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UBCHEA ARCHIVES
COLLEGE FILES
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*Giving
Academic
Regulations 1919, 1927*

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GINLING COLLEGE HANDBOOK

Foreword

For all members of the college family it is important that we should know the simple laws which govern us. All life has its laws and these which regulate our common life at Ginling were made not to restrict liberty but to allow for the largest measure of liberty for each and all. Some of the laws set standards of college honor and scholarship which are of vital importance to us all; others define relations between teachers and students and provide for co-operation which is desirable or necessary; still others fix times and seasons and make for order and dignity in the everyday life of students.

Laws are merely forms of words. The college counts upon an inner spirit of loyalty to make them express the purpose and ideals of Ginling.

The College Year

The college year opens on the first Thursday after September 10th and closes on the last Wednesday before June 25th. The mid-year vacation is for three weeks and includes Chinese New Year.

The following are regular holidays:

Confucius' Birthday	
Republic Day	October 10
Founders' Day	November 14
Christmas Day	December 25
New Year's Day	January 1
Arbor Day	Tsing Ming Festival
Spring Recess	About May 1

Daily Schedule*Week Days*

6.00 a.m.	Rising Bell
7.00 a.m.	Breakfast
12.30 p.m.	Dinner
6.00 p.m.	Supper
10.00 p.m.	Retiring Bell
10.15 p.m.	Lights out

Sundays

7.00 a.m.
8.00 a.m.
12.30 p.m.
6.00 p.m.
10.00 p.m.
10.15 p.m.

Study Hours

8.00 a.m. - 12.00 a.m.	Monday-Saturday
2.00 p.m. - 5.00 p.m.	Monday-Friday
7.30 p.m. - 9.30 p.m.	Monday-Friday

During these hours a quiet favorable to study should prevail throughout the college in and near all classrooms and public rooms used by students and faculty. Special provisions for quiet in the dormitories are included in Student Government Rules.

COLLEGE REGULATIONS*Registration*

All students must register at the beginning of each semester (a) In September before 8.30 a.m. of the day on which college opens. (b) Before the first college exercise of the second semester.

If a student misses the last class before or the first class after any holiday or vacation, she shall be required to take a deferred examination in one of her full courses, the particular course and the time and place of the deferred examination to be decided on by the faculty.

Schedules

Each student makes out her schedule in conference with her faculty adviser whose signature must appear on the card.

Changes are not allowed except on the recommendation of her adviser and no changes are allowed after the second week.

Special permission of the faculty must be obtained to carry more than 18 hours. No student is allowed to take more than 21 hours of credit work. The faculty reserves the right (on account of poor work or for health reasons) to limit the number of hours a student may carry. Any student may be required to plan her work so as to take five years for the college course.

Requirements

One hundred and forty-four semester hours are required for the diploma.

Work is graded as follows:

A. High Honor; B. Honor; C. Average; D. Poor; E. Condition; F. Failure.

A grade of D or above is counted as passing; E allows the student one re-examination to make up the work; F requires repeating the course in class.

In order to graduate a student is required to pass 55% of her total hours, 79 out of 144, with a grade of C or above.

The college reserves the right to dismiss a student at the end of any semester who fails to make a grade of D or above in two-thirds of her work for that semester.

Classification

No credit is given for advanced standing without examination.

Students are given class rank on the following basis of credits:

To rank as a Sophomore, 24 Semester hours,	
" " " " Junior	62
" " " " Senior	102

Examinations

Two hours is allowed for final examinations, with a margin of not more than twenty minutes.

Students are requested (a) to bring only examination books to the room; (b) to write with ink on one side of the paper only.

A member of the faculty is present to answer questions.

College Standards of Honesty

During examinations and written reviews students are expected to refrain from all appearance of giving or receiving help.

For class work the following requirements are made in all departments:

(a) The writing of papers, exercises and note-books must be done individually and expressed in the student's own words.

(b) All borrowing of ideas must be indicated by references or foot-notes.

(c) All borrowed phrases must be indicated by quotation marks. "Use without quotation is theft."

The first case of dishonest work may be dealt with by the individual teacher. Any repetition must be reported to the President to be dealt with by the Advisory Committee of the Faculty and the Joint Council.

Chapel and Church Attendance

The daily chapel service at noon brings faculty and students together for spiritual exercise. Students are expected to occupy the seats assigned to them.

Every student is expected to attend one regular service on Sunday in the Church of her own choice, unless excused by her faculty adviser, reporting the excuse to the leader of her church group.

When stormy weather prevents church attendance a service will be held in the college chapel at eleven o'clock.

Library Regulations

1. Books may be borrowed from and returned to the library during the following hours:

7.45—8.00 a.m.
9.15—9.30 p.m.

2. Books of fiction or biography may be borrowed for one month unless they are needed for reference by one of the departments. At the end of one month they may be renewed or checked by the librarian. In case of the Chinese books, those not regularly used by Chinese classes may be borrowed.

A fine of fifteen cents for the first day and ten for every day after will be charged for books not returned at the proper time.

3. No "Reference Shelf" book may be borrowed from the library except by special permission of the librarian who may grant the privilege of borrowing these books from 10.00 p.m. to 7.00 a.m., and they should be checked by the librarian at the regular time.

4. "Reference" books may be put back on the Reference Shelf by the student. All other books must be left on the librarian's table (except dictionaries or encyclopedias, see No 5).

5. No dictionaries or encyclopedias may be removed from the library. They should be returned to the shelves after using.

6. Magazines should not be taken from the library except by special permission of the librarian.

7. Books lost or injured shall be paid for by the borrower.

8. Chairs should be returned to their places at the tables and left in proper order. No private property should be left anywhere in the library.

9. The books in the library are classified according to the system used in most of the American libraries. The students are urged to learn to use the catalogue and to find their own books.

Health Regulations

The college physician is in charge of student health, and all cases of illness must be reported to her promptly. A student unable to report herself must be reported by room-mate or friend.

Regular office hours give daily opportunity to consult the physician whose advice should be sought early and followed carefully. She will, if desired, arrange for a visit to other physicians for special treatment.

A student ill enough to be in bed for more than one day will be moved to a sick room.

Leave of absence on account of illness must be obtained from the college physician.

Rooms are assigned by the college and students may not change without permission. Students are not allowed to sleep in other rooms without permission and never two in one bed.

Requirements in Physical Education

Between the first of October and the first of May students are required to take four one-hour periods of exercise each week, according to schedule arranged by the Physical Director. Organized sports are included in this requirement.

One half-credit will be given for each semester of satisfactory work done. Students will be graded according to attendance, effort, ability, and posture. These credits are required for recommendation for the degree in addition to the regular requirement. More than three unexcused absences in one semester forfeits the credit.

The prescribed uniform must be worn at all class exercise.

Self-help

Students have opportunities to earn money by helping in laboratories, library, college office, and boarding department. These positions are open only to students doing creditable work, and the experience gained is valuable training. All students who wish to earn money should report to the office.

Standards of Expenditure

The foundations of Ginling were laid in the spirit of self-sacrifice by Christian women and the college counts upon her daughters to make this spirit live in China. Open to students of all classes the college must always be a place where the test of values is spiritual. The college stands for those things which make for "abundant life" of the spirit. Extravagance in dress or in other personal expenditures is out of place in any community of students in any country. Neither position in college nor standing among alumnæ can be graded on a money basis.

Household Rules

The matron is in charge of all household arrangements in the dormitory under the President's assignment. She has entire charge of all house servants, planning their time and assigning their duties. Servants are not allowed to take orders from students and students are expected to co-operate in this provision for orderly service.

The dining room will be cleared thirty minutes after the times set for regular meals and food will not be served later.

Meals are not served in students' rooms except by order of the college physician.

Use of Rooms and Furniture

Permission to use college rooms and college furniture for special entertainments should be obtained at the office not less than a day in advance. When furniture

is moved by students they are, expected to return it to its usual place.

Students who leave personal belongings in the college during vacations must pack them in their own locked labelled boxes and ask permission to leave them.

Permission must be obtained from the office for any use of college rooms during the summer vacation.

Special meetings and entertainments

The calendar of all regular meetings of class and student organizations should be reported to the office.

Notice of all special meetings of college organizations should be given to the college office at least 24 hours in advance. The office should be informed of all plans for entertainments to which outside guests are to be invited before invitations are sent out.

Students are expected to invite a suitable chaperon for all evening entertainments and for all class or group picnics. Members of the faculty are glad to be invited.

Conference between Faculty and Students

The Advisory Committee of the faculty may, on its own initiative, or by request of the students, appoint a committee of the faculty to confer with a committee of students on any question. These committees shall report to faculty and student bodies respectively. The system of faculty advisers exists to promote close personal relations and clear understanding between faculty and students.

CHARTER OF THE STUDENT GOVERNMENT ASSOCIATION OF GINLING COLLEGE

THIS INSTRUMENT WITNESSETH: That the Faculty of Ginling College, in Nanking, China, in glad response to the request of the students, dated September 21, 1918, for the rights and privileges of self-government, do this day grant this charter to the

STUDENT GOVERNMENT ASSOCIATION OF GINLING COLLEGE,

establishing the said Association; and giving it power, according to the provisions of its constitution adopted March 1919, to regulate the conduct of the students for the furtherance of healthful happy living, strong scholarship, social efficiency, and vital spiritual development.

March 14, 1919.

Signed by Matilda C. Thurston, *President*
 Frederica R. Mead
 Narola E. Rivenburg
 Lydia B. Brown
 Ruth M. Chester
 Mary Boyd Shipley
 Cora D. Reeves
 Llewella M. Merrow
 Adelaide Gundlach

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF GINLING COLLEGE

ARTICLE I—NAME

The name of this Organization shall be the Student Government Association of Ginling College.

ARTICLE II—PURPOSE

The purpose of this Association shall be to enact and enforce laws in accordance with the charter granted to

the Association by the Faculty of Ginling College, and to control the management of all matters concerning the conduct of students in their college life.

ARTICLE III—MEMBERSHIP

Students of Ginling College become members of this Association upon signing an agreement to abide by the constitution and by-laws.

ARTICLE IV—ORGANIZATION

Sec. 1. Officers

The officers of this Association shall be a President, a Vice-president, a Secretary, and a Treasurer.

Sec. 2. Student Government Committee

The Association shall have a Student Government Committee composed of the President, the Vice-president, the Secretary of the Association and the presidents of the four classes, the President of the Young Women's Christian Association and the House Government Chairman.

Sec. 3. Proctors

Convenient groups, to be proctored by one student each shall be formed in the dormitories, these groups to elect new proctors once a month.

Sec. 4. Joint Council

There shall be a Joint Council composed of four students, and three faculty members. Of the four students one shall be the President of the Association, *ex-officio*, two shall be members of the Junior class.

ARTICLE V—POWERS AND DUTIES

Sec. 1. Powers

The legislative powers shall be vested in the Association as a whole.

The executive and the judicial power shall be vested in the Student Government Committee.

Sec. 2. Duties of the Officers of the Association

(a). The President shall call together and preside over all meetings of the Association, act as Chairman of the Student Government Committee, represent the Association on College occasions, and perform all other duties pertaining to the office of President of the Association.

(b). The Vice-president shall assume the duties of the President in the absence, or at the request of, the President.

(c). The Secretary shall record the proceedings of all meetings of the Association and perform all other duties pertaining to the office of Secretary of the Association. She shall act also as Secretary of the Student Government Committee.

(d). The Treasurer shall have charge of all funds of the Association, keep a strict and permanent account of all receipts and expenditures, present the same at an annual meeting of the Association and perform all other duties pertaining to the office of Treasurer of the Association.

Sec. 3. Power and Duties of the Student Government Committee

(a). It shall be the duty of the Student Government Committee to enforce the rules of the Association and to carry on its business.

Sec. 4. Powers and Duties of the Joint Council

All questions of deliberate infringement of rules, dishonesty, or loss of self-respect shall be referred to the Joint Council for decision.

Sec. 5. Powers and Duties of the House Government Chairman

It shall be the duty of the House Government Chairman to oversee the proctors and receive their reports. She shall also have the power to call a meeting of the proctors when necessary.

The proctors shall be responsible for maintenance of quiet and order in the dormitories: shall give warnings to those who neglect the observance of rules, and shall

report any disorder or infringement of rules to the House Government Chairman.

The students as a whole are responsible for reminding each other to observe the Student Government rules.

ARTICLE VI—ELECTION OF OFFICERS

Officers shall be elected annually by ballot by the Association not later than June 1st. The nominations shall be made by ballot before the election.

The President and the Vice-president shall be elected from the incoming Senior class; the Secretary and the Treasurer and the House Government Chairman from the incoming Junior class.

ARTICLE VIII—MEETINGS.

Sec. 1. Annual meetings

(a) A meeting shall be held within two weeks after the opening of college, at which meeting the President of the Association shall explain the purpose and organization of the Association.

(b) A meeting shall be held in May for election of officers for the ensuing year.

(c) A week after the election a meeting shall be held for the installation of officers.

Sec. 2. Regular meetings

(a) A regular meeting shall be held once a month.

Sec. 3. Special meetings

(a) A meeting shall be called by the President of the Association upon the written request of five members.

(b) A meeting may be called by the President of the Association for immediate discussion of problems.

ARTICLE VIII—AMENDMENTS.

This Constitution may be amended by a vote of two-thirds of the members of the Association. The amendment must be proposed one month before action is taken on it. All amendments extending the power of the Association beyond that stated in the Charter shall be submitted to the Faculty of the college for ratification. All other amendments shall be reported to the Faculty.

Rules of the Student Government Association.

All members of the Student Government Association are expected to observe and co-operate in enforcing the College Regulations and the following Rules:

Sec. 1. Provisions for Quiet

Students are expected to observe quiet

(a) Before 6 a.m.; between 1.00 and 2.00 p.m. and after 10.15 p.m.

(b) By refraining from conversation in the chapel.

(c) " " " " " " library.

(d) By avoiding all unnecessary noise in the vicinity of recitation halls.

(e) By observing Sunday as a day of rest and quiet.

Sec. 2. Provisions for Order

All members of the Association shall maintain order

(a) In all public rooms including classrooms.

(b) In dormitory courts by refraining from airing clothes and bedding after 4 p.m., except on rainy days.

(c) By keeping floors and tables, courts and garden path absolutely free from waste papers, seeds, peelings, etc.

Sec. 3. Provisions for Promptness

Promptness is expected of all students

(a) At all classes and at chapel service.

(b) At all meals. The dining room doors will be closed 15 minutes after the breakfast bell. Intended absence from meals should be reported to the matron.

(c) In observing the hour of retiring. Students may study after 10.15 p.m. not more than four times a month by registering their names in a book provided for that purpose in charge of a proctor. The time limit is twelve o'clock.

Sec. 4. Provisions for Errands

(a) Students may have errands done on the street by handing in lists at appointed times to the matron or to a student in charge. No buying is allowed on Sunday.

Sec. 5. Provisions for Protection of Valuables

(a) Students are not expected to keep valuables in the form of jewelry or money in their rooms, or in the trunk room. They should be kept in the college safe. The college is not responsible if this precaution is neglected.

Sec. 6. Provisions regarding Visitors

(a) Students are expected to receive callers only after their respective class hours.

(b) Men are not expected to call except on Saturday afternoons. Permission to receive relatives from out of town calling at other times may be obtained at the President's office.

(c) Men are allowed to see the college if accompanied by a member of the faculty.

(d) Permission for over night guests must be obtained at the President's office.

(e) Permission for guests in the dining room must be obtained beforehand from the matron, and meals must be paid for by the student entertaining guests in this way.

Sec. 8. Provisions for Absence from College

Students must register for the following absences:

a. Monthly, on the first Saturday of the month, for absence between noon on Saturday and noon on Sunday.

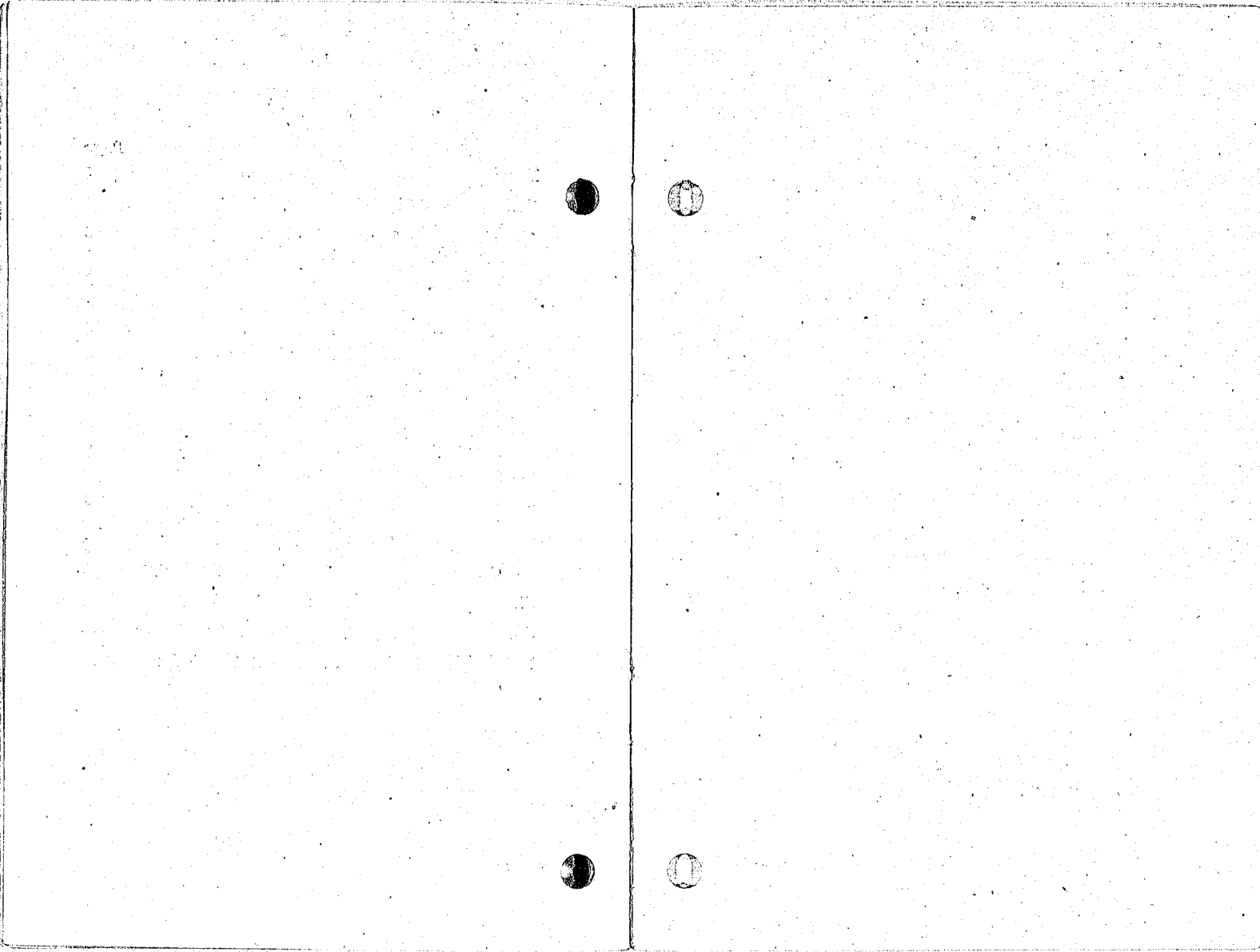
b. Weekly, on Saturdays between 12 and 6 p.m.

c. Daily, between 4 and 6 p.m., for absence not to exceed one hour for necessary errands on the street.

Students must obtain permission from a college officer and register in the President's office for all absences not included above, and must report intended absence from classes to all teachers before leaving college.

INDEX.

	Page
Foreword	1
College Regulations	
Registration	3
Schedules	3
Requirements	3
Classification	4
Standards of Honesty	4
Chapel and Church Attendance	5
Library Rules	5
Health Regulations	6
Physical Education Requirements	6
Self-help	7
Standards of Expenditure	7
Household Rules	7
Use of Rooms and Furniture, meetings, vacations, entertainments	7
Conference between Faculty and Students ...	8
Charter of the Self-government Association ...	9
Constitution of the Self-government Association	9
Rules of the Student Government Association ...	12



Regulations:- (Words underlined are additional material to that in the 1925 catalogue.) *Also places marked in margin*

REGISTRATION

Immediately upon arrival at the college all students should register in the Recitation Building and receive their room assignment. Formal registration begins at 8:30 of the day on which college opens. All students are expected to be at the college for the opening college exercises, for formal registration of courses and for the payment of fees. A fine of \$2.00 is charged for the failure to pay fees or make arrangements with the treasurer for the payment of fees on the 1st day of each semester. The first meal is served in the college dining room for Freshman and for the upper classmen who assist with Freshman on Friday evening before the opening of Freshmen week. The first meal for other students is served on the Tuesday evening before the formal registration. Students are requested not to come to the college to reside before that time without special permission.

Pre-registration of students in college for courses for the ensuing year is arranged in the spring in consultation with the department in which she chooses her major and under the direction of the class Schedule officer. If a change becomes necessary after a student has filled in her registration card, she must apply at the office of the Registrar for her card and a change slip and must then secure the approval of her major teacher and the signature of her class schedule officer before the change can be made. No change of course can be made after the tenth day following registration day unless special permission is secured from the Curriculum Committee. No course may be dropped later than six weeks after the beginning of the semester except with special permission of Curriculum Committee or upon recommendation of the college physician. A course dropped later than this without permission receives a grade of failure.

Former students who wish to return to college to continue their work should notify the college by June 1st of the year in which readmission is sought.

Amount of Work

Eighteen and one half is the number of credits which a student is permitted to carry each semester. More than this is allowed only by special permission, which depends upon the previous record of the student and the recommendation of the college physician. The faculty always reserves the right to reduce the number of hours which a student is carrying, if this seems advisable for health or other reasons. Upon the recommendation of the faculty and student may be required to plan her work so as to take five years for the completion of the college course.

Classification

Sophomores: Students are ranked as Sophomores who have 29 credits at the beginning of the first semester and who have made up all entrance deficiencies.

Juniors:- Students are ranked as Juniors who have 62 credits at the beginning of the first semester and who have made up all Freshman requirements.

Seniors:- Students are ranked as Seniors who have 102 credits at the beginning of the first semester and, have completed all Sophomore requirements, and have completed the required religion and Science Courses.

Standard of Works

In order to graduate a student must have C or above in 108 of her total credits. Work is graded as follows: A represents markedly superior work; B represents works superior to the middle of the group; C represents the performance of the middle half of the class; D represents work inferior to the middle of the class; and E and F, are for the group who have failed the course. E is given to those students who are given the opportunity to take a re-examination in the form prescribed by the department. F is given to those who must repeat the course in order to get credit for it. At the discretion of the faculty the first semester grade of a year course may be deferred to the end of the second semester.

The faculty reserves the right to dismiss at the end of any semester a student who does not make in two-thirds of her work for that semester, a grade of D or above.

Conditions and Deficiencies

If a student is conditioned in a course she shall have the privilege of making up this work by one re-examination in the form prescribed by the department. The time regularly set for condition examinations is usually the fourth Saturday of the new semester. If the student passes such a re-examination her grade for the course shall be D. If the condition is not removed in the time allowed the student receives a grade of F for the course.

A student who submits papers which are deficient in English in any department may receive a condition in English composition at any time during her college course.

If a student fails in any course in the department of English she shall be required to make up this deficiency by taking the course which, in the judgment of the department is best fitted then needs.

Deferred Examinations *Abolished*

If a student misses the last class before or the first class after any holiday on vocation her term grade in the course or courses which she misses shall be lowered by one letter.

Probation

New students are received on probation of two months. If at the end of that time a student is unable to do satisfactory work, or if her spirit and attitude are not in harmony with the college ideals the faculty reserve the right to dismiss her.

REQUIREMENTS FOR THE DEGREE OF
BACHELOR OF ARTS

Prescribed Work

The requirement for the degree is one hundred and forty-four credits. The unit is the semester hour and represents an average of 2½ hours a week in class and preparation for one semester. Eighty-two credits are prescribed as follows:-

Chinese	20	credits
English	20	"
History	8	"
Hygiene and Physical Education	8	"
Psychology	6	"
Religion	14	"
Science	8	"

A student who satisfies any department that she has fulfilled any of these requirements is permitted with the permission of the department to substitute courses in the department or in other departments for the required work.

A student who satisfactorily completes all the requirements will be recommended to the Board of Regents of the University of the State of New York for the degree of Bachelor of Arts.

Experience during the past ten years has proved that for many students who enter Ginling College it would be advisable to extend the regular college course over a period of five years rather than four. It is only the exceptional student in preparation, physical strength and ability who can do the full college course acceptably in four years. It has therefore seemed desirable to plan both a four and a five year college course and where it seems advisable students will be recommended to take the course in five years. The prescribed work is distributed throughout the course as follows:-

Four year Course
Freshman Year.

Chinese 11	8	credits (10 class-
		room hours)
English 11	6	" (10 classroom hours)
History 11	8	"
Mathematics 11	4	"
Physics 12	4	"
Religion 11	6	"
Physical Education	1	"
Principles of Study	No	credit
Personal Hygiene Talks	"	"

Biology 46 may be substituted for Physics 12 by those students who are not science majors and who are not premedical students if they have had a satisfactory physics course in High School. Physics 12 or Biology 46 will count as 4 credits towards the 8 credits required in Science for graduation.

Students who are unable to carry mathematics 11 may take in its place a sub-Freshman course in mathematics without college credit. Following this they may make up the credits lacking in mathematics 11 by carrying mathematics 11 or by carrying a science course for 4 credits. This science course will count towards the Science requirement.

Sophomore year.

English 21 and 23	10 credits
Psychology 21	5 "
Hygiene 21	4 "
Religion 21 or Elective	3 "
Physical Education	1 credits

Junior year.

Chinese 31	8 credits
English 31	2 "
Religion 21 or elective	3 "
Physical Education	1 "

Senior year.

Chinese	4 credits
Physical Education	1 "

Five year Course

The course of study is arranged with the dean.

Major and Minor Subjects.

Each student will be required in addition to prescribed words, to complete a major and a minor, defined as follows:-

Major;- A major in a subject shall consist of a total of 24 credits in any one subject.

No Freshman required course will count towards a major. (This includes mathematics 11 and Physics 12)

Minor:- A minor shall consist of a total of 24 credits in one department or in allied departments. It is recommended for all students expecting to teach that 10 of these 24 credits be in the department of education.

Majors must be selected and courses planned with the head of the department in which the student, desires to major. Questions with regard to the choosing of a major may be taken up with the head of of the department or the dean. A tentative selection at the end of the Sophomore only special permission at the end of the Junior year.

The college permits students to major in the following departments, - biology, chemistry, English, Hygiene and Physical Education, History, Music, Physics and Mathematics, religion, and Social Science. Two courses in history and one in social science may be offered to

satisfy the history major requirement; two courses in social science and one in history may be offered to satisfy the social science major requirement.

Pre Medical Course

Students who are planning to enter medical school are enrolled in the pre-medical course and must plan their courses in consultation with the premedical adviser.

[Condition
Examinations]

[Condition Examinations fall on October 15th. The Committee asks Mrs. Thurston to post a notice at once of this date, and to notify each teacher who is to go give condition examinations and each student who is to take them.]

[Huang Yu-tai:- According to the action of the committee on June 8, 1926 Miss Huang is to take an examination in readings assigned by Miss Barrow to make up one credit of Psychology. This exam examination shall take place on October 15th and Miss Yu Shuen-tai is asked to make out the examination.]

Summer
School
Credits

[The Committee asks Mrs. Thurston to put up a notice stating that all girls who wish college credit for summer school work must consult with the department in which they desire credit and must send their request to the Curriculum Committee by October 15th.]

Schedule

A request was received that the Freshman schedule on Friday remain unchanged, if it did not involve upper class students. This matter was referred to Mrs. Thurston.

Transfer.

Miss Loh is to secure information as to the type of Mathematics work done in Wuchang.

Huang
Miss Ventrin was asked to look up the correspondence with Yall and to ascertain how many transfer credits we could grant her, so that we would be able to give her some idea of her college ranking soon.

[Special & Un-
Classified
Students]

Miss Spicer requested that the committee take some action on the social position of special and un-classified student. Mrs. Thurston has arranged for their chapel seating between the Juniors and Sophomores.

Recommendation:- [That special students living on campus who formerly have been regular students have their social and athletic connections determined by regular classification rules.]
(see Catalogue p. 30)

(over)

10/2/26

F-7

catalogue p. 50)

[That the Physical Education department be asked to make recommendations upon the athletic standing of unclassified students.]

Catalogue Material
Faculty needs
Courses for 2nd
Semester

The Curriculum Committee plans on October 9th to begin its consideration of:
A. The courses to be offered the second semester of 1926-27
B. The faculty needs for 1927-1928
C. The Course of instruction to be published in the new catalogue.

~~Following topics are~~

Each department is asked to consider the following topics and to hand in on separate typed sheets the information desired by noon on Friday, October 8, to the chairman of the committee, Miss Vautria.

A. What courses do you plan to offer in your department for the second semester of 1926-1927.

1. State the catalogue number of the course.
2. " " name of the course.
3. " " number of credits
4. " " " " classroom recitation hours.
5. " " " " laboratory hours.
6. " " prerequisites for the course.
7. Include in this list courses continuing from the first semester and new courses.

B. How many teachers are needed in your department in 1927-1928? In answering this take into consideration the size of the student body. The present enrollment is:

Class of 1927	----	17
" " 1928	----	29
" " 1929	----	47
" " 1930	----	47
Specials etc.	----	11.

We suggest that you plan for two sections of the class which will enter in the fall of 1927, i.e. the class of 1931.

1. Give the number and the names (as far as you can) of those who will be teaching full time in your department with the number of hours each will carry.
2. Give the number and the names (as far as you can) of those who will be teaching part time with the number of hours each will carry.
3. State the number and the names of those desiring language study and whether they want it for full or half time.

C. Write out a statement about the courses you wish listed in the catalogue for your department. Include in this statement the following points:

1. The number of the course.
Courses 11-19 are primarily for Freshman
" 21-29 " " " Sophomores
" 31-39 " " " Juniors
" 41-49 " " " Seniors.

1st. semester courses have odd numbers
2nd " " even "
Your courses are indicated by one number only

10/2/26

587

2. Name of the course.
3. Number of credits given for the course.
4. " " class recitation hours per week.
5. " " laboratory hours per week.
6. If the course runs throughout the year, state whether credit will be given for one semester's work without completion of the other semester.
7. If the course is required for a degree but cannot count as credit for a major in the department, such as History II or English II, state this.
8. If there are prerequisites for the course, state them.
9. Description of the course as it is to be printed in the catalogue.
10. If you can state the years in which the course will be offered, please do so. For instance, History 21 is being offered in 1926-27 and will be offered in alternate years. Biology 21 is offered every year.

Respectfully submitted

Rebecca W. Grist, Sec'y.

Phys Ed - 1 credit

[17
over

Page 4

Sophomore year?

Junior " ?

Recommendations

Prof. Hygiene not req.

3 premed students

Cur. Course requirements: [27]

Page 3 - Classics - 16 credits

English - 16 "

History - 8 "

Language - 4 "

Phys Ed. - 4 "

Psych. - 4 "

Relig. - 8 "

Science - 8

Four Year Course

Freshman year

Classics II - 8 cr.

English II - 8 "

History II - 8

Math II - 4 "

Science II - 4 "

Regulations:— (Words underlined are additional material to that in the 1925 catalogue.) Also words marked in margin

REGISTRATION

Immediately upon arrival at the college all students should register in the Recitation Building and receive their room assignment. Formal registration begins at 8:30 of the day on which college opens. All students are expected to be at the college for the opening college exercises, for formal registration of courses and for the payment of fees. A fine of \$2.00 is charged for the failure to pay fees or make arrangements with the treasurer for the payment of fees on the 1st day of each semester. The first meal is served in the college dining room for Freshman and for the upper classmen who assist with Freshman on Friday evening before the opening of Freshmen week. The first meal for other students is served on the Tuesday evening before the formal registration. Students are requested not to come to the college to reside before that time without special permission.

Pre-registration of students in college for courses for the ensuing year is arranged in the spring in consultation with the department in which she chooses her major and under the direction of the class Schedule officer. If a change becomes necessary after a student has filled in her registration card, she must apply at the office of the Registrar for her card and a change slip and must then secure the approval of her major teacher and the signature of her class schedule officer before the change can be made. No change of course can be made after the tenth day following registration day unless special permission is secured from the Curriculum Committee. No course may be dropped later than six weeks after the beginning of the semester except with special permission of Curriculum Committee or upon recommendation of the college physician. A course dropped later than this without permission receives a grade of failure.

Former students who wish to return to college to continue their work should notify the college by June 1st of the year in which readmission is sought.

Amount of Work

Eighteen and one half is the number of credits which a student is permitted to carry each semester. More than this is allowed only by special permission, which depends upon the previous record of the student and the recommendation of the college physician. The faculty always reserves the right to reduce the number of hours which a student is carrying, if this seems advisable for health or other reasons. Upon the recommendation of the faculty and student may be required to plan her work so as to take five years for the completion of the college course.

Classification

Sophomores: Students are ranked as Sophomores who have 29 credits at the beginning of the first semester and who have made up all entrance deficiencies.

Juniors:- Students are ranked as Juniors who have 62 credits at the beginning of the first semester and who have made up all Freshman requirements.

Seniors:- Students are ranked as Seniors who have 102 credits at the beginning of the first semester and, have completed all Sophomore requirements, and have completed the required religion and Science Courses.

Standard of Work

In order to graduate a student must have C or above in 108 of her total credits. Work is graded as follows: A represents markedly superior work; B represents works superior to the middle of the group; C represents the performance of the middle half of the class; D represents work inferior to the middle of the class; and E and F, are for the group who have failed the course. E is given to those students who are given the opportunity to take a re-examination in the form prescribed by the department. F is given to those who must repeat the course in order to get credit for it. At the discretion of the faculty the first semester grade of a year course may be deferred to the end of the second semester.

The faculty reserves the right to dismiss at the end of any semester a student who does not make in two-thirds of her work for that semester, a grade of D or above.

Conditions and Deficiencies

If a student is conditioned in a course she shall have the privilege of making up this work by one re-examination in the form prescribed by the department. The time regularly set for condition examinations is usually the fourth Saturday of the new semester. If the student passes such a re-examination her grade for the course shall be D. If the condition is not removed in the time allowed the student receives a grade of F for the course.

A student who submits papers which are deficient in English in any department may receive a condition in English composition at any time during her college course.

If a student fails in any course in the department of English she shall be required to make up this deficiency by taking the course which, in the judgment of the department is best fitted then needs.

Deferred Examinations *Absences*

If a student misses the last class before or the first class after any holiday or vacation her term grade in the course or courses which she misses shall be lowered by one letter.

Probation

New students are received on probation of two months. If at the end of that time a student is unable to do satisfactory work, or if her spirit and attitude are not in harmony with the college ideals the faculty reserve the right to dismiss her.

REQUIREMENTS FOR THE DEGREE OF BACHELOR OF ARTS

Prescribed Work

The requirement for the degree is one hundred and forty-four credits. The unit is the semester hour and represents an average of 2½ hours a week in class and preparation for one semester. Eighty-two credits are prescribed as follows:-

Chinese	20	credits
English	20	"
History	8	"
Hygiene and Physical Education	8	"
Psychology	6	"
Religion	14	"
Science	8	"

A student who satisfies any department that she has fulfilled any of these requirements is permitted with the permission of the department to substitute courses in the department or in other departments for the required work.

A student who satisfactorily completes all the requirements will be recommended to the Board of Regents of the University of the State of New York for the degree of Bachelor of Arts.

Experience during the past ten years has proved that for many students who enter Ginling College it would be advisable to extend the regular college course over a period of five years rather than four. It is only the exceptional student in preparation, physical strength and ability who can do the full college course acceptably in four years. It has therefore seemed desirable to plan both a four and ~~a~~ a five year college course and where it seems advisable students will be recommended to take the course in five years. The prescribed work is distributed throughout the ⁴course as follows:-

Four year Course
Freshman Year.

Chinese 11	8	credits (10 class-room hours)
English 11	6	" 10 class-room hours
History 11	8	" (omit)
Mathematics 11	4	"
Physics 12	4	"
Religion 11	6	"
Physical Education	1	"
Principles of Study	No	credit
Personal Hygiene Talks	"	"

Biology 46 may be substituted for Physics 12 by those students who are not science majors and who are not premedical students if they have had a satisfactory physics course in High School. Physics 12 or Biology 46 will count as 4 credits towards the 8 credits required in Science for graduation.

Students who are unable to carry mathematics 11 may take in its place a sub-Freshman course in mathematics without college credit. Following this they may make up the credits lacking in mathematics 11 by carrying mathematics 11 or by carrying a science course for 4 credits. This science course will count towards the Science requirement.

Sophomore year.

English 21 and 23	10 credits
Psychology 21	5 "
Hygiene 21	4 "
Religion 21 or Elective	8 "
Physical Education	1 credits

Junior year.

Chinese 31	8 credits
English 31	2 "
Religion 21 or elective	8 "
Physical Education	1 credit

Senior year.

Chinese	4 credits
Physical Education	1 credit

Five year Course

The course of study is arranged with the dean.

Major and Minor Subjects.

Each student will be required in addition to prescribed works, to complete a major and a minor, defined as follows;

Major;- A major in a subject shall consist of a total of 24 credits in any one subject.

No Freshman required course will count towards a major. (This includes mathematics 11 and Physics 12)

Minor:- A minor shall consist of a total of 24 credits in one department or in allied departments. It is recommended for all students expecting to teach that 10 of these 24 credits be in the department of education.

Majors must be selected and courses planned with the head of the department in which the student desires to major. Questions with regard to the choosing of a major may be taken up with the head of of the department or the dean. A tentative selection at the end of the Sophomore only special permission at the end of the Juinor year.

The college permits students to major in the following departments, - biology, chemistry, English, Hygiene and Physical Education, History, Music, Physics and Mathematics, religion, and Social Science. Two courses in history and one in social science may be offered to

() satisfy the history major requirement; two courses in social science and one in history may be offered to satisfy the social science major requirement.

Pre Medical Course

Students who are planning to enter medical school are enrolled in the pre-medical course and must plan their courses in consultation with the premedical adviser.

Page 1: A clearer statement about dropping courses was asked for. This substitution is suggested. "No course may be dropped later than six weeks after the beginning of the semester without incurring a grade of F. Exception to this ruling would be made only upon the recommendation of the college physician to the Curriculum Committee."

Page 3: Under prescribed work.

- *Hygiene - 4 credits
- Physical Education - 1 credit per year of residence

*not required of premedical students.

- 2) Biology 46 to be renumbered Biology 26.
- 3) Drop the statement that Chinese 11 and English 11 are to have 10 class room hours. It was felt that the number of classroom hours should be left to the discretion of the department rather than be a definite requirement.
- 4) Omit from the list of Freshman courses. Principles of Study and Personal Hygiene Talks. Add in a sentence to this section:- "All Freshman will be required to attend a series of uncredited lectures during the first semester of their Freshmen year. These lectures will include such subjects as Principles of Study and Personal Hygiene.
- 5) In regard to outlining the four year course and not the five the committee recommends: That the Freshmen teachers meet with the Curriculum Committee to discuss the problem of the four and five year courses as applied to Freshman subjects.

Page 4: Under Major and Minor Subjects.

Reword as follows: "Students will be required in addition to ^{prescribed} ~~required~~ work to complete a major and a minor. Premedical students are expected to take the ^{prescribed} ~~required~~ work but are not expected to follow the requirements for majors and minors."

There was discussion about including a major in Chinese. No action was taken.