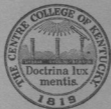


HANDBOOK  
OF  
FACULTY RULES



CENTRE COLLEGE

SEPTEMBER 1950

HANDBOOK  
OF  
FACULTY RULES

Every student is expected to read the Catalogue, Handbook of Faculty Rules, Student Handbook, and official announcements posted on the bulletin boards and to inform himself about credits, grades, quality points, requirements for graduation and all regulations of the College.

He is expected to read the bulletin board regularly and to respond promptly to any official notices to him either through the mail or by way of the bulletin boards.

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## **ABSENCES**

Only the Dean may excuse absences from class, chapel and convocations. All reports of absences are to be filed with the Dean at the end of each week.

### **Chapel and Convocation.**

Three unexcused absences are allowed from chapel and convocation. Each unexcused absence in excess of that number will result in a deduction of one quality point from the total number earned in that semester.

### **Class.**

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 that number will result in a deduction of one quality point.

When the total number of absences a student has made equals three times the total number of credit hours in the course, the instructor shall drop the student from that course. The Dean will notify the instructor when the student has accumulated absences three times the total number of credits in his course. However, it shall be within the discretion of each professor to determine when a student's absence, **however occasioned**, indicates that his further continuance in the class will be useless. Prompt report to the Dean shall be made when a student is dropped. When a student is dropped from a course for any reason, he shall have the right to appeal to the Council on Education for a review of the circumstances and possible reinstatement.

A student on academic probation shall not be allowed any free absences in academic courses.

### **Before and After a Holiday**

Absences on the two days immediately before and after a vacation will be counted as **DOUBLE ABSENCES**.

### **Excused.**

There will be no excused absences except for College representation and illness.

In case of extended illness a statement from a physician, in other cases a certification from the head of the organization requiring the absence, must be filed with the Dean within a week after the student's return to class.

### **Late Registration.**

Students who register late in any semester will be considered absent in all classes from the first meeting of the semester until the date of registration.

### **Quizzes and Examinations.**

An announced test or quiz missed as the result of an absence may be taken on the recommendation of the Dean and the per-

mission of the instructor. The charge will be one dollar except in the case of an absence incurred through College representation.

Students absent from a quiz without excuse shall not be given this privilege.

An unexcused absence from a final examination shall result in failure in that course.

If the absence is excused, the work shall be marked incomplete and the examination shall be taken within thirty days, or at a time set by the Dean and the head of the department. The fee for such an examination shall be two dollars.

All fees for quizzes and examinations must be paid at the Business Office and a receipt presented to the professor at the time the quiz or examination is taken.

### **Physical Education.**

Students are allowed five unexcused absences in the physical education program. Each absence in excess of this number shall result in a deduction of one quality hour.

### **ADMISSION REQUIREMENTS (See College Bulletin)**

#### **AUDITING**

Students who wish to audit courses must register with the Dean's Office and have the permission of the instructor of the course. There is no fee for auditing a course.

#### **CLASSES**

The scheduled meeting time shall not be changed without consultation with the Dean's office.

#### **CLASSIFICATION OF STUDENTS**

A student may become a first semester sophomore when he has 24 quantity credits and a standing of 0.40. By the beginning of the second semester he must have a cumulative standing of at least 0.60. A student may become a first semester junior when he has 60 quantity points and a standing of 0.60. By the beginning of the second semester he must have a standing of at least 1.00. A student may become a senior when he has 90 quantity credits and a standing of 1.00.

#### **CONDUCT**

So far as is possible the community of students is governed by its own elected officers. The student body expects from its members a sense of personal honor and a desire to observe recognized standards of social behavior. If the College believes that the conduct or influence of a student makes his presence on the campus undesirable the College may ask him to withdraw.

#### **COURSES**

##### **Additional.**

A student who has a standing of 2.0 in the previous semester

may enroll in a sixth course upon payment of the regular fee for an extra course.

### **Changing.**

All changes of courses must be approved by the Dean. After the first week of a semester, courses may be changed only on payment of a fee of \$3.00. No changes are permitted after the third week.

### **Correspondence.**

Courses taken by correspondence must have the prior approval of the Dean if they are to receive credit toward graduation.

### **CREDIT IN**

A student must receive a passing grade in both semesters of a year course to earn credit in the course.

Juniors and seniors may receive only two-thirds of the credit in a freshman course, except in art, the foreign languages and science courses.

### **Enrollment in.**

Courses in the first two years in which there is an enrollment of fewer than five students, will be given only with the permission of the Dean.

### **Reading.**

Juniors and seniors may, with the permission of the head of the department concerned, take a reading course in the departments in which they have maintained an average of "B" or better, provided their work in other departments has been of a high order. Only one such course may be taken during a semester. The head of the department must file in the Dean's Office a general outline of the course which he gives each student.

### **Repeating.**

Only courses in which the final grade is either failure or "D" may be repeated.

### **DEAN'S LIST**

Juniors and seniors who have a grade of "B" or better in each course taken the previous semester will be placed on the Dean's List. These students shall not be subject to the absence rules in academic courses so long as they maintain this standing. However, the student will be held responsible for all class announcements and assignments. If, during any semester, two of the student's instructors report to the Dean that the student is doing unsatisfactory work, the Dean shall remove him from the list for the rest of the semester. If an instructor reports a student twice during the same semester, the Dean may, at his discretion, remove the student from the Dean's List.

## **DEGREES**

### **Application for.**

A senior must file an application for his degree with the Registrar of the College. The application must indicate the exact manner in which the student wishes his name to appear on the diploma.

### **Combined.**

In a combined degree, the student must spend at least two of the three years at Centre College, and may not count more than thirty semester hours of professional work toward the A.B. degree.

## **DAMAGE AND KEY DEPOSIT (See College Bulletin)**

## **DISCIPLINE**

A student who violates any of the rules of the College, who is continuously delinquent in scholarship, or who transgresses the laws of good conduct and civil authority may be penalized.

## **FORMS OF PENALTY**

### **Reprimand**

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

### **Probation**

Probation is defined by the faculty as withdrawal from all social activities.

By action of the Faculty Disciplinary Committee, and approved by the Faculty, the Student Council has been given authority to impose the penalties of reprimand and disciplinary probation, provided:

1. That a report of the offense and penalty be filed with the chairman of the Committee.
2. That the student concerned does not ask for a review of the case by the Committee,
3. That the penalty be condign.

In case of question, the interpretation and extent of probation is left to the judgement of the Discipline Committee with the approval of the Faculty.

### **Suspension.**

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

### **Dismissal.**

Dismissal is exclusion from the College for an indefinite period. While it does not preclude the return of the student, the presumption is that his connection with the College is ended.



## **DORMITORY REGULATIONS**

The Dormitory Council and the Student Council have been given authority by the Faculty to supervise the conduct of students living in the dormitories and the care of dormitory property. This authority includes not only warning students of possible action against them if their conduct warrants it, but also dismissing undesirable students from the dormitory.

This action on the part of the faculty and student councils is motivated by a desire to have the dormitories as places where students may live and work comfortably. Therefore, all students are urged to report violations of these regulations to members of the Dormitory Council.

The following are regulations in force in the dormitories:

1. The hours after 7:30 p.m. are regularly regarded as study hours. The conduct of students living in the dormitories should not be such as to disturb those who wish to study or those who have retired.

a. This means that radios and record players will be turned only to such volume as will not be heard outside the room in which they are being played.

b. Loud conversation, whistling or singing in the halls and showers are discouraged.

c. While the Council makes no definite regulations concerning guests, i, it must hold the residents of the room responsible for the conduct of the guests. They must not disturb the residents of the dormitory.

2. The dormitories are our college homes and should be treated with care.

a. Waste paper, cigarettes, coke bottles, etc. should be placed in the containers provided in the halls and not thrown in the halls or out of the windows.

b. No furniture may be removed from a room, or shifted from room to room without permission of the housemother or Council.

### **Violations will be penalized as follows:**

1. The first offense reported will make the offender subject to warning.

2. On the second offense the violator shall be required to appear before the Council. He may offer explanation for his behavior, and at the discretion of the Council may be warned a second time.

3. The third offense shall render the violator subject to dismissal from the dormitory. This decision shall be subject to appeal to the Student Council.

4. Students who are asked to live outside the dormitory because of disciplinary action against them, may petition the Council for re-admission in a following semester.

## **Rooms and Boarding Residences**

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 the 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.

## **ELIGIBILITY, COLLEGE REPRESENTATION**

A student shall be ineligible to represent the College or hold an elected office in any campus organization if he, or she, has been placed on academic probation.

No student may be a manager of an athletic team unless he satisfies the same requirements for eligibility that govern the members of athletic teams.

## **EXAMINATIONS**

**Entrance** (See College Bulletin)

**Fees for late** (See Absence Examinations and Quizzes)

### **Final**

Final examinations must be given in every course at the scheduled time. Members of the Faculty may not change the time of scheduled examinations.

### **Graduate Record**

All seniors are required to take the Graduate Record Examination (Profile and Advanced) in the term in which they expect to graduate. The results of these tests are used as part of the evidence for determining a student's readiness to graduate.

Candidates for graduation with honors (see College Bulletin) must make a score of 500 in the Advanced test and above their class average in the Profile.

**Qualifying, Language** (See Foreign Language Requirements)

### **Substitution for.**

An instructor may, with the approval of the Dean, substitute a term paper or other satisfactory work for a final examination.

No student shall be excused or exempted from a final examination.

## **FACULTY ADVISERS**

Each member of the freshman and sophomore classes is assigned to some member of the faculty, who then becomes his adviser during his freshman and sophomore years. The adviser will counsel him on the plan of his courses and register him in classes. He is also ready to give him help on other matters which are important to the student while he is a resident of the College.

From time to time the adviser may be asked to make recommendations to the Council of Education in respect to the student's

work. This is especially important just before the student enters the junior class. At this time the student's record for the first two years will be reviewed for the purpose of determining his fitness to continue his work toward a college degree. At the beginning of his junior year, when the student elects a major and a minor field of concentration, the head of his department becomes his adviser.

## **FAILURES**

A student who fails to receive a passing grade is given an "F", which indicates failure and the necessity of repeating the course if credit is desired.

In those courses continuing through more than one semester, the instructor shall have the right to decide whether failure in the work of one semester shall bar a student from undertaking the work of the following semester.

## **FOREIGN LANGUAGE REQUIREMENT**

The foreign language requirement may be met in one of two ways:

1. Students may pass a qualifying examination (American Council on Education Test) in the language of his choice. The tests used for this purpose are standardized, and the student's score must be at least as high as the sixty-seventh percentile.

2. Students who desire to do so may also satisfy the language requirement by obtaining college credit as follows:

- a. A student who offers 3 units of foreign language for admission must complete 6 semester hours of language in college.

- b. A student who offers 2 units of foreign language must complete a minimum of 12 semester hours in college.

- c. A student who offers less than 2 units must complete a minimum of 18 semester hours in college.

No credit toward graduation will be allowed for fewer than 12 semester hours of foreign language begun in college, except Greek, unless the student passes the qualifying language examination.

Students who have met the language requirement may elect one year of another language and receive credit for it.

## **FRATERNITY REGULATIONS**

No fraternity will be permitted to pledge or initiate a new member unless the chapter's scholastic average is "C" or better, and the prospective pledge or initiate also has an average of "C" or better at the time of pledging or initiation.

Fraternities are permitted to pledge candidates after mid-semester grades are published and to initiate them after semester grades are published.

At no time shall there be a Hell week program or a program

similar thereto. A chapter that violates this rule shall not be permitted to pledge or initiate anyone for a period of one year.

## **GRADING SYSTEM AND REPORTS**

The grading system used by this college is one which carries with it "quality points" for each semester credit earned. The grades and their quality points are as follows:

- A+ and A — 3 quality points per credit
- B+ and B — 2 quality points per credit
- C average — 1 quality point per credit
- D passing — 0 quality points per credit
- F failure — Minus 1 quality point per credit
- W withdrew — Zero quality points per credit
- WP withdrew passing — Zero quality points per credit
- WF withdrew failing — Minus 1 quality point per credit

No grades are reported nor is a transcript of credit issued for any student whose account is unsettled at either the Library or the Business Office.

Each member of the Faculty should notify his students of their final grades.

Members of the Faculty may not, except by action of the Faculty, change a final grade after it has been filed with the Registrar.

The student's work in the summer school shall be counted as part of the record of the preceding semester.

### **Reports.**

Reports of each student's scholarship and attendance are made to his parents or guardian each semester. Grades are also reported at the middle of the semester in order that the student and his parents may know the progress he is making.

**GRADUATION REQUIREMENTS** (See College Bulletin)

**HONORS** (See College Bulletin)

### **Student Marshalls**

The 6 highest ranking men and the 6 highest ranking women shall be chosen from the Junior class to serve as College Marshalls.

## **MAJOR AND MINOR FIELDS OF CONCENTRATION**

### **Major Subject.**

At the beginning of his junior year, or before, a student must elect a major subject and must present toward fulfillment of his graduation requirement not fewer than 24, nor more than 40 credits in the subject with a minimum grade of "C" in each course. Courses with the final grades of "D" may not be counted toward fulfilling the major subject requirement, but the student will not be required to repeat a course in which he made a grade of "D". He may elect to take another course in the major sequence. All courses, except those designated by stars in the college bulletin,

may be counted toward fulfilling the major subject requirement.

A student may not change his major after the choice has once been made without consent of the Dean and the heads of the Departments concerned.

A student may take six hours toward his major subject in another department with the consent of the departments concerned and the approval of the Dean.

Majors are offered in the following subjects:

- |   |                 |
|---|-----------------|
| 1. Biology                              | 10. Latin       |
| 2. Chemistry                            | 11. Mathematics |
| 3. Economics or Business Administration | 12. Music       |
| 4. English                              | 13. Philosophy  |
| 5. French                               | 14. Physics     |
| 6. German                               | 15. Psychology  |
| 7. Greek                                | 16. Religion    |
| 8. History                              | 17. Sociology   |
| 9. Home Economics                       | 18. Spanish     |

Students taking the combination course in pre-medicine and pre-engineering are permitted to count pre-medicine or pre-engineering as their major.

#### **Minor Subject.**

A minimum of 12 semester credits fulfills the requirement for the minor subject. As in the major subject, all courses except those indicated by a star in the college bulletin may be counted. The subjects in which a student may elect a minor are the same as for the major subject, with the addition of art, political science, and physical education. However, the minor subject is selected with the advice and consent of the major subject department head.

#### **LIBRARY REGULATIONS**

The system of "open stacks" is used in the Centre College Library. This system permits the student to have access to the entire collection at all times.

The library is open, Monday through Friday, from 8:00 A.M. to 10:00 P.M. except for brief intervals during the lunch and dinner hours. On Saturday the hours are from 8:00 A.M. to 4:30 P.M.

The books in the library are divided into three groups:

##### **1. General books**

These books are shelved in the stacks and may be taken from the Library for two weeks with the privilege of renewal. A fine of \$0.03 a day is charged for each day beyond the two week period.

##### **2. Reserve books**

These books must be signed for at the loan desk each time they are removed from the shelves, **EVEN FOR USE IN THE READING ROOM.** Regular reserve books may be borrowed at 9:30 P.M. for overnight use; or during the noon and dinner hours; and on

Saturday at 4:00 P.M. They are due in the library at the next opening hour. A fine of \$0.10 for the first hour, or part thereof, and \$0.05 for each additional hour, or part thereof is charged for time overdue.

Three-day reserve books are also available. A fine of \$0.05 per day is charged for each day the book is overdue.

### 3. Reference books

These books are marked with an "R". They are NOT to be taken from the Library except with the permission of the Head Librarian. This regulation applies also to periodicals, bound and unbound.

All library fines must be paid before the end of each semester. The name of any student failing to pay his or her library account will be filed with the business office and such student will be refused examinations until the account is settled. A student is responsible for any book signed out in his name. Any loss or defacement will be charged to his account.

Fees collected from late examinations are to be used for the purchase of books for the department collecting such fees.

## PROBATION

### Academic

The Council on Education shall place any student on academic probation for one semester if:

1. He fails two or more subjects during any one semester.
2. The average of quality points earned shall fall below 0.40 for a member of the freshman class; 0.60 for a member of the sophomore class, or 1.00 for a member of the junior and senior classes.

At the end of the probationary semester if the student has made a cumulative standing of 0.40, 0.60, or 1.00 he shall be removed from probation. If he has not made the cumulative standing of 0.40, 0.60, or 1.00, the student will be dropped (in case of a non-veteran) or asked to withdraw (in case of a veteran).

For the regulations governing students on probation see this handbook under "Absences" and "Eligibility."

### Admission

The Faculty Committee on admission reserves the right to place a new student on admission probation for his or her first semester in this college if that student is transferring from a college or high school which is not accredited by a recognized agency, or if the grades submitted from an accredited school indicate that the student's work there was not of equal quality with that expected at Centre College. Admission probation is interpreted to mean:

The student shall be allowed to participate in only one extra curricular activity during the semester and must

maintain an average grade of "C" or better for the academic work of that semester.

If the student does not obtain an average grade of "C", he, or she, may be asked to withdraw from the College, and no advance credit will be allowed on the student's transcript.

#### **DISCIPLINARY (See this handbook under DISCIPLINE)**

#### **PROPERTY DAMAGE**

Property damage will be assessed against student\* causing such damage. The College reserves the right to dismiss from dormitories any occupant whose room is not kept in good order, or who wilfully damages college property.

#### **REGISTRATION IN COURSES**

No student will be permitted to register in more than two courses in any department without the consent of the Council on Education. A junior or senior 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 shall not, as a rule, be permitted to register in more than one course in any department in any one semester. All courses must have the approval of the Dean at the time of registration. No credit will be given for any course taken without approval.

#### **Registration, minimum.**

All resident students shall be required to register for a minimum of 12 hours unless excused by the Council on Education. Any students taking less than 12 hours shall not be eligible for honors during that semester.

#### **RESIDENCE REQUIREMENTS**

The work of the senior year of a candidate for a degree must be done in residence at Centre College.

#### **SOCIAL REGULATIONS**

All social activities are under the supervision of the Dean of the College, or someone designated by him and responsible to him. They are to be governed by the usual rules of good taste and propriety. No formal dances shall be held on an evening before a day on which classes are held, and all such dances shall be limited to three hours, except the Carnival Dance, which may be four hours.

No intoxicants are to be served at any dance, party, or other entertainment given by any college organization nor be brought into any college building. Any student who violates this rule may be dismissed from the College.

Smoking is prohibited in the following places: All classrooms and laboratories, the Chapel, library reading room and gymnasium playing floor, and all other places designated by NO SMOKING signs.

## **TARDINESS**

There are no allowances for tardiness. Prompt attendance at all classes and exercises is expected. Students who have to go from one campus to another for certain classes are granted special concessions for tardiness.

## **TRANSFER STUDENTS**

Students may not apply grades of "A" or "B" transferred from other colleges to make up deficiencies in quality points incurred in courses taken at Centre College.

When transfer credit is offered with a grade of "D", the student is allowed to redeem that "D" by making a grade of "B" or better in the same number of hours in the same field at Centre College.

A candidate for honors who has done only the last two years of his work at Centre College must average 2.6 to graduate with honors and 2.8 to graduate with high honors.

## **TRANSCRIPTS**

Transcripts are made of a student's record only on application in writing by the student desiring the transcript and after his account at the College is settled. A fee of \$1.00 is charged for each transcript after the first one has been issued. Official transcripts are not issued directly to students.

## **WITHDRAWAL FROM COLLEGE**

Students who leave the College without signing an official withdrawal card in the Dean's Office shall receive the grade "F" in each course dropped.

If the student signs the official withdrawal card and is passing in his work and if there is satisfactory reason for his leaving the College, his record will indicate that he withdrew with a passing grade in his subjects in which he is currently registered.

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".