<td>Political science</td>
<td>2 semester hours</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>Group IV.</td>
<td>Education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Educational Psychology 250</td>
<td>3 semester hours</td>
</tr>
<tr>
<td></td>
<td>Principles of Teaching 251</td>
<td>2 semester hours</td>
</tr>
<tr>
<td></td>
<td>Education of Exceptional Children 331</td>
<td>2 semester hours</td>
</tr>
<tr>
<td></td>
<td>Mental Tests 307</td>
<td>2 semester hours</td>
</tr>
<tr>
<td></td>
<td>Mental Deficiency 332</td>
<td>2 semester hours</td>
</tr>
<tr>
<td></td>
<td>Mental Hygiene 335A, B</td>
<td>4 semester hours</td>
</tr>
<tr>
<td></td>
<td>Methods of Teaching Subnormal Children 337</td>
<td>2 semester hours</td>
</tr>
<tr>
<td></td>
<td>Foundations of Modern Education 353</td>
<td>3 semester hours</td>
</tr>
<tr>
<td></td>
<td>Directed Teaching 371, 372</td>
<td>8 semester hours</td>
</tr>
<tr>
<td>Group V.</td>
<td>Fine Arts</td>
<td></td>
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<tr>
<td></td>
<td>Illustrative Handwork 107</td>
<td>3 semester hours</td>
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<tr>
<td>Group VI.</td>
<td>Practical Arts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Special Education Shop 208</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Group VII.</td>
<td>Physical Education and Health</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical education: Women are required to take ten class hours, including Physical Education 100 and one individual sport. Men are required to take ten class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>41 semester hours</td>
<td></td>
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</tbody>
</table>

Note.—1. A course in library methods is required.
2. One of the courses in directed teaching must be with normal children, and the other two with subnormal children.
3. The academic training shall include a major (this may be a group major) and two minors, or four minors. The equivalent of two minors must be in subjects or subject fields taught in the elementary grades or in special classes for mentally retarded children.
**SPECIAL EDUCATION CURRICULUM—2**

**B.S. Degree**

*(For the preparation of teachers of occupational therapy)*

<table>
<thead>
<tr>
<th>Group I. Language and Literature</th>
<th>12 semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric (in addition)</td>
<td>8 semester hours</td>
</tr>
</tbody>
</table>

**Group II. Science**

- Science or mathematics: 5 semester hours
- General Biology 101A, B: 8 semester hours
- General Psychology 200: 3 semester hours
- Abnormal Psychology 305: 2 semester hours

**Group III. Social Science**

- Including two semester hours of political science: 12 semester hours

**Group IV. Education**

- Educational Psychology 250: 3 semester hours
- Principles of Teaching 251: 2 semester hours
- Education of Exceptional Children 331: 2 semester hours
- Mental Deficiency 332: 2 semester hours
- Foundations of Modern Education 353: 2 semester hours
- Methods of Teaching Arts and Crafts (Kalamazoo State Hospital): 2 semester hours
- Directed Teaching 373: 5 semester hours

**Groups V and VI. Fine and Practical Arts**

- Art: 2 semester hours
- Special Education Shop 208: 2 semester hours
- Arts and Crafts (Kalamazoo State Hospital): 2 semester hours
- Puppetry and Costuming: 2 semester hours
- Weaving: 3 semester hours
- Book-binding: 2 semester hours
- Rug Making: 2 semester hours
- Stitchery and Textiles: 2 semester hours
- Plastic Arts: 2 semester hours
- Metal and Jewelry: 2 semester hours
- Basketry and Stick Reed: 1 semester hour
- Interior Decoration: 1 semester hour
- Leather Work: 2 semester hours
- Handicrafts: 1 semester hour
- Electives: 28 semester hours

**Note.—1. A course in library methods is required.**

2. Four class hours of physical education are required. *(A class hour is to be interpreted to mean one hour of class work for one semester.)*

3. In addition to the above 80 semester hours of college work, the student must spend 27 months at the Kalamazoo State Hospital and affiliated hospitals for which 40 semester hours of college credit is allowed on this curriculum only. Two semester hours of the 40 allowed is credited in education, and 20 semester hours is credited toward a major in Groups V and VI, Fine and Practical Arts.

4. Sixty semester hours of college credit must be earned before the student is admitted to the study of Occupational Therapy at the Kalamazoo State Hospital. Twenty additional hours of credit must be earned by the student during the 27 months of training in Occupational Therapy.

5. This course is open to women students only.
# SPECIAL EDUCATION CURRICULUM—3

## B.S. Degree

(For the preparation of teachers of speech correction)

### Group I. Language and Literature
- Rhetoric (in addition)
- Fundamentals of Speech 105A, B
- Introduction to Speech Correction 230
- Principles of Speech Correction 231
- Phonetics 318
- Basic Voice and Speech Science 319

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric (in addition)</td>
<td>8</td>
</tr>
<tr>
<td>Fundamentals of Speech 105A, B</td>
<td>5</td>
</tr>
<tr>
<td>Introduction to Speech Correction 230</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Speech Correction 231</td>
<td>3</td>
</tr>
<tr>
<td>Phonetics 318</td>
<td>3</td>
</tr>
<tr>
<td>Basic Voice and Speech Science 319</td>
<td>3</td>
</tr>
</tbody>
</table>

### Group II. Science
- General Biology 101A, B
- Hygiene 112
- General Psychology 200
- Abnormal Psychology 305

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Biology 101A, B</td>
<td>8</td>
</tr>
<tr>
<td>Hygiene 112</td>
<td>2</td>
</tr>
<tr>
<td>General Psychology 200</td>
<td>3</td>
</tr>
<tr>
<td>Abnormal Psychology 305</td>
<td>2</td>
</tr>
</tbody>
</table>

### Group III. Social Science
- Principles of Sociology 241
- Modern Social Problems 242
- Political science
- Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Sociology 241</td>
<td>3</td>
</tr>
<tr>
<td>Modern Social Problems 242</td>
<td>3</td>
</tr>
<tr>
<td>Political science</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
</tr>
</tbody>
</table>

### Group IV. Education
- Educational Psychology 250
- Principles of Teaching 251
- Applied Speech Correction 300T
- Mental Tests 307
- Mental Hygiene 335A
- Foundations of Modern Education 353
- Directed Teaching 371, 372

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Psychology 250</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Teaching 251</td>
<td>2</td>
</tr>
<tr>
<td>Applied Speech Correction 300T</td>
<td>3-6</td>
</tr>
<tr>
<td>Mental Tests 307</td>
<td>2</td>
</tr>
<tr>
<td>Mental Hygiene 335A</td>
<td>2</td>
</tr>
<tr>
<td>Foundations of Modern Education 353</td>
<td>2</td>
</tr>
<tr>
<td>Directed Teaching 371, 372</td>
<td>8</td>
</tr>
</tbody>
</table>

### Group VII. Physical Education and Health
Physical Education: Women are required to take ten class hours, including Physical Education 100 and one individual sport. Men are required to take ten class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives</td>
<td>35-38</td>
</tr>
</tbody>
</table>


### Note
1. A course in library methods is required.
2. A minor in speech correction may be taken by students in other curricula. It consists of the following sequence: Fundamentals of Speech 105A; Introduction to Speech Correction 230; Principles of Speech Correction 231; Phonetics 318 and Basic Voice and Speech Science 319. See Department of Speech announcements in the annual catalog.
3. The academic training shall include a major and two minors in subjects or subject fields in which the applicant expects to teach.
GENERAL DEGREE CURRICULUM
A.B. or B.S. Degree
(For liberal and pre-professional education)

Students who do not have in mind preparation for teaching may elect basic courses which provide a general education or which satisfy preliminary requirements for other professional curricula. When such a program of work is carried on for four years and conforms to the degree requirements stated on pages 28 and 29, except the professional requirements in Group IV and such other special requirements as concern professional training for teaching, the degree of Bachelor of Arts or Bachelor of Science may be granted without a teaching certificate.

Group Requirements

Group I. Language and Literature ...............12 semester hours
Ancient language and literature, modern language and literature, English language and literature, certain courses as indicated in the Department of Speech.

Rhetoric (in addition) ......................... 8 semester hours

Group II. Science ..............................12 semester hours
Anatomy, astronomy, biology, botany, chemistry, geography, geology, mathematics, nature study, physics, physiology, hygiene, psychology, zoology, certain courses as indicated in the Department of Agriculture.

Group III. Social Science ......................12 semester hours
History, political science, philosophy, economics, sociology.

Group VII. Physical Education and Health.
Physical education: Women are required to take ten class hours, including Physical Education 100 and one individual sport. Men are required to take ten class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)

Electives ......................................76 semester hours

Note.—1. A course in library methods is required.
2. The total minimum requirement is 120 semester hours.
3. One major and one minor sequence must be included.
XIII. PRE-PROFESSIONAL CURRICULA

It is no longer possible for a student to enter professional colleges and universities directly from high school. Pre-professional college training is now required. Most of the best professional schools of the country have prescribed more or less definitely the nature of the college work prerequisite to professional training. The amount of college training required by leading universities in preparation for the various professions, such as law, medicine, dentistry, etc., has in late years been materially increased. Dentistry, formerly requiring three years, now requires six; medicine, formerly a four-year course, now requires seven years; etc. A number of professions, such as business administration, library science, and, increasingly, social work, are now entirely on the graduate level; that is, a four-year college degree must be presented before one may enter upon the study of these professions.

For the most part, the additional college work now required is of a cultural nature, or is definitely preparatory to professional courses to be taken later. Examples of the latter are work in mathematics basic to engineering, and the social sciences essential to law and social work. Western State Teachers College offers two and, in some cases, three or four years of work preparatory in professional study.

Pre-professional curricula have been developed in Business Administration, Dentistry, Engineering, Forestry, Journalism, Law, Medicine, and Social Work. In addition to the standard pre-professional curricula, combined curricula approved by the State Board of Education have been specially arranged with the various professional schools of certain colleges and universities. In these curricula, the student, after successfully completing the three-year curriculum as outlined, may apply for admission to the professional school or college whose requirements he has met. If admitted, the student will, after a year of successful work in the professional school, be granted the A.B. or B.S. degree by Western Michigan College, providing all General Degree requirements for the Bachelor's Degree have been satisfied. It will be seen that this shortens by one year the time necessary for obtaining both degrees.

The professional schools and colleges with which Western State Teachers College has agreements concerning combined curricula reserve the right to refuse admission for certain reasons. Because of this, Western State Teachers College cannot guarantee that a student successfully completing combined curricula will be admitted to the professional school of his choice. If the student contemplates entering some college or university other than those with whom combined curricula have been arranged, he should procure a catalog of the institution he plans to attend, to assist the advisers in mapping out his course. A minimum of two years in residence is required for the Bachelor's Degree in the combined curricula. Combined curricula have been arranged with the Law School, the School of Forestry, and the School of Dentistry of the University of Michigan. There are also combined curricula with the College of Medicine, Wayne University, and the Detroit College of Law.

A minimum of two years in residence is required for the Bachelor's Degree in the combined curricula.
BUSINESS ADMINISTRATION

Because of the fact that the School of Business Administration of the University of Michigan is a graduate school, students in Western Michigan College who plan to enroll later in the University School of Business Administration are advised to take four years of work at Western Michigan College and to secure either the degree of Bachelor of Arts or the degree of Bachelor of Science. Except under certain conditions, a bachelor's degree is prerequisite to entrance in the School of Business Administration of the University of Michigan. A bachelor's degree from Western Michigan College fulfills the entrance requirements but "admission on condition" is imposed upon those who do not present a minimum of twelve semester hours in economics. For a broad foundation in Pre-Business Administration, wise selection from the following courses is suggested.

First Year

Rhetoric 106 A, B ........................................... 6 semester hours
Trigonometry and College Algebra 103 A, College Algebra
and Analytic Geometry 103 B .......................... 10 semester hours
or
College Algebra and Analytic Geometry 104 A, B ........ 8 semester hours
General Biology 100 A, B .................................. 8 semester hours
or
General Chemistry 100 A, B, or 101 A, B ............. 8 semester hours
Description of Industry. (Economics) 125 .......................... 3 semester hours
History 105 A, B, or 108 A, B, or 109 A, B ............ 6-8 semester hours
Fundamentals of Speech 105 A, B .......................... 8 semester hours
French or German or Spanish 100 A, B, or 102 A, B ..... 8 semester hours

Second Year

English (selected in the field of literature) .................. 2-8 semester hours
Principles of Economics 220 A, B .......................... 6 semester hours
Mathematics 200, or 205 A, B, or 211, or 227, or 228 .... 2-9 semester hours
Accounting (Commerce) 210 A, B .......................... 6 semester hours
General Psychology 200 .......................... 6 semester hours
Political Science 230 A, B .................................. 6 semester hours
Sociology 241, 242 ........................................... 6 semester hours
French or German or Spanish 100 A, B, or 102 A, B ..... 8 semester hours

Third and Fourth Years

I. Essential courses listed above which the student desires but has been unable to fit into his program during his first two years of college.

II. Additional selections from:
1. Advanced courses in economics.
2. Advanced courses in rhetoric and literature.
3. Advanced courses in speech.
4. Advanced courses in science and mathematics.
5. Economic history and economic geography.
6. Other electives.

Note.—1. A course in library methods is required.
2. Women are required to take ten class hours of physical education, including one individual sport and one team sport. Men are required to take ten class hours of physical education. (A class hour is to be interpreted to mean one hour of class work for one semester.)
**DENTISTRY**

(Combined Curriculum in Letters and Dentistry)

**First Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric 106 A, B</td>
<td>6</td>
</tr>
<tr>
<td>General Biology 100 A, B</td>
<td>8</td>
</tr>
<tr>
<td>Electives (see notes below)</td>
<td>16</td>
</tr>
</tbody>
</table>

**Second Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Chemistry 100 A, B, or 101 A, B</td>
<td>8</td>
</tr>
<tr>
<td>Physics 203 A, B</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td>12</td>
</tr>
</tbody>
</table>

**Third Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organic Chemistry 306 A, B</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td>20</td>
</tr>
</tbody>
</table>

**Note.**

1. A course in library methods is required.
2. Women are required to take two semesters of physical education. Men are required to take a minimum of six class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)
3. If ¼ unit of plane trigonometry is not presented by a student, the deficiency must be made up (Trigonometry 100 C, 3 semester hours college credit) before the study of physics is begun in the second year.
4. In the selection of electives the student should plan to meet the general degree requirements in Groups I, II, III and IV. See page 50.
# COMBINED CURRICULUM IN ENGINEERING

## First Year

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhet. 106A—Rhet. &amp; Comp.</td>
<td>3</td>
</tr>
<tr>
<td>Math. 103A—Trig. &amp; Coll. Alg.</td>
<td>5</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Math. 104A—Coll. Alg. &amp; Anal.</td>
<td>4</td>
</tr>
<tr>
<td>Draw. 221—Mech. &amp; Mach. Dr.</td>
<td>3</td>
</tr>
<tr>
<td>Chem. 101A—General Chem.</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>1 or 2</td>
</tr>
<tr>
<td>Physical Education</td>
<td></td>
</tr>
<tr>
<td>Library Methods</td>
<td></td>
</tr>
</tbody>
</table>

Total hours: 16

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhet. 106B—Rhet. &amp; Comp.</td>
<td>3</td>
</tr>
<tr>
<td>Math. 103B—Pl. &amp; Sol. Anal.</td>
<td>5</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Math. 104B—Pl. &amp; Sol. Anal.</td>
<td>4</td>
</tr>
<tr>
<td>Draw. 222—Desci. Geom.</td>
<td>3</td>
</tr>
<tr>
<td>Chem. 101B—General Chem.</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>1 or 2</td>
</tr>
<tr>
<td>Physical Education</td>
<td></td>
</tr>
</tbody>
</table>

Total hours: 16

## Second Year

### First Semester (For Chemical and Metallurgical fields)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math. 205A—Calculus</td>
<td>4</td>
</tr>
<tr>
<td>Ch. E. 1 Equivalent (new)</td>
<td>3</td>
</tr>
<tr>
<td>Chem. 201—Qual. Anal.</td>
<td>5</td>
</tr>
</tbody>
</table>

Total hours: 17

### Second Semester (For Chemical and Metallurgical fields)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math. 205B—Calculus</td>
<td>4</td>
</tr>
<tr>
<td>Phys. 203B—Elec., Light</td>
<td>5</td>
</tr>
<tr>
<td>Met. Proc. 2 Equivalent (new)</td>
<td>2</td>
</tr>
<tr>
<td>Chem. 202—Quant. Anal.</td>
<td>5</td>
</tr>
</tbody>
</table>

Total hours: 16

## Third Year

### First Semester (For Chemical and Metallurgical fields)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ec. 220A—Prin. of Econ.</td>
<td>3</td>
</tr>
<tr>
<td>Chem. 306A—Org. Chem.</td>
<td>5</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Language (German preferred)</td>
<td>4</td>
</tr>
<tr>
<td>Phys. 320—Technical Mech.</td>
<td>3</td>
</tr>
<tr>
<td>Social Science elective</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>2 or 3</td>
</tr>
</tbody>
</table>

Total hours: 16

### Second Semester (For Chemical and Metallurgical fields)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ec. 220B—Prin. of Econ.</td>
<td>3</td>
</tr>
<tr>
<td>Chem. 306B—Org. Chem.</td>
<td>5</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Language (German preferred)</td>
<td>4</td>
</tr>
<tr>
<td>Rhet. 323—Adv. Rhetoric</td>
<td>2</td>
</tr>
<tr>
<td>Social Science elective</td>
<td>3</td>
</tr>
<tr>
<td>Speech 105A—Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

Total hours: 15 or 16

## Second Year (For other fields)

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math. 205A—Calculus</td>
<td>4</td>
</tr>
<tr>
<td>Ch. E. 1 Equivalent (new)</td>
<td>3</td>
</tr>
<tr>
<td>Group I elective</td>
<td>3 or 4</td>
</tr>
</tbody>
</table>

Total hours: 15 or 16

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math. 205B—Calculus</td>
<td>4</td>
</tr>
<tr>
<td>Phys. 203B—Elec., Light</td>
<td>5</td>
</tr>
<tr>
<td>Met. Proc. 2 Equivalent (new)</td>
<td>2</td>
</tr>
<tr>
<td>Speech 105A—Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>Group I elective</td>
<td>3 or 4</td>
</tr>
</tbody>
</table>

Total hours: 17 or 18
### Third Year

**First Semester**
- Ee. 220A—Prin. of Econ. .......... 3
- Foreign Language ................ 4
  or
- Group III elective ............. 3
  or
- Elective .......................... 3
- Phys. 320—Technical Mech. ...... 3
  or
- Elective .......................... 3

**Second Semester**
- Ee. 220B—Prin. of Econ. .......... 3
- Foreign Language ................ 4
  or
- Group III elective ............. 3
- Rhet. 323—Adv. Rhetoric ........ 2
- Math. 325—Mechanics ............ 3
  or
- Elective .......................... 3
- Electives ........................ 4

**Total hours ................... 15 or 16**

**Notes**

Language Requirement: One year of a foreign language is required unless two years of a single foreign language were presented for entrance. All students must have 12 semester hours in Group III—Social Science.

Electives: Differential Equations is required in Aeronautical, Electrical, and Engineering Mechanics. Geology 230 should be elected during the third year by Civils.
FORESTRY
(Combined Curriculum in Letters and Forestry)

**First Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric 106A, B</td>
<td>6</td>
</tr>
<tr>
<td>General Biology 100A, B</td>
<td>8</td>
</tr>
<tr>
<td>Trigonometry and College Algebra 103A, B, or College Algebra and Analytic Geometry 104A, B</td>
<td>8-10</td>
</tr>
<tr>
<td>General Mechanical Drawing 120</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>4-6</td>
</tr>
</tbody>
</table>

**Second Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Chemistry 100 A, B</td>
<td>8</td>
</tr>
<tr>
<td>Botany 221 A, B</td>
<td>8</td>
</tr>
<tr>
<td>Principles of Economics 220 A, B</td>
<td>6</td>
</tr>
<tr>
<td>Electives (to be selected from physics; Botany 222; Speech 105 A, B; Sociology 241, 242)</td>
<td>8</td>
</tr>
</tbody>
</table>

**Third Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Geology 230</td>
<td>3</td>
</tr>
<tr>
<td>Surveying 210</td>
<td>3</td>
</tr>
<tr>
<td>Electives (to be selected from American Government 230 A, B; Geology 330 A, B; Organic Chemistry 306 A, B; Zoology 242; Botany 335; Geography 312 or 325)</td>
<td>24</td>
</tr>
</tbody>
</table>

Note—1. A course in library methods is required.
2. Women are required to take two semesters of physical education. Men are required to take a minimum of eight class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)
3. If ¼ unit of plane trigonometry is not presented by a student, the deficiency must be made up (Trigonometry 100 C, 3 semester hours college credit), before the study of physics is begun in the second year.
4. Electives should be so selected that the requirements of Groups I and III are met. The required work meets the requirements of Group II.
5. In the selection of electives the student should plan to meet the general degree requirements in Groups I, II, III and IV. See page 50.
JOURNALISM

First Year

Rhetoric 106A, B ........................................ 6 semester hours
General Biology 100A, B ................................... 8 semester hours
or
General Chemistry 100 A, B ................................. 8 semester hours
United States History 201 A, B ........................... 6 semester hours
French, German, or Spanish 100 A, B .................. 8 semester hours

Second Year

Chief American Poets 121 or American Prose 122 .......... 3 semester hours
General Psychology 200 ..................................... 3 semester hours
Principals of Sociology 241; Modern Social Problems 242 6 semester hours
American Government 230 A, B ............................... 6 semester hours
Principles of Economics 220 A, B ............................ 6 semester hours
Economic History of the United States 312 .............. 3 semester hours
Electives ..................................................... 3 semester hours

Note.—1. A course in library methods is required.
2. Women are required to take two semesters of physical education. Men are required to take a minimum of six class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)
3. Since journalists are using the typewriter constantly, it is of great advantage to the student to acquire facility in typing. It is strongly recommended that the student who is not already a proficient typist should take a course in typing.
LAW
(Combined Curriculum in Letters and Law)
University of Michigan Law School
Detroit College of Law

First Year

Rhetoric 106 A, B ........................................ 6 semester hours
Trigonometry and College Algebra 103 A, College Algebra
and Analytic Geometry 103 B .................................. 10 semester hours
or
General Chemistry 100 A, B .................................. 8 semester hours
or
College Algebra and Analytic Geometry 104A, B .................. 8 semester hours
or
Introduction to Physical Science 105 A, B ..................... 6 semester hours
or
General Biology 100 A, B ..................................... 8 semester hours
English History 109 A, B ...................................... 6 semester hours
Latin, French, German, or Spanish 100A, B (Latin preferred) ............. 8 semester hours

Second Year

English Literature 107 A, B .................................. 6 semester hours
or
Shakespeare 214 A, B ......................................... 6 semester hours
United States History 201 A, B .................................. 6 semester hours
Principles of Economics 220 A, B .................................. 6 semester hours
Accounting 210 A, B ........................................... 6 semester hours
General Psychology 200 (University of Michigan only) ................. 3 semester hours

Third Year

American Government 230 A, B ................................ 6 semester hours
Principles of Sociology 241, and Modern Social Problems 242 ........ 6 semester hours
Public Finance 320 ............................................. 3 semester hours
Electives (to be selected from Speech 105 A, B; Money and
Credit 221 A, B; language or literature, or laboratory
science) ......................................................... 12 semester hours

Note.—1. A course in library methods is required.

2. Women are required to take two semesters of physical education. Men are
required to take a minimum of eight class hours. (A class hour is to be interpreted
to mean one hour of class work for one semester.)

3. An average scholarship of two honor points is required by the University
of Michigan Law School.

4. The above requirements are those of the University of Michigan Law School.
Those of the Detroit College of Law are the same except that for Psychology 200
in the third year, Accounting 210 A, B (6 semester hours) is substituted.
University of Michigan Medical School

The Medical School requires 90 semester hours of pre-medical work of college level preceded by graduation from an approved high school. An average scholarship of one and three-quarters honor points is required. The college pre-medical requirements must include the following:

- **English**: 6 semester hours
- **Chemistry**: 14 semester hours
- **Physics**: 8 semester hours
- **Biology**: 8 semester hours
- **French or German**: 12 semester hours
- **Electives to total**: 90 semester hours

Wayne University College of Medicine
(Combined Curriculum in Letters and Medicine.)

**First Year**

- **Rhetoric 106 A, B**: 6 semester hours
- **General Biology 100A, B**: 8 semester hours
- **Chemistry 100 A, B, or 101 A, B**: 8 semester hours
- **French or German**: 8 semester hours

**Second Year**

- **English Literature 107 A, B**: 6 semester hours
- **Physics 203 A, B**: 10 semester hours
- **Chemistry 201**: 5 semester hours
- **French or German**: 8 semester hours

**Third Year**

- **Quantitative Analysis 202**: 5 semester hours
- **Organic Chemistry 306 A, B**: 10 semester hours
- **Principles of Economics 220 A, B**: 6 semester hours
- **Principles of Sociology 241**: 3 semester hours
- **Psychology 200**: 3 semester hours
- **Anatomy 211 A**: 4 semester hours
- **Advanced Rhetoric 323**: 2 semester hours

Note.—1. A course in library methods is required.
2. Women are required to take two semesters of physical education. Men are required to take a minimum of eight class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)
3. Application for admission to the College of Medicine should be made by the middle of the school year preceding the year in which the student intends to enter the College of Medicine.
4. Credit in trigonometry must be presented before the student may begin the study of physics.
NURSING
(Combined curriculum in Letters and Nursing)
Bronson Hospital, Kalamazoo

A five-year curriculum leading to the B.S. and R.N. degrees. The first and fifth years are spent entirely at Western State Teachers College, the third entirely at Bronson Hospital. During the second and fourth years the student spends most of his time at the hospital, but takes part-time work at the college. Only that part of the combined curriculum for which the college is responsible is given below. A statement of the entire curriculum may be obtained from Bronson Hospital.

First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric 106A, B</td>
<td>6</td>
</tr>
<tr>
<td>General Biology 100A, B</td>
<td>8</td>
</tr>
<tr>
<td>General Chemistry 100A, B</td>
<td>8</td>
</tr>
<tr>
<td>Modern Europe 108A, B</td>
<td>8</td>
</tr>
</tbody>
</table>

Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy 211A</td>
<td>3</td>
</tr>
<tr>
<td>Physiology 211B</td>
<td>2</td>
</tr>
<tr>
<td>Chemistry for Nurses 106</td>
<td>5</td>
</tr>
<tr>
<td>Bacteriology 212A</td>
<td>3</td>
</tr>
<tr>
<td>Hygiene 112</td>
<td>2</td>
</tr>
<tr>
<td>Nutrition 211</td>
<td>2</td>
</tr>
</tbody>
</table>

Fourth Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sociology 241, 242</td>
<td>6</td>
</tr>
<tr>
<td>General Psychology 200</td>
<td>3</td>
</tr>
</tbody>
</table>

Fifth Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English or Foreign Language</td>
<td>12</td>
</tr>
<tr>
<td>Advanced Rhetoric 323</td>
<td>2</td>
</tr>
<tr>
<td>Organic Chemistry 306A</td>
<td>5</td>
</tr>
<tr>
<td>Foundations of Modern Education 353</td>
<td>2</td>
</tr>
<tr>
<td>Educational Psychology 250</td>
<td>3</td>
</tr>
</tbody>
</table>

Note.—1. A course in library methods is required.
2. Four class hours of physical education are required.
3. In addition to the 80 semester hours of work outlined above, the student is allowed 40 semester hours college credit on this curriculum only for the work done in the hospital. The student in this curriculum is permitted to present a major in nursing.
SECRETARIAL TRAINING CURRICULUM

This course is designed for students who do not plan to remain in college for four years and who desire training for stenographic and secretarial office positions. If, at a later date, such students desire to secure a degree in the field of business education, credits obtained for work taken in the two-year course may be applied toward degree requirements providing regular college entrance requirements have been met.

The curriculum is organized so as to provide as broad a general education as time permits as well as sufficient knowledge and skill to successfully meet business requirements.

Graduates of this two-year course will receive a two-year secretarial diploma and the cooperation of the department and college in securing placement in an office position.

Enrollment in this course will be limited. Students desiring to take this course should make early application to the Department of Business Education.

### First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric 106 A, B</td>
<td>6</td>
</tr>
<tr>
<td>Introduction to Economics 120 A, B</td>
<td>6</td>
</tr>
<tr>
<td>*Secretarial Science 130 A, B</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td>8</td>
</tr>
<tr>
<td>Physical Education</td>
<td></td>
</tr>
</tbody>
</table>

### Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Economics 220 A, B</td>
<td>6</td>
</tr>
<tr>
<td>Secretarial Accounting 211 A, B</td>
<td>6</td>
</tr>
<tr>
<td>Secretarial Practice 230 A, B</td>
<td>8</td>
</tr>
<tr>
<td>Electives</td>
<td>10</td>
</tr>
<tr>
<td>Physical Education</td>
<td></td>
</tr>
</tbody>
</table>

Note.—1. A course in library methods is required.

2. Physical Education. Women are required to take six class hours including Physical Education II, and one individual sport. Men are required to take six class hours. (A class hour to be interpreted to mean one hour of class work for one semester.)

3. Students should consult their faculty advisor in the Department of Business Education before making their selections for electives.

*Students who have not had shorthand or typewriting in high school should register for Shorthand and Typewriting 100A in place of Secretarial Science 130A.
# SOCIAL WORK*

## First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric 106 A, B</td>
<td>6</td>
</tr>
<tr>
<td>General Biology 100 A, B</td>
<td>8</td>
</tr>
<tr>
<td>Modern Europe 108 A, B</td>
<td>8</td>
</tr>
</tbody>
</table>

(Unless the student plans to take United States history in the sophomore year)

## Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Sociology 241</td>
<td>3</td>
</tr>
<tr>
<td>Social Psychology 243</td>
<td>2</td>
</tr>
<tr>
<td>General Psychology 200</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Economics 220 A, B</td>
<td>6</td>
</tr>
<tr>
<td>United States History 201 A, B</td>
<td>6</td>
</tr>
</tbody>
</table>

(Unless the student has taken the history suggested for the freshman year)

## Third Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Rhetoric 323</td>
<td>2</td>
</tr>
<tr>
<td>Any 2 or 3 of the following advanced sociology courses:</td>
<td></td>
</tr>
<tr>
<td>Modern Social Problems 242</td>
<td>3</td>
</tr>
<tr>
<td>The Family 341</td>
<td>3</td>
</tr>
<tr>
<td>Criminology 342</td>
<td>3</td>
</tr>
<tr>
<td>Mental Deficiency 332</td>
<td>2</td>
</tr>
<tr>
<td>Mental Hygiene 335 A, B</td>
<td>4</td>
</tr>
<tr>
<td>American Government 230 A, B</td>
<td>6</td>
</tr>
</tbody>
</table>

## Fourth Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any 1 or 2 of the following (to complete 4 required courses in advanced sociology):</td>
<td></td>
</tr>
<tr>
<td>Rural Sociology 245</td>
<td>2</td>
</tr>
<tr>
<td>Urban Sociology 340</td>
<td>2</td>
</tr>
<tr>
<td>Population 343</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Social Work 348</td>
<td>4</td>
</tr>
<tr>
<td>Social Work Practice 349</td>
<td>3</td>
</tr>
<tr>
<td>Psycho-Educational Problems 309</td>
<td>2</td>
</tr>
</tbody>
</table>

*Professional training for social work is today largely restricted to the graduate level by the leading schools of social work. This pre-professional curriculum permits from 49 to 53 hours of electives, only recommended courses being indicated in the above outline. Therefore students pursuing it should plan to complete a curriculum conforming to the degree requirements. Social science should be the field of major sequences, while a minor sequence may be chosen from any field of special interest to the student. If a certificate in teaching is also desired, courses must be selected so that the requirements in some one of the certificate curricula are fulfilled.

**Note.**—A course in library methods is required.
XIV. ABSENCES

1. What are considered legitimate excuses for absences?
   Illness of the individual or of members of the family or death in the family or in that of friends.
2. How do absences from class penalize?
   Through poorer quality of work and consequent reduction in grades.
3. What standing rules govern absences and tardiness?
   a) Regular attendance in classes is expected of each student. Student attendance is compulsory at required assemblies.
   b) Instructors will report to the Deans weekly by Saturday all absences from classes for that week.
   c) Whenever possible the Dean will notify instructors that a student is ill or is compelled to be out of class for any other reason. Students are requested to notify Deans of anticipated absences and of reasons for prolonged absences.
   d) A student may be dropped from a class by action of the Committee on Student Personnel upon recommendation of a Dean or the instructor concerned.
   e) Reports of the scholarship of students doing less than "C" work are made to the Deans at the end of the ninth week of each semester.
   f) Record of regularity of attendance at classes and assemblies will be made a part of student’s permanent record in placement office.
   g) In dealing with problems of scholarship the committee Personnel Council will consider the matter of regularity of attendance.

XV. ROOMS AND BOARD

1. Where should students room?
   A list of approved rooms is available in the offices of the Dean of Women and the Dean of Men. Students may not live in rooms other than those on the list without special permission. It is well to make arrangements for a room before the opening of the school year.
   Students are expected to stay the full college year in the rooms first engaged, changes being made only with the approval of the deans.
   The period for which students pay full rent is from the day they arrive until the day after college officially closes for the semester. One-half the rent should be paid for the Christmas and spring vacations, unless the room is being vacated.
   A deposit of the first week's rent is required of a student taking a room. Payment of rent should be made weekly in advance.
   If a student is allowed to move at the end of a semester, two weeks' notice should be given the matron.
   Women students interested in living in the Women's dormitories should make application to Mrs. Bertha S. Davis, Dean of Women. Men students desiring accommodations in the Men's Dormitory should address Mr. Ray C. Pellett, Dean of Men.
2. Where may students secure information concerning board?
   While the college does not officially inspect boarding places, a list of places may be secured at the offices of the deans.
3. Can I secure meals on the campus?
   Yes. The College Cafeteria is located in the Union Building and provides an excellent variety of wholesome food at reasonable rates.
XVI. STUDENT HEALTH SERVICE
1. Who is responsible for a student's health at Western Michigan College? Primarily each student is responsible for his own health.
2. How should a student assume this responsibility? By co-operating with the Student Health Service and physicians in maintaining desirable health and by progressing toward an even better health status.
3. In case of illness what should one do? Get in touch with the Health Service (a) by day by calling 8136 (Western Michigan College) and asking for the Health Service or (b) at night by calling either nursing consultant: Miss Walker, phone 2-5863, or Miss Tatham, phone 8130. If necessary, you will be advised concerning the calling of a reputable physician.
4. In what ways will the Health Service co-operate with one in health matters?
   A. By providing a place and a means for medical examinations both at the beginning of the year and at other times.
   B. By helping to care for emergencies and accidents which may occur.
   C. By advising with one when in need of the services of a dentist or of a doctor.
   D. By seeing one at his room, if in need of a visit from a nursing consultant.
   E. By making arrangements for one to see the college physician, when he is at the Health Service.

XVII. SOCIAL ACTIVITIES
1. For whom are general student parties? Parties are for students, alumni, and their friends.
2. What regulations control admittance? The student must present both a student ticket and an identification photo for himself and a permit for his friend, in addition to the admittance fee (usually twenty-five cents).
3. Where may permits for friends be secured? At the deans' offices.

XVIII. LIBRARY REGULATIONS
Regulations concerning the use of books, library hours, and other items relating to the Library service may be found in a booklet available at the Library.

XIX. EXTRA-CURRICULA (STUDENT) ACTIVITIES
A student at Western Michigan College, to receive the most benefit from his college experience, should participate in some kind of extra-curricular activities. But before a Freshman selects any activity, he should consider carefully what his interests are and the amount of time he has to expend in such participation. The desire to "belong" is too often a compelling force in the life of the student. There is frequently the tendency to "overdo" activities. A Freshman should learn very early how to balance his classroom work and his student activities, so as to derive major benefit from both.
REGULATIONS GOVERNING PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

I. Definition

Extra-curricular activities at Western Michigan College include:

a) Membership in or pledged to:
   1. An officially chartered social fraternity or sorority, such as Theta Chi Delta and Phi Sigma Rho
   2. An officially authorized student organization, such as class groups, departmental organizations, Honorary Societies, religious organizations, and special activities.

b) Membership on the staff of a student publication, such as The Herold, The Brown and Gold, The Student Handbook, etc.

c) Participant in planning and staging established college functions, such as:
   1. The J-Hop
   2. The Senior Prom
   3. The Women's Breakfast, etc.

d) Participant in public presentations, such as Assembly Programs

II. Participation

Participation is to be interpreted to mean:

a) Holding membership in or pledgeship to an organization or group as defined in I above
b) Becoming candidate for an office or holding one
c) Preparing for a public function or assisting in staging it
d) Taking part or a place in a public performance
e) Going on an officially sanctioned trip
f) Being a member (or an officer) of any group or squad as defined in I above
g) Serving on a student publication board, committee, or other group.

III. Eligibility

A. Extra-curricular activities

Only bonafide students officially enrolled in college classes and regularly in attendance may participate in extra-curricular activities.

Note.—1. "Officially enrolled" is to be interpreted to mean:
   a. Payment in full of tuition, fees, and dues
   b. Enrollment in classes involving a minimum of twelve (12) semester hours of work for college credit

2. "Regularly in attendance" is to be interpreted to mean both attendance at classes and satisfactory achievement in and contribution to class work.

B. Offices and committees

1. No student whose point-hour ratio is less than 1.2 shall be eligible for election or appointment to office or committee membership or for continuance in office or committee membership. (In checking for eligibility "Incompletes" are to be counted.)

2. No student whose point-hour ratio is less than 1 shall be eligible to membership in more than one group as defined in I above.*

Exceptions: A student may, in spite of ineligibility, hold membership only in any one extra-curricula activity as defined in I above.

C. No student shall hold office of president in more than one organization in any one college year.

D. No student may "participate" in any extra-curricular activity, as defined in I above, until he has been assured of eligibility by the Dean concerned.

*This is not to be construed to mean that organizations or groups may not make higher scholastic requirements for membership or offices.
IV. Ineligibility

A. An upper-classman is ineligible to participate in extra-curricular activities as defined in I above:
1. If he did not carry a minimum of twelve semester hours during the previous regular semester, with the exception of seniors, for whom less than twelve semester hours will satisfy requirements for graduation.
2. If he did not receive credit for each course he carried during the previous regular semester.
3. If he did not earn a minimum of nine honor points the previous regular semester (See exception under Note 1.)
4. If he is on probation.
5. If he ceases to comply with any of the various conditions enumerated under the heading "Eligibility" (III).

Note—Any upper-classman who becomes ineligible during his period of participation, as defined herein, automatically forfeits his privileges enumerated.

B. A freshman is ineligible to participate in officially-rated extra-curricular activities:
1. During his first regular semester of residence
   a. If he is not enrolled in and in regular attendance at classes carrying a minimum of twelve (12) semester hours of academic credit
   b. If he is on probation
2. During subsequent regular semesters in residence
   a. If he did not carry a minimum of twelve (12) semester hours of work for college credit during the previous regular semester
   b. If he did not receive credit for each course for college credit he carried during the previous regular semester.
   c. If he did not earn a minimum of nine (9) honor points the previous semester
   d. If he is on probation
   e. If he ceases to comply with any of the various conditions enumerated under the heading "Eligibility" (III)

Note.—Any freshman who becomes ineligible during his period of participation, as defined herein, automatically forfeits his privileges.

V. Special Dispensation. The committee on Student Personnel reserves the right to make such special adjustments in individual cases as may appear desirable or necessary.

XX. MISCELLANEOUS QUESTIONS

1. Where should I have my mail addressed? Where may student mail be secured?
   A student's mail should be addressed to the house where he stays. In case mail has been addressed in care of the college, it may be secured at the dean's office. A list of mail received is posted each day on the bulletin boards outside the dean's offices.

2. Where can I purchase books and other supplies?
   The College conducts a Co-operative Book Store which carries all needed supplies at moderate prices. The Book Store is located in the Administration Building.

3. Are "Student Tickets" transferable?
   No. A student ticket presented by anyone but the individual to whom it was issued will be taken up and may not be returned. Student Tickets and Identification Photos should be presented simultaneously.

4. If I wish to borrow money from the Student Loan Fund, to whom should I apply?
   To the Registrar.
5. Is assembly attendance optional?
Because of limited seating capacity it has been found necessary to rotate assembly attendance. A notice on the Registrar's Official Bulletin Board advises which classes are expected to attend a given weekly assembly.
6. If I lose an article or find one, what should I do?
Report to the Information Desk at the Administration Office.
7. Are final examinations given?
Yes. An official final examination schedule is prepared for each semester.
8. Must I have an identification photo taken?
When a student enrolls for the first time, he is required to have an identification photo taken. One copy of the photo becomes part of the student's permanent record, another copy is given to the student to serve to identify him at college functions, a third copy is filed in the Dean's Office, a fourth copy with the Alumni Secretary; the fifth and six copies are filed with the Student Health Service and the Appointment Office respectively. The charge for the photos is 25c.
9. Are omit days observed during the first week of a semester?
Follow the schedule of recitations as printed.
10. Are second hand books bought and sold?
The Co-operative Store handles a very limited amount of such materials.
11. Are office telephones available for student use?
No. But public booths are located conveniently in the main halls of various college buildings.
12. Will the college cash checks for students?
The college has no adequate facilities for the cashing of checks. Students are urged to establish banking connections with one of the Kalamazoo Banks.
13. If we wish to use a table in the hall, what should we do?
Consult the Registrar.
14. Whom should we consult regarding dates and places for various college events?
The Registrar.
15. If we wish to reserve Central High Auditorium, whom should we consult?
The Registrar.
16. If we wish to make reservations for a meeting of any nature, whom should we consult?
The Registrar.
17. Will repeating a subject with a mark of C for which a grade of E was received satisfy the deficiency in honor points resulting from the grade E?
No, because a student must earn at least as many honor points as semester hours carried. A mark of B is the lowest mark that would counteract deficiency in honor points caused by receiving a mark of E.
18. May I change a grade received for a subject by re-enrolling for the same work?
Yes, but the student will be expected to carry the complete course and receive a grade of B or better.
19. May I remove a D or an E by taking a second examination?
Western Michigan College does not follow this plan for removal of marks indicating failure. Students who fail in subjects are expected to repeat all of the work involved in regular manner.
20. For whom is "Education 100" (Introduction to Learning and Adjustment) intended?
This course will give attention to student problems of two kinds. The psychological principles of effective learning will not only be taught but will be demonstrated and applied under the supervision of the instructor. Students who feel themselves handicapped by poor habits of study are urged to enroll in this course. Methods of note-taking, reading, memorizing, and organizing will be discussed and practiced. The methods presented are to be applied to the different courses the student is carrying. The psychological problems involved in the transition from control by adults to self-management
will be considered. The resources of clinical psychology will be made available for the solution of difficulties of individual adjustment.

21. What Cautions should be observed in planning a Course?

A. Questions to ask yourself, before you begin to plan your program.
   a. What is my purpose in going to college? Do I desire to continue my general education, to prepare for teaching, or to meet the preliminary requirements for some professional course other than teaching?
   b. In what subjects of which well informed people usually have knowledge have I little or none?
   c. What subjects studied in high school do I like well enough to desire to continue in college?
   d. Are courses in the subjects named in my answers to questions a, b, c, given in the list of courses open to freshmen?

B. Special attention should be paid to the following:
   Your answers to the above questions should guide you in the choice of electives and field of special interest.
   In as far as possible, courses should be pursued for an entire year.
   If you are sure in which curriculum you wish to enroll, be guided in your choice of electives by the requirements of that curriculum. Details of these curricula are given in the catalog for 1940-1941.

22. If I am in doubt on any important matter, where should I go for advice?
   To the information Desk in the Administration Office. There you will receive detailed instruction as to how to proceed further.