

Hand Book
OF
College Legislation



The Centre College
of
Central University of Kentucky

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Hand Book

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College Legislation

These regulations are to be taken, not as arbitrary rules, but as the normal laws of the College, necessary to its organization and operation. Every student is therefore bound both by reason and loyalty to observe them, since upon them depends the free and healthy activity of the institution whose benefits he seeks. If any student believes that the regulations of the College or the interpretation of them by an officer of the College have worked a hardship in his case, he may present a written petition to the Conference Committee of the Faculty for redress.

REGISTRATION

1. Registration Days.

On the appointed Registration Days (see College Calendar) all students, new or old, are required to register promptly for each term, and without delay to arrange their studies for that term with the proper class officer, in order that the classes may be organized promptly.

2. Late Registration.

There is no charge for registration, if it is completed on the Registration Days; otherwise, a fee of One Dollar will be charged. This fee will be remitted only by order of the President, upon presentation of a sufficient excuse for such delay. The mere fact of the student returning to Danville after the opening of

the term will not be considered as a ground for remitting the charge for late registration, unless the cause of such delay be illness or an equally important reason. This rule, however, does not apply to new students who may enter college too late for registration on the regular days.

Registration is not consummated until all fees for the term are paid, or satisfactorily arranged for.

The failure to attend to the full order of registration with business-like promptness will result in the exclusion of the student from the privileges of the class-room, and the absences thus incurred will be deducted from the absences allowed him under Article 10.

3. Changes in Studies.

Changes in the studies for which a student has registered can be made only with the consent of his class officer and the instructors concerned.

4. Elective Courses.

Elective courses are, unless otherwise stated, three-term courses. In case the subject is dropped before the completion of the three terms no credit will be allowed for the previous term or terms. Students who for exceptional reasons desire credits for one term of a continuous course must secure the consent of the instructor in writing before registering.

FEEs

5. Fees, When Payable.

Tuition, contingent fee, and all other charges are payable each term in advance.

6. Refund of Fees.

No money will be refunded to a student who leaves before the close of the term, except when

one is excused from classes before the middle of the term on account of one's own illness, in which case half of the bill for the unexpired portion of the term will be refunded, provided that the student, if he so chooses, may have the **entire** bill for the unexpired portion of the time applied toward the payment of a subsequent term bill.

7. Damage Deposit.

When damage is done to the College buildings or equipment and the perpetrator cannot be detected, such damage shall be paid for out of a deposit of \$1.00 required of all students at the opening of each term. The balance of this deposit shall be returned to the students at the close of the year.

8. Fee for Re-Examination. See Articles 27 and 29.

ABSENCES AND EXCUSES

9. Absences Excused by Faculty.

There shall be no excused absences except in cases of prolonged illness. In such cases the absences may be removed only by the Faculty and on presentation of a doctor's certificate.

10. Absences Without Penalty.

A student shall have a right without sacrifice of credits to three absences from each course, provided that the work is made up to the satisfaction of the instructor.

11. Necessity for Saving Absences.

It is to the interest of the student to save these three absences allowed him in order that they may be applied to cases of ordinary sickness. For it is to be noted that, with the exception of cases referred to in section 9, all absences over three in number, for whatever

reason, cause a loss of credits under the working of section 13.

12. Penalty for Excessive Absence.

A student who shall incur twenty-five absences in the first term, or twenty absences in the second or third term, thereby terminates his connection with the institution.

13. Loss of Credit.

The penalty for excessive absence is loss of credits.

In reporting credits and class standing at the end of each term, the instructor under whom the work was taken shall mark after the grade of the student the number of term hours credit to which the student is entitled; such number of hours in each case to be determined by deducting from the number of hours credit which students attending regularly would receive, one-half credit for absences, more than three in number, but less than eight; one credit for eight or more, but less than twelve; one and one-half credits for twelve or more, but less than sixteen; and for sixteen absences two credits shall be deducted.

The above provisions of this section have nothing to do with the determination of grades, these being estimated as usual on the basis of the character of the work done and prompt and regular attendance on all class duties.

14. Making Up Omitted Work.

All omitted work due to absences, whether excused or unexcused, shall be made up to the satisfaction of the instructor concerned.

If the work made up consists of lectures, laboratory practice, written recitations, or other work requiring the supervision of an instructor, a charge of fifty cents for each hour so occupied shall be made. The necessary

amount must be paid in advance at the College office and the receipt presented to the instructor before the work can be made up.

15. Absences on Account of Contests.

Absences on account of contests away from Danville under the sanction of the Faculty will not entail absence penalties, provided that all omitted work is made up promptly.

16. Chapel Absences.

Absences above five in number in any term will result in the deduction of one point for each absence from the student's general average.

CLASSIFICATION

17. Entrance Classification.

Entrance classification is made at the beginning of the session upon the basis of credits obtained up to that time, and governs the assignment to class officers.

A student shall be classified as Freshman until he has 35 credits.

A student shall be classed as Sophomore until he has 82 credits.

A student shall be classified as Junior until he has 127 credits.

18. Mid-Year Classification.

At the beginning of the second term, entrance classification will be revised for publication in the catalogue upon the following basis:

A student shall be classified as Freshman until he has obtained 51 credits.

A student shall be classified as Sophomore until he has obtained 96 credits.

A student shall be classified as Junior until he has obtained 141 credits.

A student shall be classified as a Senior

until he has obtained 186 credits, which is the requirement for a degree.

EXAMINATIONS

19. When Held.

Examinations are to be held at the end of each term in all subjects except those whose character renders it unnecessary or impracticable, and must be taken by all students. During the term, examinations are held as often as in the judgment of the instructor the necessities of the work require.

20. Final Examinations in a Course.

In the case of courses extending beyond one term, the examination at the end of the final term, may, at the option of the instructor, cover the work of all preceding terms.

GRADES OF SCHOLARSHIP

21. Passing Grades.

The letters A, B, C, D, shall be used in grading the work of students who pass. "A" shall indicate work of the highest rank (100-90); "B" that of the next lower rank (89-80), etc. "D" indicates work of the lowest rank for which credit is given (69-60.)

22. Grades Below Passing.

For a student who fails to receive a passing grade the following marks are used:

"E" indicates that a student has been conditioned; that is, that while he has technically failed, he is allowed to continue the course in the succeeding term, and that, upon complying with the regulations for the removal of conditions, he may receive credit for the course without taking it again in class.

A condition is incurred by a failure to make a grade of at least "D" in any course; by exclusion from examination because of absences

from class room or preceptorial appointments; or by an excused absence from an examination.

"F" indicates failure and the necessity of repeating not only the examinations of a course, but also the regular work in accordance with the regulations governing the making up of failures. In the case of courses continuing through more than one term, the instructor shall have the right to decide whether a failure in the work of one term shall bar a student from undertaking the work of the following terms.

23. Other marks Used in Reporting Scholarship.

"Inc." indicates that a student's work is satisfactory so far as done, but further work must be completed before a final grade can be made.

"Abs." is given to those who are absent from an examination, unless in the opinion of the instructor the recitation work has been so unsatisfactory as to warrant the grade of "E" or "F" without the examination.

24. For Removal of "Abs." See Article 29.

CONDITIONS AND FAILURES

25. Removal of Conditions.

A student who has been conditioned may remove the condition by passing a satisfactory re-examination upon the work of the term, or, in the discretion of the instructor, by doing additional work.

26. Times for Re-Examination.

Re-examination for the removal of conditions may be taken at any one of the following times:

- At the next regular examination period.
- During the first week of each term.
- At the regular examination in the same

subject one year from the time the condition was incurred.

Notice of intention to take a re-examination must be filed with the instructor at least three days before the time selected for such examination.

27. Fee for Re-Examination.

A fee of \$2.00 shall be charged for each re-examination to remove a condition incurred by a failure to make a passing grade. This fee must be paid at the College office and the receipt therefor shown to the instructor before the examination may be taken. The funds obtained in this way are credited to the respective departments and used for the purchase of books for the department libraries or other supplies.

28. Grade for Re-Examinations.

All re-examinations are given at the discretion of the instructor. In such cases a grade of 60 only shall be recorded.

29. Removal of Conditions Incurred by Absence From Examination.

When a mark "Abs." has been reported and the student's absence from the examination excused by the President, he shall have the right to an examination on payment of a fee of \$2.00. If the student passes this examination, the grade recorded shall be that actually earned. This examination may be taken at a date arranged with the instructor.

A student absent from an examination without being excused shall be conditioned in that course. For the special examination to remove a condition incurred in this way a fee of \$5.00 will be charged. This fee must be paid at the College office, and the receipt shown to the instructor before the re-examination can be

taken. The funds obtained from this source are disposed of in the same manner as those obtained from fees for re-examination to remove conditions incurred for other causes.

30. Removal of Failures.

Any student who is reported as having failed in any required subject, or who, after being conditioned does not pass the re-examination for the removal of the condition, must, upon the first recurrence of such subject in course, repeat it in class; unless upon recommendation of the instructor in charge of the course, the Faculty shall permit him to review the subject in which he is thus deficient with the assistance of an acceptable private tutor; in which case he will be excused from attending the recitations, but will be required to take the regular examination at the end of the term.

DISCIPLINE

31. Forms 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, or expelled, according to the nature of the offense.

32. Reprimand.

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

33. 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.

34. 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.

35. Dismissal.

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

36. Expulsion.

Expulsion is the highest academic penalty and denotes permanent exclusion of the student from the College.

37. 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 arrested, or is convicted of any offense by the civil authorities, he shall be liable to suspension or dismissal.

REPORTS TO STUDENTS AND PARENTS

38. Reporting of Unsatisfactory Work.

When the grade of a student falls below 60, the instructor shall report the fact at once to the President, 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 parent or guardian will be informed of the unsatisfactory character of his work.

When a student has had a grade of less than 60 for four consecutive weeks, he shall be dropped from the class, unless the instructor requests his retention on probation for a short time.

ROOMS AND BOARDING PLACES

39. Students will not be allowed to reside in a hotel.

ATHLETIC CONTESTS

40. Supervision of Athletics.

All athletic teams, organizations, and affairs are subject to the supervision of the Faculty through its standing Committee on Athletics.

41. Arrangement of Games.

No team shall arrange to play a game, or games, away from Danville without the consent of the Faculty Committee on Athletics.

No team shall be absent from the College more than six work days during the season.

42. Eligibility of Players.

The chairman of the Faculty Committee on Athletics shall, at the opening of each season, provide each instructor with a list of the members of the first and second teams and the instructor shall inform the aforesaid chairman as soon as a player falls below grade. The Chairman of the Athletic Committee shall notify a player of his standing and, unless he has brought his work up to passing grade within one week, he shall be excluded from participation in intercollegiate games until his conditions have been removed.

SPECIAL BOARD RULE

43. Ringers.

"Resolved, That in case any manager, or captain of a student athletic organization introduces a player in any inter-collegiate game who is not a bona-fide student of the College and so certified by the Faculty Committee on Athletics, or violates the inter-collegiate rules

of athletic contests by playing a 'ringer' or other dishonorable practice, the fact being established to the satisfaction of the Faculty of the College, such student manager, or others responsible, shall by that misdemeanor be excluded from the College."

PRIZES AND HONORS

44. The Henry Barrett Boyle Prize.

The Henry Barrett Boyle Prize, established by General J. T. Boyle, is annually awarded to the best Latin student of the Sophomore class, provided that the contestant's work in every other department is of a high order. The prize consists of a valuable gold watch appropriately engraved. The award is publicly made by the President on Commencement Day.

45. The Ormond Beatty Alumni Prize.

In 1886 the Alumni of Centre College contributed a fund of \$1,000, to signalize the completion of President Beatty's fifty year's service to his alma mater. The annual interest of this fund is publicly awarded on Commencement Day to the student of the Senior Class who has the best record for punctuality, deportment, and scholarship. This prize is awarded on the basis of a minimum of forty-five hours completed in the Senior year.

46. The Valedictory.

The Valedictory honor shall be conferred upon that student of the Senior class, who, during his entire course of not less than three years, attains the highest general average, provided that he has carried not less than forty-five hours of work during the Senior year.

47. Honor Scholarships.

A scholarship of \$70.00 is offered to that member of each class below the Senior year

who maintains the highest general average in scholarship in the regular studies of his class and whose deportment and punctuality are correspondingly excellent. The winners of these scholarships will be announced at Commencement and the scholarship will be available during the next session.

SCHOLARSHIPS

48. Purpose of Scholarships.

Scholarships, in distinction from prizes, are designed to aid those who are chiefly dependent upon their own exertion in securing a college education. It is not expected that those whose ordinary expenses can be met by parents or through other sources will apply for beneficiary aid.

49. Qualifications for Scholarships.

All scholarships are awarded to students who meet the following requirements:

1. Good scholarship.
2. High personal character.
3. The need of pecuniary aid.
4. Punctuality, regularity, and respect for law and order in student life.
5. Habits of economy in both time and money.

50. Gradation of Scholarships.

There are five grades of scholarships, as follows:

\$30.00, \$40.00, \$50.00, \$60.00, \$70.00 a year.

Only the lowest grade of scholarship (at the rate of \$30.00 a year) is granted to new students; but subsequent awards are made strictly in accordance with the grades received by the student for his work in College, and at the end of each term the scholarships are re-rated upon the basis of the student's record for scholarship during the previous term.

To become the recipient of a \$40.00 scholarship the beneficiary must have an average of grade C.; for a \$50.00 scholarship an average of grade B.; for a \$60.00 scholarship an average of grade A.; for a \$70.00 scholarship he must meet the special conditions of award assigned to honor scholarships. No student can hold both beneficiary and honor scholarships at the same time.

Scholarships may be reduced or withdrawn entirely, in case of failure to maintain a proper standard of study, work, or conduct.

51. Additional Rules.

The following additional rules govern the assignment of scholarships:

1. The application must be made on the blank forms provided by the College. In the case of a new student, these applications should be filed as early as possible, accompanied by the testimonials indicated in the forms.

2. All scholarships awarded to students before admission are granted provisionally, and will be confirmed on the 1st of November if the student meet the five requirements above mentioned.

3. No scholarships are given to students conditioned in any subject.

4. A scholarship may be restored after the lapse of a term, if former deficiencies are made good and no new ones incurred.

5. In awarding scholarships preference is given to regular candidates for a degree, and those who intend to finish their course in Centre College.

CONTESTS IN ORATORY AND DEBATE

Oratorical Contests.

52. Time.

A contest is held on the 22nd of February

and the winner of this contest shall be the representative of the College at the annual contest of the Inter-Collegiate Oratorical Association of Kentucky on the following second Friday in April.

An oratorical contest between the two literary societies is held annually on Monday evening of Commencement week. The prize awarded to the successful competitor is a gold medal presented by the College.

53. Number of Contestants.

In each of the above contests there shall be two contestants from each literary society selected in such manner as the societies may determine.

54. Time of Selection.

The contestants for the 22nd of February contest shall be selected by the societies at their last meeting in December; the speakers for the June Oratorical Contest shall be chosen at the last meeting in April.

55. Orations.

The orations for the 22nd of February contest shall be handed to the Chairman of the Committee on Public Functions and Contests not later than February 10th, and those for the June contest, not later than May 25th. The completed oration must not be less than 1,200 words. Four typewritten copies of each oration are required of each contestant.

No participant in either of these contests shall be allowed to present a speech that has been used by him before.

56. Judges.

The manuscripts are submitted to a committee of three judges chosen by the Faculty Committee on Public Functions. Each Judge independently grades the thought and compo-

sition of the orations on a scale of 100 and reports the same in writing to the chairman of the faculty committee. Three other judges chosen by the faculty committee shall on the night of the contest grade, on a scale of 100, the delivery only.

57. The Award.

The prize shall be awarded to the contestant having the highest average markings in (a) thought and composition, (b) delivery, each counting one-half.

The Ernst Inter-Society Debate.

58. Time.

The Ernst Debate between the two literary societies shall be held on the last Friday evening of January, each society to be represented by three debaters chosen in such manner as it may deem proper.

59. Selection of Debaters.

One of the societies shall select the question and submit it to the other, which shall then make choice of the affirmative or negative side, and from year to year the societies shall alternate in making choice of the question and side.

60. Length of Speeches.

Each debater shall have ten minutes for the first speech, and five minutes for rebuttal. The first rebuttal speech shall be given by the negative.

61. Judges.

There shall be three judges selected by the Faculty Committee on Public Functions, and they shall decide (a) upon the merits of the debate, in favor of the affirmative or the negative, and (b) upon the three best individual

debaters, giving equal weights to matter and delivery.

62. Award of the Prize.

The Ernst prize of \$75.00 in money, shall be equally divided among the three debaters thus selected, the several sums to be paid on the following Commencement Day, and the three successful contestants shall also constitute a team to represent the University in the next inter-collegiate debate.

STUDENT ACTIVITIES

63. Supervision of Student Organizations.

The students are allowed and encouraged to form and maintain societies for useful purposes. But all such societies must be formed with the consent of the Faculty, and must be conducted in conformity with any regulations which the Faculty may from time to time prescribe.

64. Meeting of Student Organizations.

No meeting of student organizations or associations, and no public meeting of students may be held during the hours devoted to the regular exercises of the College without permission of the President or the Dean.

No meeting of student organizations may be held in the chapel or recitation rooms of the College without permission of the President or Dean.

65. Eligibility for Public Appearance.

To be eligible to participate in any inter-collegiate contest, or to participate, (1) in an oratorical, dramatic, or musical exhibition, (2) in the official management of any class organization, or college team, or (3) in official service on any student publication, a student (1) shall be carrying not less than 12 hours

of college work, and (2) shall sustain his current work at a satisfactory grade.

66. Student Publications.

The Faculty Committee on Student Publications is authorized to review all student publications before issue whenever the occasion arises for such review.

No Student Publication shall appear without the sanction of the Faculty Committee on Student Publications.

RELIGIOUS EXERCISES

67. Sectarian Teaching Forbidden.

No sectarian tenets shall be taught by the President, Professors or Instructors.

68. Chapel Attendance.

Every student shall attend prayers in the chapel, at such hours as the Faculty may appoint.

69. Church Attendance.

All students are expected to attend public worship at least once on the Lord's Day, at such place of worship as may have been elected in writing.

COMMENCEMENT

70. Degrees and Fees.

The degrees of Bachelor of Arts and of Bachelor of Science shall be conferred by the Board, on the recommendation of the Faculty. No one shall be admitted to either of these degrees who shall not have paid to the Treasurer all his College dues and the graduation fee of seven dollars.

71. Approval of Speeches.

Each student taking part in the Class Day exercises shall submit to the chairman of the

Faculty Committee on Student Publications a copy of his speech at least one week before Commencement, and if he shall make additions to what is contained in the copy approved, or shall speak anything in public which he has been directed to omit, he shall forfeit his degree.

LIBRARY RULES

1. Students may borrow not more than two volumes at a time without special permission. No volume shall be kept longer than two weeks without renewal.

2. Any book is subject to recall when needed. Notice that the book is needed must receive **immediate attention**.

3. Transferring or loaning a book to another person is absolutely forbidden.

4. Any person taking a book from the Library without having it registered by the Librarian will be fined one dollar for the first offense, and on repetition of this offense will forfeit all Library privileges until further notice.

5. Any person keeping a volume longer than the rules of the Library permit, shall be fined five cents for each extra day. Messenger will be sent for a book not returned after one week's notice, and a special fine of fifty cents will be imposed.

6. If any book is lost by a borrower he must pay the cost of replacing it, in addition to the usual fine. If a book is not returned after a reasonable time, it shall be considered lost and subject to the provision of this rule.

7. Notes, corrections, or marking of any kind in books belonging to the Library are **unconditionally forbidden**. Any person violating this rule or otherwise injuring any book

shall pay a satisfactory fine, or take the book and pay all cost of replacing it.

8. Silence and decorum must be strictly observed in the reading room.

9. No student can be graduated or honorably discharged from the College until his accounts with the Library are settled.

PRECEPTORIAL REGULATIONS

1. Preceptorial regulations are distinct from Class recitations and do not interfere with nor excuse from regular attendance on recitations.

2. Preceptorial appointments are an absolute requirement and must be met promptly and regularly. **NO EXCUSE** will be given except for sickness, properly certified.

3. Failure on the part of a student to attend his preceptorial appointments promptly and regularly will be followed by dismissal from College.