

May 5, 1914

TO THE UNIVERSITY SENATE

Your Committee on Business and Rules respectfully submits the following matters for consideration in the order named:

1. The report of the special committee consisting of the Committee on Education and the Registrar.
2. The report of the Committee on Education.
 - (a) Affiliated schools.
 - (b) The use of the terms "Honorable Dismissal" and "Statement of Record."
 - (c) Simplified spelling.
 - (d) The affiliation of four particular institutions.
3. Actions of the Administrative Committee reported for information, in accordance with Article 7 of the Constitution of the Senate.
4. The report of the Committee on Student Affairs.

Respectfully submitted,

HENRY J. FLETCHER, Chairman; RICHARD O. BEARD,
ANDREW BOSS, WILLIAM S. DAVIS, GEORGE D. SHEP-
ARDSON.

REPORT OF THE SPECIAL COMMITTEE, CONSISTING OF THE COMMITTEE ON EDUCATION AND THE REGISTRAR

At the meeting of the University Senate, held on December 4, 1913, a special committee consisting of the Senate Committee on Education and the Registrar was appointed to consider and report on the following questions:

- (1) Uniformity in dates for condition examinations.
- (2) Conditions of transfer from one college to another.
- (3) Credits earned in a college other than the one in which the student is registered.
- (4) Uniformity of marking system in reporting grades to the Registrar.
- (5) Advisability of making provision for a limited number of class visitors or auditors.

The Committee, upon consideration, begs leave to present the following report:

I

UNIFORM DATES FOR CONDITION EXAMINATIONS

The Committee recommends the adoption of the following regulation as to examinations for the removal of conditions:

Regular examinations for the removal of conditions shall be given at no other times than (1) the week following the Easter recess and (2) the registration week in September.

The examinations in second semester courses shall be given in the September period and those in first semester courses shall be given after the Easter recess or in September, or at both times, as each school or college may determine.

NOTE: This regulation shall not be interpreted to imply that a student is entitled to take more than one examination to remove a given condition.

II

TRANSFER OF STUDENTS FROM ONE COLLEGE TO ANOTHER

It is recommended by your committee that in cases of transfer of students from one college to another, the following regulation shall apply:

Each case shall be decided by a committee consisting of the Registrar and the deans of the two colleges involved, or their authorized representatives.

The chairman shall send a minute of each transaction to every member of every such committee.

III

CREDITS EARNED IN A COLLEGE OTHER THAN THE ONE IN WHICH THE STUDENT IS REGISTERED

Your Committee recommends the adoption of the following regulation:

Whenever a student, matriculated in one school or college takes work offered in another school or college (1) the direction and grading of such work shall be under the final control of the instructor in charge, subject to the general regulations of the school or college in which the work is offered.

(2) The school or college in which the student is matriculated shall determine whether or not—and to what extent—such work shall be necessary for the completion of its graduation requirements, and its faculty shall be finally responsible for the voting of the degrees which it has been empowered to grant. It is to be understood that each faculty shall apply the same principles to credits or failures in another school or college that it applies to such records in its own school or college.

IV

A UNIFORM MARKING SYSTEM

The following marking system is recommended for all the schools and colleges of the University:

There shall be four passing grades, designated by the symbols *A*, *B*, *C*, *D*, and two non-passing grades, designated by the symbols *E*, *F*.

There shall be a mark which represents neither a passing nor a non-passing grade, designated by the symbol *I*.

There shall be a mark which represents a transfer of credit from another institution, designated by the symbol *T*.

SIGNIFICANCE OF SYMBOLS

The four letters *A*, *B*, *C*, and *D* shall represent varying degrees of merit, *A* representing the highest passing work and *D* the lowest.

E (condition) shall represent a deficiency which may be removed by an examination and such supplementary work (if any) as the department concerned may impose.

F (failure) shall represent such a serious deficiency as to require that the course be repeated in order to obtain credit therein.

I (incomplete) shall represent that the required work of the course has not been completed, and that the final mark has not yet been determined.

T (transfer) shall represent that credit has been received for the work in another college or university.

To interpret percentages in terms of the above symbols, the following is suggested:

The interval from 100 to the passing grade should be divided into four equal subintervals, and percentages falling within these subintervals shall be designated by *A*, *B*, *C*, and *D* respectively.

V

AUDITORS

Your Committee recommends the adoption of the following regulation with regard to class visitors or auditors:

If the Faculty of any school or college shall vote in favor of admitting to its classes as auditors either

(1) Persons of mature age not otherwise connected with the University; or

(2) Students of the University,

the following regulations shall prevail:

a. Any course in such school or college shall be open to a limited number of auditors upon the written approval of the dean of said school or college and the instructor in charge of the course.

b. Before being admitted to the course, such auditor shall be enrolled by the Registrar and shall pay the fee usually charged for regular membership in such course.

c. Attendance as an auditor upon any course shall not lay any foundation for claim to credit in such course nor for admission to the regular examination in such course.

Respectfully submitted,

GEORGE N. BAUER, Chairman; JOHN H. GRAY, W. H. KIRCHNER, E. B. PIERCE, JOSEPH B. PIKE, RICHARD E. SCAMMON, DAVID F. SWENSON, A. V. STORM, EDWARD S. THURSTON, J. S. YOUNG.

REPORT OF THE COMMITTEE ON EDUCATION

AFFILIATED SCHOOLS

Certain schools that are not of full collegiate rank are doing a limited amount of college work and desire to have their work recognized by the University. It is difficult to judge properly of this work by visiting the schools. We are therefore offering the following plan for accrediting schools and provisionally receiving students from such schools.

This report is not intended to change the existing regulations concerning our relations to normal schools, nor to modify the present practice of admitting to advanced standing the students from other colleges.

Your Committee recommends the adoption of the following:

REGULATIONS AS TO THE AFFILIATION OF SCHOOLS GIVING A PARTIAL COLLEGE COURSE AND THE ADMITTANCE OF STUDENTS FROM SUCH SCHOOLS TO ADVANCED STANDING

IN THE UNIVERSITY

Affiliation of high schools.—1. Any school (a) offering at least a year's work of college grade, and (b) requiring for admission to such work of college grade a four years' course in secondary education equivalent to the course of a state high school, that wishes to have such work accepted for advanced credit by the University, is invited to make application for affiliation with the University.

2. Upon presenting satisfactory evidence that the foregoing requirements have been fulfilled and that the advanced work is of collegiate grade, such school shall be notified that its students may be admitted provisionally to advanced standing without examination.

Admittance of students on advanced credits.—3. A student from an affiliated school satisfying all the entrance requirements of the University and presenting credits for at least one-half year of college work shall be admitted to the University without examination. Upon completing a year's work in the University without conditions or failures such student shall receive credit for the college work done in the affiliated school to the extent that such work is recognized in the school or college of the University in which the student is enrolled. If, however, a student shall receive any conditions or failures in his first year at the University, his case shall be considered by the appropriate committee for the purpose of adjusting credits.

Students are advised, during their first year at the University, to pursue some courses which are a continuation of those for which they seek advanced credit in order that in the event of their receiving conditions or failures, the record in such continuation courses may serve as a basis for assigning advanced credits.

4. Students admitted to provisional advanced standing shall be subject to the regulations that would apply if the work done in the affiliated school had been done in the University.

5. In no case will more than two years' credit be given for work done in a school not of full collegiate rank.

6. The Registrar shall compile a report for each affiliated school, showing the record of each student in each subject taken in the University.

Admittance of students from schools outside the state.—7. On receiving students from schools outside the state, the University shall provisionally give the same standing which the state university or other school or college of equal standing of that state would give. The final standing is to be assigned only after a year's work has been completed, and in harmony with the foregoing principles.

"HONORABLE DISMISSAL" AND "STATEMENT OF RECORD"

"Two years ago the attention of the National Conference Committee on Standards of Colleges and Secondary Schools was called to the fact that there was in this country very great diversity in the use of the terms 'honorable dismissal' and 'statement of record.' It seemed to the Committee that it would be greatly to the advantage of all concerned to secure such a degree of uniformity in the use of these phrases as should make the transfer of students between educational institutions a matter of safe and intelligent procedure, and should render feasible the interpretation of letters of recommendation involving these terms."

The National Conference Committee, from whose report the above quotation is taken, formulated and adopted at its meeting of February 19, 1913, the following resolution:

Resolved, That the term 'honorable dismissal' should be used to refer to conduct and character only, and that honorable dismissal should never be given unless the student's standing as to conduct and character is such as to entitle him to continuance in the institution granting the dismissal. Furthermore, there should in every instance be given, in the statement of honorable dismissal, full mention of any probation; suspension, or other temporary restriction imposed for bad conduct, the period of which restriction is not over when the papers of dismissal are issued.

"That the term 'statement of record' should be used to refer to the recorded results of a student's work in the classroom, and that this statement should in every instance contain all the important facts pertaining to the student's admission, classification, and scholarship. In particular, no partial or incomplete classroom record (for example, with failures omitted) should ever be given without clear evidence that it is partial or incomplete; if the student's scholarship has been such as to prevent his continuance in the institution issuing the statement of record or to render him subject to any probation, suspension, or other temporary restriction, the period of which is not closed at the date of the record, a plain statement of any and all such facts should be included; and such information should be given as will make clear the system of grades employed, the number of exercises per week devoted to each course, etc."

Your Committee recommends the adoption by the Senate of these definitions of the terms "honorable dismissal" and "statement of record."

SIMPLIFIED SPELLING

Your Committee recommends that the Senate adopt for use in University publications the forms of spelling listed below:

abridgment	epoym	paleozoic
accouter	era	paraffin
acknowledgment	esophagus	parlor
adz	esthetic	partizan
altho	esthetics	patronize
anapest	estivate	pedagog
anemia	ether	pedobaptist
anesthesia	etiology	phenix
anesthetic	exorcize	phenomenon
antitoxin	fagot	pigmy
apothem	fantasm	plow
apprize	fantasy	polyp
arbor	fantom	practise
archeology	favor	prenomen
ardor	favorite	pretense
armor	fervor	preterit
artizan	fiber	pretermi
assize	flavor	primeval
ax	fulfil	program
bans	fulness	prolog
hark	gaze	pur
behavior	gazel	quartet
brazen	gelatin	questor
brazier	gild [noun]	quintet
bun	gipsy	rancor
bur	gloze	raze
caliber	glycerin	recognize
caliper	good-by	reconnoiter
candor	gram	rigor
catalog	harhor	rime
catechize	harken	rumor
center	hematin	saber
check	hiccup	saltpeper
checker	hock	savior
chimera	homeopathy	savor
civilize	homonym	scepter
clamor	honor	septet
clangor	humor	sepulcher
clue	hypotenuse	sextet
coeval	idolize	silvan
color	instil	simitar
colter	jail	skilful
comprize	judgment	smolder
controller	labor	somber
coquet	lacrimal	specter
criticize	legalize	splendor
cue	license	stedfast
cutlas	licorice	subpena
cyclopedia	liter	succor
dactyl	lodgment	sulfate
decalog	luster	sulfur
defense	mama	sumac
demagog	maneuver	surprize
demeanor	materialize	synonym
deposit	meager	tabor
develop	medieval	teazel
dieresis	meter	tenor
dike	miter	theater
dispatch	mold	tho
distil	molder	thoro
dolor	molding	thorofare
domicil	moldy	thoroly
draft	molt	thru
dram	mullen	tumor
dulness	naturalize	valor
ecumenical	neighbor	vapor
edile	niter	vigor
egis	ocher	vizor
enamor	odor	wagon
encyclopedia	offense	whisky
endeavor	omelet	wilful
envelop	orthopedic	wo
Eolian	paleography	woful
eon	paleolithic	woolen
epaulet	paleontology	

THE AFFILIATION OF CERTAIN SCHOOLS

Your Committee recommends that the following preparatory schools be placed upon the accredited list:

St. Mary's Academy, Graceville
Seventh Day Adventist School, Maple Plain
Seventh Day Adventist School, Hutchinson

Your committee also recommends that students who have completed one year of college work at Stanley Hall, receive one year of provisional credit in accordance with the regulations heretofore submitted.

Respectfully submitted,

GEORGE N. BAUER, Chairman; JOHN H. GRAY, W. H. KIRCHNER, JOSEPH B. PIKE, RICHARD E. SCAMMON, A. V. STORM, DAVID F. SWENSON, EDWARD S. THURSTON, J. S. YOUNG.

ACTIONS OF THE ADMINISTRATIVE COMMITTEE

In accordance with the Constitution of the Senate, the following actions of the Administrative Committee are reported:

1. The appointment of the following committee to consider the policy for the Summer Session: Deans James, Ford, Lyon, Owre, and Downey.
2. The question of the academic rank of the University Library staff has been referred to the Library Committee.
3. It was decided that it might be desirable for the Military Department to inaugurate a seventeen-day camp in September as an optional plan for securing Military credit, but that it does not seem desirable to make the attendance compulsory.
4. The plan to hold at the University in March a one-week short course for school superintendents was approved.
5. The matter of a legislative reference bureau was deemed to be a research function rather than belonging to Extension service. Upon the approval of the Board, the President appointed the following committee to consider plans for this work: Messrs. Vance, Ford, Gerould, and Young.
6. The President's selection of the following committee to work out the practical details of the organization of a new apparatus store room was approved: Messrs. Frankforter, Beard, Thatcher, J. Zeleny, and Wulling.
7. With reference to the status of members of the Extension Department, it was decided that members of that division belong to the Extension faculty, and that representation in the Academic faculty be allowed on the same basis as faculty affiliation with any other college or school.
8. In order to facilitate the recognition by Oxford University of credits from the University of Minnesota, it was decided that the University make formal application for such recognition.
9. The use of the University Armory by the National Guard Battery under conditions approved by the Commandant was approved.
10. It was decided that Tag Days at the University be abolished, except as held in accordance with the accepted plans of certain recognized charitable institutions.
11. Certain regulations with reference to absences of students from the University were presented to the Committee, and the general scheme approved. It was decided, however, to refer the entire matter to the Committee on Intercollegiate Athletics, with a request that they formulate regulations for the entire University with reference to the eligibility of students participating in outside student functions of any sort, together with regulations concerning absences necessitated by such functions.
12. The following recommendations of the Chairman of the Committee on Intramural Sports were approved:
 - (a) The adoption of official colors for each college.
 - (b) The election by each class of an athletic manager.
 - (c) The appointment of a student to oversee or manage the spring tennis tournament.
 - (d) The offering by the Deans of a cup which might be competed for annually by swimming teams of each college; the cup to remain with the winning college for the period of one year, when it shall be put up again for competition.
13. With reference to excusing from final examinations students who expect to participate in the University Weeks, June 1 to 14, it was decided that those who are not exempt under the senior plan, and those who can not be excused from examinations due to the nature of their work, be allowed to take special examinations without charge.
14. With reference to the coming of the U. S. Military Inspector, May 12, it was decided that all classes in those colleges in which Military Drill is a part of the curriculum be dismissed,

and in other departments students who are members of the cadet corps or band are to be excused from class work.

REPORT OF THE COMMITTEE ON STUDENT AFFAIRS

INTRODUCTION

During the present year the Committee has undertaken the following work:

1. The publication of a students' guide book, "What the Twin Cities Offer to Students."
2. The chaperone problem.
3. The formation of principles for guidance in dealing with student problems.

At the present time the Committee finds itself face to face with a number of problems growing out of the fact that we have on our campus a large and increasing number of student organizations which have organized and have assumed that they possess various rights and privileges and which claim certain prestige, without any authorization or cognizance on the part of the University.

Before further progress can be made, it is necessary to determine and define certain standards. What is a university organization? What a college organization? What privileges shall be accorded or withheld from organizations of different classes? What action shall be taken with respect to organizations which the Committee decides ought not to be recognized?

The present report is concerned (1) with the answers which the Committee on Student Affairs has sought to work out to questions of the above character, (2) with the preparation of a calendar of social functions, and (3) with the problem of restricting certain classes of student social functions to Friday and Saturday nights. The work of the Committee can be most easily shown by presenting the standards and definitions it has adopted and the action it has taken with respect to these matters. For the sake of reference the following actions are numbered as items. The pages refer to pages in the book of the minutes of the Committee.

PART I.

GENERAL ACTIONS OF THE COMMITTEE

I. CLASSIFICATION OF STUDENT ORGANIZATIONS—

A. General Classification

1. University
2. College
3. Intercollegiate
4. Class (University or College)
5. Student private organizations

B. Subclassification

This subclassification is approximately the same for each of the above general groups and is therefore presented for first only.

1. University
 - (1) Coeducational
 - a. Official
 - b. Unofficial
 - (2) Men's
 - a. Official
 - b. Unofficial
 - (3) Women's
 - a. Official
 - b. Unofficial

II. DEFINITIONS—

Item 3. p. 16 d. As *University Student Organizations* shall be classed organizations whose membership is open to students of all colleges and all classes, in so far as the same shall be possible under University rules or conditions.

Item 4. p. 17 (2) As *College Organizations* shall be classed all organizations whose membership is limited to a particular college.

Item 5. p. 17 (2) As *Intercollegiate Student Organizations* shall be classed student organizations whose membership is open to students in two or more colleges but not to all colleges of the University.

Item 6. p. 18 d. As *University Class Organizations* shall be classed student organizations whose membership is open to the students of a particular class of all colleges within the University in so far as such classes exist.

Item 7. p. 18 d. As *College Class Organizations* shall be classed student organizations whose membership is restricted to students of one class of one particular college.

Item 8. p. 13 d. As *Student Private Organizations* shall be classed all student organizations whose membership is limited in number and admission into which is dependent upon the ballot of the members and is determined more largely upon the basis of common interests and common ideals than upon capacity or skill.

Item 9. p. 17 b. *Official and Unofficial Student Organizations*: Within any field of University, College, or Class student activities may exist official or unofficial organizations.

Item 10. *Official Student Organizations* are recognized as representing officially the University, the College, the Class, or other group with which they are identified.

Item 11. *Unofficial Student Organizations* are student organizations authorized to cultivate interests and carry on activities within a particular field but not authorized to represent officially the University.

Item 12a. p. 16c, 17c. As the *Official University, College, or Class Organization* within a particular field of student activities or interests may be classed or recognized only that organization which is under the control of the University or under that of some individual or group appointed or authorized by the University or College for that purpose. (Cf. Minutes, p. 17 a.)

Item 12b. Within any particular field of student interest or activity there can be only one official organization of each of the following classes: (1) Coeducational, (2) Men's, (3) Women's.

Item 13. p. 13 a and b. No *student organization of limited membership* shall be classed as the *official University organization* within its field of activity or interest which does not meet the following requirements:

- a. It must be open to students of all colleges and membership in it must depend primarily upon ability in the field of activity which the organization represents.
- b. Admission to membership must be determined in part at least by some official of the University appointed by the University for that purpose.

Item 14a. p. 17 d. As *Unofficial University, College, or Class Organizations* within any particular field of student interest or activities shall be classed any organization whose active membership is composed exclusively of students and instructors of the University and admission into which is dependent upon the vote of the members or upon the decision of some official appointed by them.

III. RECOGNITION OF STUDENT ORGANIZATIONS—

Requirements and Privileges

Item 15. p. 9. Before any organization be recognized on the campus it must apply for recognition to this Committee, stating its purposes, giving a list of its members, its endorsements, its place of meeting, and, if possible, a copy of its constitution and by-laws. If this Committee does not recognize such organization it shall be refused the following privileges: (1) appearance in student organization lists whenever published; (2) a meeting place on the campus; (3) permission to appear in the *Gopher*; (4) the use of the name of the University in any attempt to secure patronage; and (5) the use of the University bulletin boards.

IV. PRIVILEGES—

(See also item 12b and 15.)

1. Privileges of Official Organizations

Item 16. a. None other than official university organizations shall be permitted to use the name of the University in their titles.

Item 17. b. Only official organizations may be granted the exclusive use of rooms on the campus.

2. Privileges of Unofficial Organizations

Item 18. Unofficial university organizations may apply to the Senate Committee on Student Affairs for permission to use as a subtitle, "Composed of Students of the University of Minnesota," such subtitle to appear in *small type* on any announcements, programs, and advertising material. In proper cases, the Committee on Student Affairs may grant a revokable authority to use such subtitle.

V. REGISTER OF STUDENT ORGANIZATIONS—

Item 19. The Senate Committee on Student Affairs shall prepare and publish annually an official register of recognized student organizations. No student organization not included therein shall be entitled to recognition until it has secured the same through the action of this Committee.

VI. RESTRICTION OF STUDENT SOCIAL FUNCTIONS TO FRIDAY AND SATURDAY NIGHTS—

Item 20. All all-university (i. e., social functions open to all students in the University), all intercollegiate, college, and class social functions shall be restricted to Friday and Saturday nights or nights immediately preceding university holidays.

VII. CALENDAR OF SOCIAL FUNCTIONS—

Item 21. p. 18c. The Committee on Student Affairs shall be authorized (1) to prepare a calendar for the registering of all social functions of the classes referred to in section VI; (2) to require the registering of such social functions with the Chairman of the Committee or with whomsoever he shall authorize, two weeks in advance of the date set for the same. (The preparation of such a calendar is to be at the discretion of the Committee. The purpose is to fix in advance the dates for important university and college affairs. It is believed that such a calendar will prove of benefit both to the organizations and to the university.)

VIII. OFFICIAL APPROVAL OF STUDENT PLAYS—

Item 22. p. 7, a. No play shall be given a public performance by any student dramatic club unless sanctioned by the Committee on Student Affairs or by those authorized by this Committee or by the University.

PART II.

SPECIFIC ACTIONS OF THE COMMITTEE ON STUDENT AFFAIRS

Item 23. p. 9e. I. A list of student organizations recognized by the Senate Committee on Student Affairs shall be published in the *Minnesota Daily*, together with a statement that any student organization not included in this list and wishing to be recognized, must, within two weeks from the date of the publication of the list, apply to the Committee on Student Affairs. After the expiration of the said two weeks no student organization which has not already secured recognition shall be entitled to the same until it has secured it through the formal action of the Committee on Student Affairs.

II. Actions respecting dramatic clubs:

Item 24. p. 5, a. 1. Under present conditions no dramatic club shall be allowed to use the word "University" in its title.

Item 25. p. 5, a. 2. "The Players" is recognized as an unofficial university organization.

Item 26. p. 17, a. 3. "The Masquers" is recognized as an unofficial university organization.

Item 27. p. 9, c and d. 4. The "Garrick Club" is recognized as a student private organization.

Unanimously approved by the Committee.

Signed, Faculty members: F. H. SWIFT, Chairman; DANIEL FORD, WILLIAM F. HOLMAN; student members: HARVEY S. HOSHOUR, L. '14; SPENCER B. CLELAND, Ag. '14; HELEN DREW, A. '14; ELIZABETH VERMILYE, Ag. U.