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EXTRACTS
FROM THE
LAWS AND
REGULATIONS
OF
DICKINSON COLLEGE
1921



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EXTRACTS
FROM THE
LAWS AND REGULATIONS
OF
DICKINSON COLLEGE

1. Election of Studies.

1. Choice of electives for the Sophomore, Junior, and Senior years shall be made in May and must have the approval of Class Deans. Change in electives may be made with the consent of Class Deans before the opening of any semester, but later changes may be made only with faculty approval.

2. Elective studies in excess of the prescribed number of hours may be taken if, in the judgment of the faculty, such additional work will not interfere with the regular work. No member, however, of the Junior or Senior class may take more than seventeen hours of work if the general average for the preceding year was less than seventy-five per cent.

3. A course in which a student has failed and which he is to repeat shall take precedence over all other work.

2. College Credit for Work Completed Elsewhere.

4. The College may grant credit for work done in other colleges or at approved summer schools on previous arrangement with the Dean of the College.

5. Credits for work done privately may be secured under conditions to be learned from the Dean of the College, in part as follows:—

All work a term or more in length in any department done privately outside of class and for which college credit is asked shall cover twice the subject matter of courses taken regularly in class.

3. Grades.

6. Marks upon all recitations, examinations, or other exercises are given on a scale of 100, unexcused absences in excess of allowance counting zero.

7. In determining the grades in the Freshman and Sophomore classes, examinations shall count one-fourth and term work three-fourths; for the Junior and Senior classes the proportionate value of each may be determined by the instructor.

8. At the end of each semester the marks of students in each subject are computed as above. An average of 90 or more is designated by the letter A; 80 to 90 by B; 70 to 80 by C; 60 to 70 by D; 50 to 60 by E; and below 50 by F.

9. *Grades are reported to students by letter only.*

10. Grade F in a semester's work in any sub-

ject necessitates the repetition of that work by the student with the succeeding class if credit is to be secured. Grade E indicates that the student is not passed but may absolve the condition by a special examination. Failure to do so, however, before the beginning of the subject by the succeeding class necessitates repetition of the semester's work with that class.

11. Student grades are computed at the end of each year on the scale of 100 from the semester's marks in each subject, each being given a weight corresponding to the number of credit hours allowed to it. From the sum of the marks thus computed one-half the number of demerits charged against the student is subtracted. The class is then divided into four groups, A, B, C, and D, these letters having the same significance as in paragraph 8.

Illustration of Marking System.

MARKS			
Hours in Course	1st Semester	2nd Semester	Year
4	92	86	356
2	90	92	182
4	60	70	260
4	77	73	300
2	95	85	180
1	Essay Work		83
17	Totals - - -		1361
Less $\frac{1}{2}$ of 20 demerits - - -			10
			17)1351
Mark C			79.5%

A net total of 1361 would give the mark B. Twenty demerits have reduced it to C.

12. Students may be advanced with conditions of not more than four hours per week. However, students in arrears more than four hours but allowed under paragraph 2 to take enough work to bring the arrearage below this limit will be classified accordingly.

13. A student entering from another college shall be classified as he would be classified by the college from which he came; provided, however, that no student shall be classified in such a way as to have conditions of more than four hours' work.

14. The final grades of the members of the graduating class are determined as in paragraph 12, except that all work done in College is included in the computation. *No student will be graduated who has not attained a grade above D on at least half his hours of work, unless the entire course averages at least 70 per cent. or two-thirds of the Junior and Senior work averages C or above.*

15. Students who attain an average grade of 90 or more throughout their course are awarded at graduation a general honor of the first degree; and those who attain an average of 87 and less than 90, that of the second degree. Commencement orations are awarded to two members of the graduating class who have attained high standing and have developed superiority in writing and speaking. A student to receive a commencement appointment must have been connected with the college at least two years, and must also have

been connected with one of the literary societies for at least one-half of the time of connection with the College.

Honor Courses.

16. To qualify for Special Honor Courses students must

- (1) Attain an average of B for all the work of the Sophomore year.
- (2) Secure the approval of the department in which the courses are sought.
- (3) Register for the work not later than the middle of the Junior year.

17. To attain a Special Honor students must

- (1) Average at least B for the entire college course.
- (2) Pursue at least twelve hours of work in the special field chosen.

Four hours may be in a related field approved by the Head of the department.

- (3) Average at least A in these twelve hours.

The bearing of grades for any first course in the department elected and other special matters will be determined by action of the faculty.

- (4) Pursue a special course outside the class room equal to at least four year-hours and pass an examination in the same with a grade of A.
- (5) Present an acceptable thesis.

- (6) Complete all work not later than the 15th of May preceding graduation.

4. Absences.

18. Each student who attained a grade of A or B in the work of the preceding year is allowed a certain number of absences from college exercises for which, if this number be not exceeded, no penalty will be imposed; but the absence of an entire class or any large part of a class from any college requirement may or may not be made a part of these allowed absences. Such absence may be treated separately by the faculty with such penalties as it seems to merit.

19. The number of allowed absences shall be as follows:—From a one hour subject, one absence each semester; from a two hour subject, two absences each semester; from a three hour subject, three absences each semester; from a four hour subject, four absences each semester; from church, one absence each semester; from chapel service, six absences each semester.

20. There shall be no allowed absences from laboratory exercises. All exercises omitted will be required before credit is given for the term's work, but the completion of the exercise will not operate to remove any of the penalties of the absence. Any student absent from the laboratory for more than fifteen minutes of the period may be counted absent.

21. Unexcused absences from college requirements during the first three days of the college

year, the three days before or after the Spring and Christmas vacations, and other times as announced, are doubled in computing demerits.

22. Written reasons for *all absences* from college requirements should be presented to the Absence Committee of the Faculty before noon of the Monday following return to classes. *No excuse for absence will be considered unless presented before this time.* The Absence Committee will report to the student in case his excuse is *not* accepted.

23. For each unexcused absence from chapel service three demerits will be imposed; for each unexcused absence from any other college exercise, or from church, five demerits will be imposed. See also paragraph 27.

24. If a student has not presented an essay or oration at the designated time, five demerits will be imposed; if the delay exceeds one week ten additional demerits will be imposed; if two weeks, twenty additional demerits; if three weeks, forty additional demerits, etc.

25. If the number of absences of a student having an allowance (see paragraph 16) shall in any subject exceed the number of absences allowed in that subject, (see paragraph 17) none of these absences in excess of the allowance will be excused unless all the allowed absences were previously excused. For Example: If a student has five absences from a three hour subject and none of them are excused, demerits will be imposed, (see paragraph 21) for two unexcused absences;

if one, two, or three of them are excused, demerits will be imposed for two unexcused absences; if four of them are excused, for one unexcused absence.

26. Ordinarily, forty demerits subject a student to a first reproof; sixty to a second reproof; eighty to a third and last; and one hundred severs the student's connection with the College for at least two weeks, which two weeks shall be spent at the student's home, or at such place as the faculty may direct. Failure to receive notification of various reproofs will not act as a bar to suspension for 100 demerits.

27. In case a student thus suspended be readmitted to College the demerits previously incurred shall have no further disciplinary effect, although they will be counted in determining standing. If, however, during the remainder of the college year he shall receive a number of demerits greater than the number of hundredths of the college year remaining after his readmission, his connection with the College will be severed without further privilege of readmission.

28. At the end of the college year one-half of all demerits above twenty-five on the student's record will be carried over to the next year's record. See paragraph 12.

6. Examinations.

29. If, for any cause whatever, the absences of a student in a study shall exceed the number of weekly exercises in that study, before admittance to the regular examination, a preliminary exami-

nation on the work of the semester in that study will be required. This preliminary examination is held during the week preceding the regular examination. The grade of the preliminary examination is computed as of the several days wherein the absences occurred.

31. Opportunities for examinations in work allowed outside the class room under paragraph 5 are given on the Tuesday before the opening of the college year.

31. Opportunities for postponed examinations, or for re-examination in the case of failures, are given but once each year, on the Wednesday before the opening of the college year.

32. No special examination of any sort will be given while College is in session save in very exceptional cases, and then only by vote of the faculty.

33. A student desiring to take any special examination shall apply to the Dean of the College at least five days before the date set for the examination.

34. For any special examination caused by previous failure, or by absence from examination unless the absence is excused, a fee of five dollars is charged for each semester's work covered by the examination; and for any preliminary examination caused in whole or part by unexcused absences, a fee of two dollars. A fee of ten dollars is charged for examination on each course or part of course taken privately outside of class under paragraph 5, the same to be paid on request

for the examination. All fees for these examinations are devoted to library purposes.

35. If the fee incurred under paragraph 33 for preliminary examination is not paid before the beginning of the regular examinations, it will be doubled in amount; and if not paid before the close of the semester, the student will not be passed in that subject or admitted to the work of the following semester until all such fees shall have been paid.

General.

36. While students are free to choose the church they will attend, they are required to attend the regular morning service of the church of their choice. Permission to attend elsewhere may be secured from the Class Dean.

37. A student is not permitted to room in a fraternity house during the first year of college residence.

38. All unnecessary damage to property shall be assessed equally on all students during each college year; however, if the perpetrator of any such damage be discovered, he shall make good the same and may be subject to a fine not exceeding ten times the amount of damage done, the same to be determined by the faculty of the College and placed to the credit of the general damage account.

39. No student will be graduated or given honorable dismissal or statement of scholastic record and work done until all his financial obli-

gations to the College, the literary societies, and his boarding house have been met.

40. Any statement of scholastic record shall be complete and shall include all failures.

41. Students are expected to conform to the requirements of good morals and good citizenship. In the absence of specific regulations the faculty pass on all matters respecting the general life of students in the College.