



HANDBOOK

of

Faculty Legislation

of

**CENTRE COLLEGE
OF KENTUCKY**

September, 1946

FOREWORD

It is the conviction of Centre College that the students desire to conform to the regulations which the faculty have found necessary to the proper and efficient operation of the college for the best interests of the student.

It is hoped, therefore, that the students will acquaint themselves with the contents of this handbook. As this booklet is prepared for the guidance of the students, each student should keep his copy where he may consult it on needed occasions.

Any member of the faculty will take pleasure in explaining any matter about which the student may be in doubt.

ABSENCES

Absences, Before and After a Recess

Absence on the two days before or the two days following the Thanksgiving or Christmas recess, or any day given as a recess shall be penalized by a double absence.

Class Absences

Juniors and seniors who have a grade of B or better in each course taken in the preceding quarter will be placed on the Dean's list. These students will not be subject to any absence rules so long as they maintain this record. If, however, during any quarter two of the student's instructors report to the dean that the student is doing unsatisfactory work, the dean will remove him from his list for the rest of that quarter. If an instructor reports a student twice in the same quarter the dean may, at his discretion, remove that student from his list. All students on the Dean's List must be present for all announced quizzes and must be responsible for knowing when such tests are going to be given.

All students not on the Dean's List will be allowed as many absences in each course as the class meets each week. Every absence in excess of this number will result in a deduction of one quality credit. It is understood that the free absences hereby allowed are provided for cases of emergency, such as short illness, dental engagements, and other unavoidable causes. If a student uses these allowed absences for pleasure, he must bear the consequences in case a later emergency arises and he has no free absences left.

There will be no excused absences except on college business and extended illness. Extended illness, in the interpretation of this rule, shall mean sickness for a period of a week or more.

If in certain cases of illness this rule seems to cause any injustice, the student may appeal through the Dean to the Council on Education.

When the total number of absences a student has made equals twice the total number of credit hours allowed in the course, the instructor must drop the student from that course. A student thus dropped may appeal to the Dean and the Council on Education for reinstatement.

From time to time the Faculty of the College may require students to take designated tests or examinations. When such tests or examinations are an essential part of the educational program at Centre, they are considered a part of the student's requirements, and absences are recorded as for regular classes.

Chapel Absences

A student may have six unexcused chapel absences in each quarter. Each absence in excess of this number will result in a deduction of one quality point from the points he has made in that quarter, and when the total number of unexcused chapel absences in a quarter equals ten, the student will be dismissed from college. Tardies are not taken into account in checking chapel attendance, and students are not admitted after the chapel doors are closed.

Convocation Absences

Absences at convocation shall be penalized by a double absence.

Absences Due to Late Registration

Students who have already been in residence at Centre College but who register late in any quarter shall be considered absent in all classes from the first meeting of the quarter until the date of registration. The dean may excuse such absences under the rules governing excuses for absences.

Absences from Quizzes and Examinations

If a student is absent from a test he shall make up the test according to the following procedure:

(1) Those students who miss a periodic or announced quiz because of athletics or other forms of college representation will first come to the dean's office for an excuse card which they will present to the instructor who will allow full credit for the grade made in the test. There is no fee for this test.

(2) Those students who miss an announced quiz or test not for college business but claim an excuse should first come to the dean's office for an excuse card, then proceed to the business office where they will pay a dollar and receive a receipt which they will present to the instructor together with the excuse card. They will receive full credit for the grade made in the test.

(3) Those students who have no grounds for an excuse will proceed directly to the business office where payment of a dollar is made and a receipt is taken which is presented to the instructor who will allow credit for the grade made on the test not to exceed a D.

An unexcused absence from an examination shall entail a failure. If there is an excused absence from an examination, the work shall be marked incomplete and an examination shall be taken not later than thirty days after the opening of the quarter following the absence; or, in the case of a protracted illness, within thirty days after the student's return to class. A fee of two dollars will be charged for the examination necessary to complete the course. This fee must be paid to the business manager of the college and the receipt presented to the instructor in the course before the examination can be taken.

If the examination is not taken within the

above-named period, the grade automatically becomes a failure.

ADMISSION

Admission Requirements

All applicants for admission to the freshman class must present evidence of having satisfactorily completed fifteen units of approved preparatory subjects, and other evidences of character and scholastic purpose that will indicate their ability to pursue successfully the college course. A unit is defined as a subject taken for one year of not less than thirty-six weeks, in class periods of a minimum of forty minutes per day during five days of the week. Two hours of laboratory work are to count for one hour of classroom work. Less than one-half credit will not be accepted.

Only graduates of accredited high schools whose average places them in the upper two-thirds of their class may be admitted upon certificate. Graduates in the lower one-third are not admitted. Non-graduates must submit 15 approved units and take entrance examinations, for which a fee of five dollars (\$5.00) is charged.

Requirements for admission for veterans are the same as those for civilians. Proper credit is given for acceptable work done in the service. Centre College accepts the recommendations of the **Guidebook** put out by the American Council on Education.

Admission Application

It has been found necessary for students who expect to enter the freshman class to present their credentials at as early a date as possible. Application forms for admission to the college will be sent on request. With this application the student must send a registra-

tion deposit of \$25. No application will be considered unless accompanied by this deposit. Upon receipt of the application and deposit, the Dean of the college will secure an official record of the student's high school work and will then notify the student of his acceptance. If the student is not accepted, the Dean will notify him at once and return his registration deposit.

Admission—Entrance Examinations

Students who are not graduates of accredited high schools and who expect to take examinations for entrance to Centre College may take them in the Dean's office at Old Centre on September 25, beginning at 9 a.m. Under suitable arrangements, however, these examinations may be taken earlier under the supervision of the principal of the student's high school. In addition to an examination in English the student will have his choice of three other tests from the following four fields: Foreign Language (French, German, Latin, or Spanish); History (American, European, English, or World); Science (General Science, Biology, Chemistry or Physics); Mathematics (Algebra or Plane Geometry). A fee of \$5 will be charged for these examinations. All inquiries concerning these entrance examinations should be addressed to the Dean of the college.

Admission—Health Certificate

A certificate of health including a report of a recent medical examination is required of all new students. A form for this purpose, supplied by the college, must be filled out by the physician making the examination, preferably the family physician, and returned to the college on or before the date of registration. No student's registration will be complete until this health certificate has been received and accepted by the college.

Admission—Honor Code

All students enrolled in Centre College shall be subject to the Honor Code and a copy of said Code, with a pledge to be signed, shall be sent to all applying for admission to the college. Registration will not be complete until this pledge has been signed and returned to the college.

ADVANCED STANDING

Advanced Standing From Other Schools

Upon certificate of honorable dismissal and an official statement of credits and grades showing scholastic standing approximating an average equivalent to "C", candidates for advanced standing will be admitted to Centre College. Credits, however, for those courses in which the student has made a grade of "D" will not be given unless the student takes courses in the same field or fields at Centre College and makes a grade of "B" in each of them.

No student will be admitted as a candidate for a college degree later than the beginning of the senior year.

No college credit will be given for high school work under any circumstances.

Advanced Standing—Credit for High School Work

No college credit will be given for high school work under any circumstances.

CHAPEL SERVICES

Chapel exercises are held in the chapel three times a week, when devotional exercises, consisting of prayers, hymns, and scripture reading, are conducted and addresses are made by prominent speakers. All students are required to be present.

Chapel shall begin promptly at the appointed hour.

The monitors who take the absences of the senior and freshman sections shall close the doors at the ringing of the second bell.

Students, in order to be counted present, must be in their seats at or before the ringing of the second bell.

In order that students may have time to go from classes to chapel, all classes are to be dismissed immediately on the ringing of the first bell.

Twenty minutes shall be allotted to chapel. The speaker shall be informed in advance of this time limit.

CLASSES

Classes, Length of Period

1. Fifty-minute classes
2. A ten-minute tardy limit for students going between campuses
3. No tardy allowance for other students

Class Work Changes in

All changes of program or withdrawals from the college must be approved by the Dean. A student may change his program of study without penalty within the first week of the quarter. After the first week, work may be changed from one department to another only by permission of the Dean and payment of a fee of three dollars (\$3.00). No changes are permitted after the second week.

Students who leave college without signing an official withdrawal card in the Dean's office will receive a grade of F in each course dropped. Otherwise, if the student signs the official withdrawal card and is passing in his

work and if there are satisfactory reasons for his leaving school, his record will show that he has withdrawn with a passing grade in every subject that he was passing at the time of withdrawal.

The Dean may grant a student's request to withdraw or drop a subject because of sickness or conditions beyond the student's control. The grade in that case may be W.

Classes, Minimum of

All regular students shall be required to register for a minimum of twelve hours unless excused from this requirement because of ill-health. However, students who live at home, who have attended college for twelve quarters, and who lack fewer than twelve hours for graduation, may take fewer courses. Such students shall not be eligible for honors for that quarter.

CLASSIFICATION OF STUDENTS

For promotion to the sophomore, junior, or senior class the student must have at least as many quality credits as the required quantity credits. For promotion to the sophomore class, a student must have a minimum of 36 quantity and quality credits; for promotion to the junior class, he must have a minimum of 81 quantity and quality credits; for promotion to the senior class, he must have a minimum of 126 quantity and quality credits. The classification made at the opening of the session in September determines the student's place in the chapel seating for the year.

CORRESPONDENCE COURSES

No student may obtain credit for a course taken by correspondence unless he has first obtained the written consent of the Dean. To obtain credit he must also do the work when not in residence and must complete it before

coming into residence. In other words, it is the purpose of this rule to make it necessary for the student to have the Dean's written permission before he takes any correspondence course in order that the Dean's Office may have complete knowledge as to the amount of correspondence work being done by the student of Centre College at any given time. It is necessary that the student do the work out of residence in order that he may be able to take four courses in Centre College and not be taking an extra course when according to the rules he would not be permitted to do so.

DEAN'S LIST—SEE CLASS ABSENCES CREDITS

High School Credits

Applicants other than graduates of accredited schools who have completed the fifteen units of preparatory school work may be admitted by passing the requisite examinations including the scholastic aptitude tests of the College Entrance Examination Board.

The following preparatory school units are required of all applicants: English—3 units, Algebra—1 unit, Plane Geometry—1 unit, History—1 unit.

Units from the following subjects may be offered to complete the requisite fifteen: English—History of English Literature. Foreign Language—Latin—2-4 units, German—2-3 units, French—2-3 units, Spanish—2-3 units, Greek—2-3 units.

Mathematics—Advanced Algebra— $\frac{1}{2}$ -1 unit, Solid Geometry— $\frac{1}{2}$ unit, Commercial Arith.— $\frac{1}{2}$ -1 unit, Plane Trigonometry— $\frac{1}{2}$ unit.

Science—Agriculture— $\frac{1}{2}$ -1 unit, Bible—1 unit, Biology—1 unit, Botany— $\frac{1}{2}$ -1 unit, Chemistry—1 unit, General Science— $\frac{1}{2}$ -1 unit, Geology— $\frac{1}{2}$ -1 unit, Phys. Geography— $\frac{1}{2}$ -1

unit, Physics—1 unit, Physiology— $\frac{1}{2}$ -1 unit, Zoology— $\frac{1}{2}$ -1 unit.

Social Sciences—History and Other Social Sciences—1-3 units, Other Approved High School Subjects—1-3 units, Not more than three vocational subjects will be accepted.

Candidates for admission to Centre College shall be allowed to offer from one-half to one unit in art, and two units in General Science. This action was recommended by the Kentucky Association of Colleges and Secondary Schools.

Credits, Extra-curricular

In the matter of allowing credits for participation in chorus, band, orchestra, and debating, one hour credit is given for each year, but no credit is allowed except after the second year, and no student is permitted to participate in more than two such extra curricular courses in any one quarter, except honor students, in which cases the number of hours to be taken is left up to the Dean.

Credits, Transfer of—(See Advanced Standing From Other Schools)

CURRICULUM

A summary of the work of the first two years at Centre College of Kentucky is as follows:

FRESHMAN YEAR

	Quarter Hours
1. Physical Science 101-102	8
2. Communication (English 101-102)	8
3. Social Science 101-102	8
4. Language (if necessary)	12
5. Electives	12
6. Physical Education	1 $\frac{1}{2}$
7. Hygiene	1

SOPHOMORE YEAR

1. Humanities 201-202-203	12
2. Biological Science 201-202	8

3. Philosophy of Life 201-202-203	12
4. Language (if necessary)	8
5. Elective (first course in major sequence)	8
6. Physical Education	1½

(For other information on curriculum see catalogue pages 50-134. Copies of the catalogue may be found in both libraries.)

DISCIPLINE

The Student's Relation to the College

Only those students are admitted to Centre College who are believed to be of good character and trustworthiness and would make acceptable members of the student body. Students are received on the assumption that they are upright and dependable and will observe the recognized standards of morality, good order, and gentlemanly behavior and are treated accordingly unless and until their conduct necessitates a change of opinion. If the conduct or influence of a student is such that in the opinion of the faculty his presence on the campus is undesirable the College reserves the right to ask him to withdraw even though no specific charges be made against him.

Disorderly Conduct

A student found guilty of disorderly conduct or conduct unbecoming a gentleman shall be dismissed from the college.

Form of Censure

A student who violates any of the rules of the institution, who is continuously delinquent in scholarship, or who transgresses the laws of good conduct, may be reprimanded, placed upon probation, suspended, dismissed, or recommended to the trustees for expulsion, according to the nature of the offense.

Reprimand

A reprimand is a severe reproof and may be public or private.

Probation

Probation is the placing of a student under special conditions or limiting his privileges, and indicates that a student is in danger of exclusion from the college.

Suspension

Suspension is exclusion from the college for a definite period, involving the right of the student to return at the end of this stated period with or without certain conditions.

Dismissal

Dismissal is exclusion for an indefinite period, and while it does not necessarily preclude the return of the student, it carries with it the presumption that his connection with the college is ended.

Expulsion

Expulsion is the severest academic penalty and denotes permanent exclusion from the college. This penalty can be imposed only by action of the Trustees.

Students Convicted by Civil Authorities

Students are temporarily residents of the town of Danville, and like other residents, amenable to the laws. If guilty of disorder or crime, they are liable to arrest, fine and imprisonment. If a student is convicted of any offense by the civil authorities, he shall be liable to suspension or dismissal.

Drinking

Any student found guilty of drinking, conveying, giving or having liquor in his possession shall be dismissed from College.

Cheating

A student found guilty of cheating in any course shall be dropped from that course with-

out credit and may be suspended or dismissed from college.

Smoking Forbidden in College Buildings

The smoking or lighting of cigars, cigarettes or pipes is forbidden in the chapel and in the rooms of college buildings used for recitation or library purposes, and also in certain designated halls and corridors.

Gambling

Any student found guilty of gambling shall be suspended or dismissed from college.

Rooms and Boarding Places

All members of the Freshman Class are required to live in the residence halls and take their meals in the college dining hall. Sophomores, Juniors, and Seniors not living in residence halls must reside in homes approved by the Faculty. All women students, except those living in Danville or commuting, are required to live in the college dormitories.

ENGLISH PROFICIENCY TEST EXAMINATIONS

A student may be excused from having to take English 101-102 if on the Cooperative Test his score is as high as the 70th percentile and a special composition that he is to write for the English Department shows that he can express himself reasonably well and that he knows how to organize his ideas and present them acceptably in a paper.

Sophomore Comprehensive Examinations

A comprehensive examination covering the work of their first two years in college is given to sophomores each year in March. Those students who rank in the upper third of the class on these examinations will be exempted from final examinations in the courses of that quar-

ter in which they are making a grade of "B" or above. To qualify for this examination, the sophomore must have at least 60 quarter hours of credit.

Departmental Major Examinations

During the month of May of his senior year each student must take a written examination, covering the fields of his major and minor subjects. If he is a candidate for honors he must also take an oral examination in the same fields. The oral examination, one hour in length, shall be held before a committee of not fewer than three, which will include the major and minor professors and the Dean of the college or some one designated by him not from the major or minor department. No student, however, is permitted to take the oral examination unless he makes B or better on the written, and he must make "good" or "excellent" on the oral examination to graduate with honors. The passing of the written examination in a satisfactory manner is required for graduation from Centre College of Kentucky. Only those students who fulfill these qualifications and take the oral examination are exempt from the semester examination in the courses they are taking in their major field during the last semester.

Quarter Examinations

Examinations in all classes are held at the close of each quarter and are conducted by the several instructors in their departments.

Failures

In the case of a failure in any required course, the pupil must repeat the course in class; if it is an elective, an equivalent elective must be taken the first time such course is given after the failure is incurred. A student who fails the second or third quarter of any year course must declare at the beginning of

the next autumn quarter his intention to complete it in the course of that year. If he does not take it at the earliest available opportunity, he will lose credit for the work already done in the course.

Foreign Language Requirements

All students must pass a qualifying examination in a foreign language, showing that they have had two good years of that language in high school. The tests used for this purpose are the Cooperative Tests sponsored by the American Council on Education, and the student's score must be at least as high as sixty-seven (scaled score) as determined by the norms established for these tests in the nation. Those making such a score are not required to take further language, though they are encouraged to do so. A freshman takes this language tests on entering the college. If he fails to qualify, he must continue his high school language or study a new language in college until he can qualify. These qualifying examinations are given at least twice each year.

Students who desire to do so may also satisfy the language requirement by obtaining college credit as follows: a student who offers three units of foreign language for admission to the freshman class must complete a minimum of eight quarter hours of foreign language in college; a student who offers two units of a foreign language must complete a minimum of sixteen quarter hours of foreign language in college; and a student who offers less than two units of a foreign language must complete a minimum of twenty-four quarter hours of a foreign language in college. No credit towards graduation will be allowed for fewer than sixteen quarter hours of a foreign language begun in college, except Greek.

This is the minimum foreign language requirement. Students who plan to do serious

graduate work are urged to have a reading knowledge of two modern languages, preferably French and German. Of course a number of students will doubtless want to major in a foreign language.

Fraternities

No fraternity shall pledge or initiate a new student at Centre College until the student has successfully completed one quarter, or semester, of work at Centre College with an average grade of "C" or better in all four, or five subjects of that quarter, or semester.

Practices of fraternities or other groups or of individuals that involve any hazard of physical or mental health and such acts as paddling, exposure, deprivation of sleep below a minimum of six (6) hours, and rough handling shall be prohibited.

If a student drops his pledge in one fraternity he is not permitted to pledge another fraternity for a period of one year.

Grades

Reports of each student's scholarship and attendance are made to his parents or guardian each quarter. Special reports are made at shorter intervals if there is anything in the student's conduct or standing to call for them. The letters A+, A, B+, B, C, D, are used in grading the work of students who pass.

For a student who fails to receive a passing grade the grade is F. F indicates failure and the necessity of repeating not only the examinations of a course but also the regular class work. In the case of courses continuing through more than one quarter the instructor shall have the right to decide whether a failure in the work of one quarter shall bar a student from undertaking the work of the following quarter.

When the grade of a student falls below D, the instructor shall report the fact at once to the Dean, who will send a formal notification of the deficiency to the student. If a second report is made, notification will again be sent to the student, and at the same time his parents or guardian will be informed of the unsatisfactory character of his work.

GRADUATION

Graduation Requirements

Amount of Work Required for the Degree of Bachelor of Arts.—The student must complete satisfactorily 192 quarter hours plus four years of physical education. A quarter hour is one recitation period a week, or its equivalent, pursued for a quarter. The 192 credits earned by the completion of 192 quarter hours are called quantity credits.

Quality of Work Required for the Bachelor's Degree.—The student must earn at least 192 quality credits. Three quality credits are given for each quarter hour's work completed with grade A; two quality credits for each quarter hour with grade B; one quality credit for each quarter hour of grade C. An average grade of C must be maintained on all the work of the four years.

Major Subjects.—At the beginning of his junior year, a student must elect a major subject and must present towards graduation not fewer than thirty-six, nor more than sixty hours' credit in that subject with a minimum grade of C in each course. A maximum of 72 hours may be taken in the major in music. Work done in the major subject previous to such choice may be counted towards the required 36 hours, except courses starred in this catalogue. A student may not change his major without the consent of the Dean, the

heads of the departments concerned, and the Council on Education.

Majors are offered in the following subjects: (1) Biology; (2) Chemistry; (3) Economics; (4) English; (5) French; (6) German; (7) Greek; (8) History and Political Science; (9) Home Economics; (10) Latin; (11) Mathematics; (12) Music; (13) Philosophy; (14) Physics; (15) Psychology; (16) Religion; (17) Sociology; (18) Spanish. Students taking the Combination Course in pre-medicine are permitted to count pre-medicine as their major.

Minor Subjects.—A minimum of 18 hours in some subject related to the major subject, selected with the advice and consent of the student's major professor, must be pursued as a minor. The same restrictions apply to starred courses as for the major subject. The subjects in which a student may minor are the same as those in which he may major, with the addition of art.

Senior Year in Residence.—The work of the senior year of the candidate for the degree of A. B. must be done in residence.

Graduation with Honors

Students who have been in Centre College of Kentucky for at least three years and have attained a course average of 2.6 during their last three years and in addition have received a rank of "Excellent" on the Senior Departmental Examinations shall be entitled to graduate with "High Honors". Such students who have attained a course average of at least 2.4 during their last three years in college and in addition have received a rank of "Excellent" or "Good" on the Senior Departmental Examinations shall be entitled to graduate with "Honors". A student who does only his last two years at Centre College of Kentucky must have received a standing of .2 greater than the above averages to receive the appropriate commencement honors.

HEALTH CERTIFICATE

(See Admission, Health Certificate)

HONOR CODE

PREAMBLE

We, the students of Centre College, believing that cheating and perjury are dishonorable and that the responsibility for its regulation should be in the hands of the students, do therefore hold the following to be a Code of Honor for Centre College:

Article I. THE HONOR CODE

Section 1. Every student shall be honor bound to refrain from cheating on quizzes, tests, examinations, or any other graded work.

Section 2. Every student shall be honor bound to refrain from perjury. Testimony before any committee will be considered on one's honor and lying in such a case considered perjury.

Section 3. Every student shall be honor bound to report all violations of the Honor System which comes under his observation. Failure to do so shall be regarded as a violation of the Honor Code.

Section 4. On all pledged work (see Sec. 1) students shall write and sign the following pledge: "I have neither given nor received help during this examination, nor have I seen anyone else do so."

Section 5. False and malicious accusations against any student shall be tantamount to cheating on the examination and a violation of the Honor Code.

Section 6. The divulging of any information by any member of the Honor Council, or a witness, or any other person, concerning the accusation or trial of any individual shall be considered a breach of the Honor Code.

Article II. PUNISHMENT FOR VIOLATION OF HONOR CODE

Section 1. Any person found guilty of violating the Honor Code shall be dismissed from Centre College and such dismissal reported to the Dean. The Dean, without stating the cause, shall report to the other Faculty members that the student is no longer registered in the College. The convicted violator has the right of appeal to the Faculty Discipline Committee.

Article III. THE HONOR COUNCIL

Section 1. The Honor Council shall be composed of five representatives—two representatives from the senior class, two representatives from the junior class, and one representative from the sophomore class. At the termination of each school year, the two representatives of the junior class continue the following year as the two representatives of the senior class. The student body will elect two representatives from the incoming junior class and one representative from the incoming sophomore class to serve on the council.

Section 2. All members of the Council must be present at a hearing. In order for a decision of guilty to be rendered, all the members must concur in a belief beyond a reasonable doubt that the alleged violator is guilty. All the voting in the Honor Council shall be by secret ballot.

Section 3. At the first hearing of the school year, a chairman will be elected by the members of the Honor Council. This chairman will serve during all subsequent hearings concerning the case before the Honor Council and will continue in such a capacity until another case is brought before the Honor Council and another chairman is elected. The chairman will vote on all measures. Cases may be reported to any member of the Honor Council.

Section 4. A member of the council shall

be appointed Secretary for each year by the Council and shall keep a record of all proceedings, which shall be kept in secret. If positive action is taken, the records involved shall be kept in the vault in the Dean's office. All information of the proceedings in which an alleged violator has been found not guilty shall be at once destroyed.

Article IV. PROCEDURE FOR REPORTING AND HEARING

Section 1. In every hearing there shall be a strong presumption that the alleged violator is innocent.

Section 2. All charges shall be brought immediately upon detection and in no case shall a charge be accepted unless it is brought within one month after the date of the examination or other alleged violation of the Code.

Section 3. Any person seeing or knowing of a breach of the Honor Code shall give notice first to the Honor Council which shall call a meeting to inquire into the merits of the charge. If the Honor Council believes that there is reasonable grounds for the charge, the Council shall at once give secret personal notice to the alleged violator stating the nature of the charge that has been preferred against him. If the alleged violator desires to defend, he shall communicate such intention to the Council within 24 hours from the receipt of such communication. The Council shall immediately send to the alleged violator secret notice containing the time and the place of the hearing. All hearings must be held within ten days after this second notice has been given by the Council to the alleged violator (containing date of the hearing). If the alleged violation occur during the May or June examinations, and if the alleged violator, one of the council members, one of the witnesses, or other party involved, is or are unable to remain in the city

of Danville for the length of time prescribed in this Section and Section 2 of Article IV, for any valid and unavoidable reason, then such proceedings prescribed by this, and any other section, shall be consummated within three days after the date of the last examination.

Section 4. The name of the person or persons bringing charges shall be kept secret throughout the proceedings. If there is a conviction, the name or names can be given upon the demand of the convicted person.

Section 5. The testimony of one witness with no substantiating evidence shall not be sufficient evidence to convict an alleged violator, unless the latter confesses his guilt.

Section 6. The alleged violator shall be given opportunity to introduce all evidence which he considers favorable to his case.

Section 7. The person or persons bringing the charges, and the other witnesses of the alleged violation, shall appear and testify at the hearing and present any material evidence which they have.

ARTICLE V. VIOLATION ON THE PART OF A GIRL

Section 1. All students are honor bound to report all cases of cheating by girls to the Women's Honor Council. The man or men involved in such a case will then abide by the rules and procedures of the Women's Honor Council.

ARTICLE VI. LEAVING UNDER CHARGE

Section 1. In case a person leaves the college without waiting for trial after a charge has been brought against him and he has been notified of such charge by the Council, he shall be deemed guilty.

ARTICLE VII. CONDUCT OF STUDENTS AND FACULTY DURING EXAMINATION

Section 1. Students are at liberty to pass to and from the examination or test rooms and out of the building, and to converse at will on any matter not pertaining to the examination.

Section 2. All test and examination papers will remain in the room where the test or examination is given; all papers must be handed in on time.

Section 3. Faculty members will not proctor tests or examinations.

ARTICLE VIII. AMENDMENTS

Section 1. Amendments to the Honor Code may be proposed at any time except within two weeks of examinations and submitted to the Student Body upon the motion of the Honor Council or on the petition of ten per cent of the number of students. All amendments must be ratified by a two-thirds vote of the student body.

ARTICLE IX. ALL STUDENTS SUBJECT TO CODE

Section 1. All students enrolled in Centre College shall be subject to the Honor Code and a copy of said Code, with a pledge to be signed, shall be sent to all applying for admission to the college. Registration will not be complete until this pledge has been signed and returned to the college.

Honor Students

The following are the rules governing the attainment of the rank of "Honor Student," and the honors connected with such recognition:

1. Students having an average for their year's work of 2.40 or higher and no grades below "B" shall be denoted "Honor Students."

2. No student who has been charged with misconduct or a misdemeanor, and found guilty by the president, the dean, or the faculty, shall rank, during that year, as Honor Student.

3. Honor Students shall be listed separately, ahead of their class register in the catalogue.

Major Examination Requirement (See Examinations, Departmental Major)

MAJOR SUBJECTS

(See Graduation Requirements) Major Subject-Requirements

Majors must meet the following requirements:

I. In the major subject not fewer than 36 hours, as prescribed on page 46. However, 8 hours of the major subject may be taken in a closely related department at the discretion of the major professor.

II. In the minor subject, selected with the advice and consent of the major professor, not fewer than 18 hours as prescribed on page 46.

III. Electives, subject to departmental requirements, sufficient to make a total of 192 hours.

If juniors or seniors are permitted to take a freshman course, they may receive only three-fourths credit for it. This rule does not apply to courses in science, home economics, and the languages.

This curriculum is sufficiently flexible to enable the student to adapt his courses of study to his specific needs. Conferences with the Dean or other members of the faculty can be arranged so that the student may have personal advice about his courses.

MARRIAGE

Students marrying during the college year, including all vacations and intervals therein,

shall by that act exclude themselves from college for the remainder of that year. To be reinstated at a later date such students must secure the permission of the Faculty.

MINOR SUBJECTS

(See Graduation Requirements)

PHYSICAL EDUCATION

Credit for Work

Credit for work in physical education will be given on the same basis as in laboratory, i.e., one hour credit for two hours practice, with the provision that no student may receive more than one credit for any year.

The student who does not earn a letter for participation in a sport may receive credit in physical education by regular attendance in such practices as may be set for him and by passing an examination which will show his knowledge of the theory of the sport in question.

No credit for physical education will be counted toward graduation.

Women

Seniors who have completed their required hours in physical education (Three years and one quarter of personal hygiene) will not be required to take a course in their senior year.

Physical Education Deficiencies for Women

All physical education deficiencies must be made up in the senior year. If it becomes necessary for the student to take more than one course in physical education in any semester, the student shall pay a fee of \$10 for the extra course.

PSYCHOLOGICAL TESTS

The results of psychological tests shall not be made known.

READING COURSES

Juniors and seniors may, with the consent of the head of the department concerned, take reading courses in the departments in which they have maintained an average grade of "B" or better, provided their work in other courses has been of a high order. The character and scope of these reading courses shall be determined by the special needs and interests of the individual students.

Reading courses can be taken only in conjunction with a regular course which the student is taking at the same time. During a quarter a student may not take more than one reading course, nor may a faculty member give more than one such course.

The head of the department must file in the Dean's office an outline of the course which he gives each student. No grade will be accepted until this outline is filed.

PERMANENT RECORDS

Any changes in permanent records (records become permanent after ten days) can be made only after a petition to the Faculty has been granted.

REPORTS TO PARENTS AND GUARDIANS

(See Grades)

REGISTRATION, ELIGIBILITY FOR

Any student, except a new freshman, who registers for the first quarter of any year must have received eight (8) quality credits and have made a grade of "D" or better in at least three courses in the previous quarter.

A student who registers for the second or third quarter of any year must subscribe to the following regulations:

(a) A student having two grades of "F" must have earned eight quality credits.

(b) A student having one grade of "F" must have earned four quality credits.

(c) A student having no grades of "F" will be allowed to register.

LATE REGISTRATION

Students are allowed to enter classes as late as two weeks after the beginning of the quarter. Veterans, however, will be considered as special cases and arrangements will be made for them to take fewer courses and for the individual teachers to help them. However, this is to be done only when they come as soon as they are released from the Service.

REGISTRATION IN COURSES

No student will be permitted to register in more than two courses in any one department without the consent of the Council on Education. A junior or senior, however, may take three courses in his major subject provided that not more than two of these courses are given by the same instructor and the student's required courses have been completed. Freshmen will not, as a rule, be permitted to register in more than one course in any department in one quarter. All courses taken by the student must have the approval of the dean at registration, and any course taken without such approval will not be given credit.

REGISTRATION, EXTRA COURSES

All students are expected to take four courses each quarter, which is the regular load. Students, however, who in a preceding quarter have made an average standing of 2.4 in the four courses of that quarter may in the succeeding quarter take five courses on payment of the regular fee for an extra course.

STUDENT ACTIVITIES, ELIGIBILITY FOR

A student's eligibility to participate in all

college activities—holding offices in organizations, going on trips to represent the college, etc.—be determined on the basis of six weeks grades as well as quarter grades.

STUDENT'S RELATION TO THE COLLEGE

Only those students, both men and women, are admitted to Centre College of Kentucky who are believed to be of good character and trustworthiness and would make acceptable members of the student body. Students are received on the assumption that they are upright and dependable and will observe the recognized standards of morality, good order, and behavior and are treated accordingly unless and until their conduct necessitates a change of opinion. If the conduct or influence of a student is such that in the opinion of the faculty his presence on the campus is undesirable, the college reserves the right to ask him to withdraw even though no specific charges be made against him.

TARDINESS

(See Classes, Length of Period)

There are no tardies. However, students who have to go from one college to another for certain courses are granted special tardy concessions if circumstances make such concessions necessary.

Work Taken Without Permission

Any work taken by a student without previous approval of the proper authority will not be given credit.