

# OTTAWA UNIVERSITY

Founded in 1865

## QUARTERLY BULLETIN

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Record of the Eighty-seventh Session  
1951-1952

Announcements of the  
Eighty-eighth Session  
1952-1953

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Vol. 49; No. 2

April 1, 1952

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# UNIVERSITY CALENDAR

1952

May 16-17	Friday-Saturday	Comprehensive examinations
May 26-30	Monday-Friday	General examinations
May 30	Friday	Spring semester ends
May 31	Saturday	Class and Alumni Day
June 1	Sunday	Baccalaureate and 87th Commencement

## SUMMER SESSION

June 4	Wednesday	Summer session opens
August 1	Friday	Summer session closes

## SECOND SUMMER SESSION

August 4	Monday	Second Summer session opens
August 22	Friday	Second Summer session closes

## FALL SESSION 1952

Sept. 8-10	Monday-Wednesday	Registration
Sept. 11	Thursday	First class sessions (8:00 a.m.)
Sept. 13	Saturday	All school mixer
Sept. 17	Wednesday	President's convocation
Nov. 26	Wednesday	Thanksgiving vacation begins (4:30 p.m.)
Dec. 1	Monday	Thanksgiving vacation ends (8:00 a.m.)
Dec. 19	Friday	Christmas vacation begins (4:30 p.m.)

1953

Jan. 5	Monday	Christmas vacation ends (8:00 a.m.)
Jan. 23	Friday	First semester ends

## SPRING SESSION

Jan. 26-27	Monday-Tuesday	Registration
Jan. 28	Wednesday	First class sessions (8:00 a.m.)
March 27-28	Friday-Saturday	Charter Day
April 2	Thursday	Easter vacation begins
April 9	Thursday	Easter vacation ends
May 15-16	Friday-Saturday	Comprehensive examinations
May 25-29	Monday-Friday	General examinations
May 30	Saturday	Class and Alumni Day
May 31	Sunday	Baccalaureate and 88th Commencement

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# BOARD OF TRUSTEES

## OFFICERS

O. A. Powell, President  
E. G. Stucker, Vice-President

R. M. Clogston, Secretary  
C. W. Hegberg, Treasurer

## COMMITTEES

**EXECUTIVE:** B. F. Bowers, Chairman; E. E. Haley, Secretary; R. M. Clogston, C. W. Hegberg, L. W. Hostetter, Harold J. Lamb, George E. Lister, O. A. Powell, E. G. Stucker, C. O. West.

**OTTAWA UNIVERSITY ENDOWMENT ASSOCIATION:** L. W. Hostetter, Chairman; C. W. Hegberg, Fred P. Martin, Mrs. Luke Mowbray.

## MEMBERS

### Sept. 1, 1948—Aug. 31, 1952

W. H. Bertholf, Wichita  
B. F. Bowers, Ottawa  
C. O. Dimmock, Hiawatha  
\*George E. Lister, Ottawa  
C. O. Mammel, Hutchinson  
T. R. Palmquist, Turner  
Robert Stone, Topeka  
\*\*John L. Strandberg, Mission  
C. O. West, Kansas City,  
Kansas

### Sept. 1, 1950—Aug. 31, 1954

Mrs. Harold L. Camp,  
Grand Island, Neb.  
Charles J. Chandler, Wichita  
William Condell, El Dorado  
W. A. Elliott, Ottawa  
C. W. Hegberg, Ottawa  
L. W. Hostetter, Wellsville  
W. D. Kinnaman, Sedan  
Mrs. J. B. Schwitzgebel,  
Kansas City, Kansas  
Robert I. Wilson, Kansas  
City, Mo.

Hugh B. Chittenden, Chaplain  
Dr. Richard F. Conrad, Shawnee, Alumni President

\*To fill the term of H. P. Blunt, deceased  
\*\*To fill the term of C. O. Hardy, deceased

# OFFICERS OF ADMINISTRATION

ANDREW B. MARTIN, B.A., M.A., B.D., D.D., Ph.D. *President*  
Ottawa University, November, 1935-

W. DAVID BEMMELS, B.A., M.A., Ph.D. *Dean of the College*  
Ottawa University, January, 1941-

ROY W. BROWNING, B.A., M.A., Ed.D. *Director of Admissions  
and Dean of Summer Session*  
Ottawa University, 1945-

B. SMITH HAWORTH, B.A., M.A. *Dean of Men*  
Ottawa University, 1942-

EVELYN KINNEY, B.S. *Dean of Women*  
Ottawa University, 1946-

VIRGINIA JENNINGS, B.A. *Registrar*  
Ottawa University, 1944-

WILLIAM L. HUTCHINSON, B.S., B.S.L.S. *Librarian*  
Ottawa University, 1949-

HUGH B. CHITTENDEN, B.A., B.D. *Chaplain*  
Ottawa University, 1949-

ROGER FREDRIKSON, B.A., B.D., S.T.M. *Director of Student  
Religious Activities*  
Ottawa University, 1949-

ROBERT N. BUNDY, B.A. *Business Manager*  
Ottawa University, 1937-

C. W. HEGBERG *Treasurer*  
Ottawa University, 1947-

EDGAR S. MIZELL, B.A., M.Th., Th.D. *Financial Secretary*  
Ottawa University, 1945-

FRANK A. TRUMP, B.A., M.D. *Director of Health Service*  
Ottawa University, 1935-

JOHN P. ROEDER, B.A. *Admissions Counselor*  
Ottawa University, 1951-

CLAUDE WEBB, B.A., M.A. *Alumni Secretary and  
Director of Publicity*  
Ottawa University, 1931-

FRED C. STOCKFORD *Superintendent of Buildings and Grounds*  
Ottawa University, 1917-

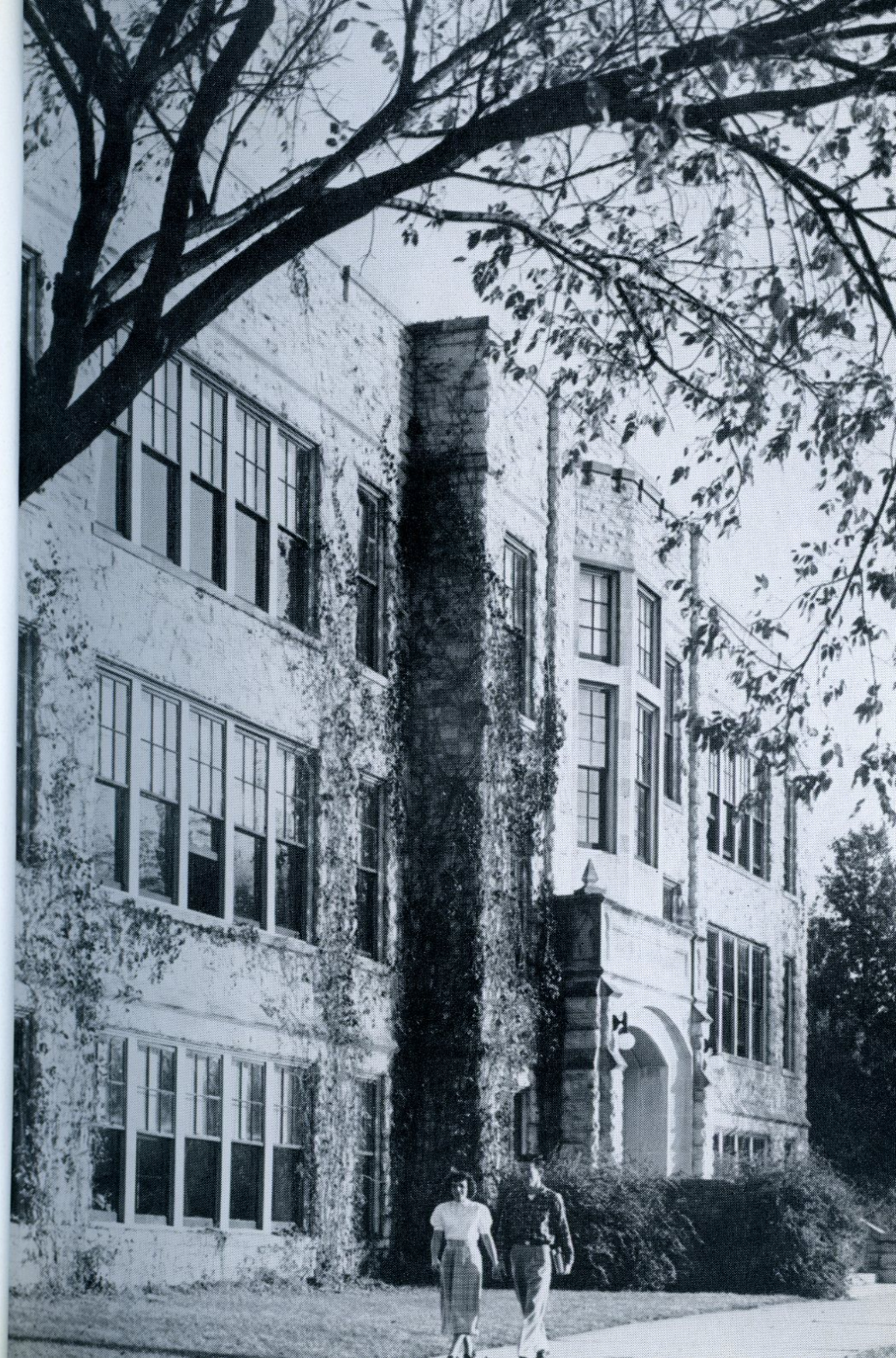
- ANDREW B. MARTIN** *President*  
B. A. Colgate, 1925; M. A., Marquette University, 1929; Ph. D., *ibid.*, 1938; Graduate Study, Harvard University, Summer, 1939. Ottawa University November, 1935-
- LULU M. BROWN** *Associate Professor of English*  
B. A., Ottawa University, 1907; M. A., University of Kansas, 1914; Summer quarter, University of Washington, 1937; University of Southern California, 1939; D. Ped., Ottawa University, 1945. Ottawa University, 1909-
- ROWLAND H. RITCHIE** *Professor Emeritus of English*  
B. A., University of Chicago, 1900; M. A., Harvard University, 1914; LL.D., Ottawa University, 1937; Summers, University of Washington, 1910; University of Vermont, 1914. Ottawa University, 1915-
- NELLE REECE BUCHANAN** *Associate Professor of Modern Language*  
B. A., University of Kansas, 1913; M. A., *ibid.*, 1925; Summers, *ibid.*; University of Old Mexico, 1922; Centro de Estudios Historicos, Madrid, 1929; University of Chicago, 1930; University of Wisconsin, 1933, 1935, 1936; University of Colorado, 1940, 1950. Ottawa University, 1925-
- EDGAR D. KERR** *Professor of Music and Director of Ensemble*  
B. Mus., Chicago Philharmonic Conservatory, 1928; M. Mus., Conservatory of Music, Kansas City, 1941; Westminster Choir Summer School, 1936, 1937, 1939, 1941; Voice study with Louis Kreidler, Stanley Deacon, and Dr. John F. Williamson. Ottawa University, 1928-
- FRANK A. TRUMP** *Director of Health Service*  
B. A., University of Kansas, 1911; M. D., *ibid.*, 1915; F. A. C. P.; Internist, Ransom Memorial Hospital, Ottawa; Consulting Internist, State Hospital, Osawatomie. Ottawa University, 1936-
- G. H. MARSHALL** *Assistant Professor of Education*  
B. A., University of Kansas, 1917; M. A., *ibid.*, 1929; Ottawa University, 1932-1939; 1940-
- W. DAVID BEMMELS** *Professor of Physics and Mathematics*  
B. A., Colorado College, 1934; M. A., Syracuse University, 1936; Ph. D., University of Colorado, 1941. Ottawa University, January, 1941-
- B. SMITH HAWORTH** *Associate Professor of History and Political Science*  
B. A., Ottawa University, 1917; M. A., University of Chicago, 1925; University of Pennsylvania, Summer, 1946. Ottawa University, 1942-
- JOHN A. DAVIS** *Professor of Chemistry*  
B. Sc., Ottawa University, 1927; M. S., University of Kansas, 1928; Ph. D., *ibid.*, 1935. Ottawa University, 1943-
- VIRGINIA JENNINGS** *Registrar*  
B. A., Ottawa University, 1931; Summers, University of Colorado, 1937; Kansas State College, 1941. Ottawa University, 1944 -
- RUTH KERR** *Instructor in Public School Music*  
B. A., Ottawa University, 1930; Westminster Choir School, 1936, 1937, 1939 (summers); Piano, Powell Weaver. Ottawa University, 1944 -

- ROY W. BROWNING** *Professor of Education and Psychology*  
B. A., University of Kansas, 1926; M. A., *ibid.*, 1933; Ed. D., *ibid.*, 1941; Graduate study at University of Michigan, 1935; George Peabody College for Teachers, 1936; Teachers College, Columbia University, 1937. Ottawa University, 1945-
- ROGER CUMMINGS** *Professor of Religion and Philosophy*  
Ph. B., Brown University, 1925; B. D., Berkeley Baptist Divinity School, 1932; M. Th., *ibid.*, 1939; Yale Divinity School, 1944-1946; Berkeley Baptist Divinity School, Summer, 1949. Ottawa University, 1940-1944, 1946-
- E. G. DICK** *Assistant Professor of Physics and Mathematics*  
B. S., Ottawa University, 1923; University of Kansas, Summers, 1928, 1929, 1930, 1939, 1940. Ottawa University, 1946-
- EVELYN KINNEY** *Assistant Professor of Physical Education*  
B. S., University of Kansas, 1941; University of Colorado, 1945-1946; Summers, *ibid.*, 1947, 1948, 1949, 1950, 1951. Ottawa University, 1946-
- RICHARD PETERS** *Assistant Professor of Physical Education*  
B. S., Kansas State College, 1946; Summers, University of Minnesota, 1950; University of Kansas, 1951. Ottawa University, 1946-
- PAUL STONER** *Assistant Professor of Music*  
B. Mus., University of Kansas, 1940; M. Mus., University of Iowa, 1946; University of Kansas, Summer, 1951. Ottawa University, 1946-
- CHARLES A. HAWLEY** *Professor of English*  
B. A., Hamilton College, 1916; S. T. B. and S. T. M., Columbia University and Union Theological Seminary, 1919; Graduate Study, University of Basel, Switzerland, and University of Goettingen, Germany, 1920-22; Ph. D., Columbia University, 1922; American School in Jerusalem, Palestine, 1924; English Literature at British Museum, 1925. Ottawa University, 1948-
- NELDA BUDDE** *Assistant Professor of English*  
B. A., Ottawa University, 1942; M. A., Kansas University, 1946; University of Chicago, Summer, 1949. Ottawa University, 1948-
- DOROTHY B. HENNING** *Instructor in Piano*  
B. Mus., Ottawa University, 1925. Ottawa University, 1948-
- L. J. LYONS** *Associate Professor of Biology*  
B. S., Kansas State Teachers College, Emporia, 1924; M. S., University of Chicago, 1934; Sc.D., University of Dubuque, 1936. Ottawa University, 1948-
- \*EMORY J. MCKENZIE** *Assistant Professor of English*  
B. A., Ottawa University, 1945; A. M., Duke University, 1947; Summers, University of Nebraska, 1949, 1950. Ottawa University, 1948-
- HENRY A. PARKER** *Supervisor of Practice Teaching*  
B. S., Kansas State Teachers College, Pittsburg, 1929; A. M., *ibid.*, 1935. Ottawa University, 1948-
- JOHN A. BACON** *Assistant Professor of Biology*  
B. A., University of Kansas, 1941; Ph. D., *ibid.*, 1950. Ottawa University, 1949-
- ROGER FREDRIKSON** *Assistant Professor of Religion*  
B. A., Ottawa University, 1942; B. D., Andover-Newton Theological Seminary, 1948; S. T. M., *ibid.*, 1949. Ottawa University, 1949-
- WILLIAM L. HUTCHINSON** *Librarian*  
B. S., Northwest Missouri State College, 1939; B. S. L. S., University of Illinois, 1948. Ottawa University, 1949-

- DON MEEK** *Assistant Professor of Physical Education*  
B. A., Ottawa University, 1939; M. Ed., University of Missouri, 1947. Ottawa University, 1949-
- DALE PURCELL** *Assistant Professor of Speech and Dramatics*  
B. A., University of Redlands, 1949; M. A., *ibid.*, 1949; Northwestern University, Summer, 1951. Ottawa University, 1949-
- BARBARA DICKINSON HAWLEY** *Instructor in English*  
B. A., Mt. Holyoke College, 1918; Ottawa University, 1948-
- RACHEL DWYER** *Instructor in Home Economics*  
B. S., Parsons College, 1920; Summers, Teachers College, Columbia University, 1922; State University of Iowa, 1942; University of Missouri, 1949; Spring and Summer, Central Missouri State College, 1950. Ottawa University, 1950-
- REXER BERNDT** *Assistant Professor of Economics and Business Administration*  
B. S., University of Denver, 1949; M. B. A., *ibid.*, 1950; University of Colorado, 1950-1951. Ottawa University, 1951-
- A. BLAIR HELMAN** *Assistant Professor of Sociology*  
B. A., McPherson College, 1946; M. A., University of Kansas, 1947; *ibid.*, 1948-1951. Ottawa University, 1947-1948, 1951-
- JACK R. MCCOY** *Instructor in Music*  
B. Mus., University of Kansas, 1950. Spring and Summer, *ibid.*, 1951. Ottawa University, 1951-

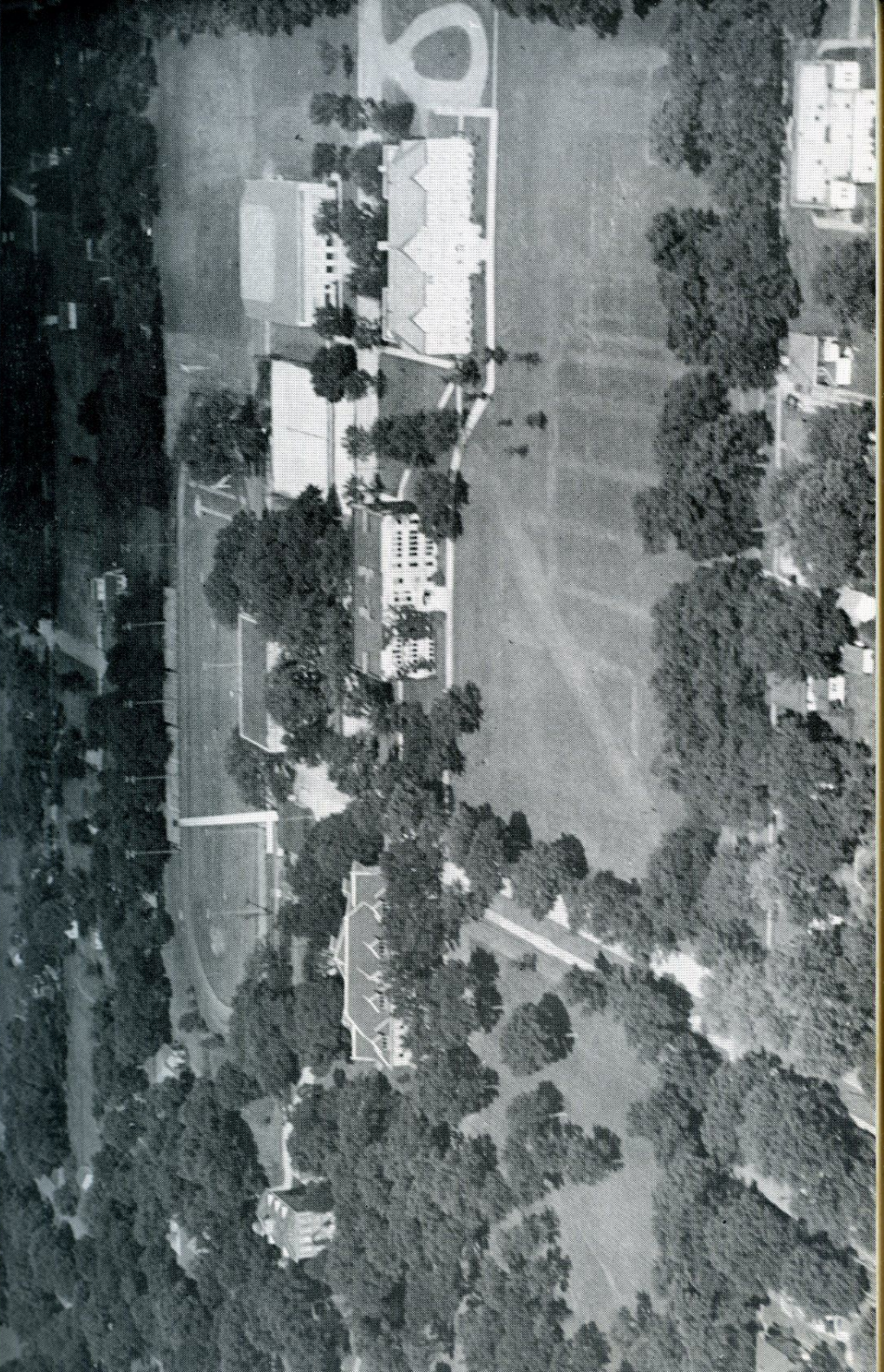
## FACULTY COMMITTEES

- ADMINISTRATIVE COUNCIL:** Martin, Chairman; Bemmels, Bundy, Dick, Haworth, Jennings, Kinney.
- ACADEMIC COUNCIL:** Bemmels, Chairman; Browning, Davis, Hawley, Haworth, Hutchinson, Jennings, Kerr, Martin, Meek, Stoner.
- EDUCATIONAL POLICIES COMMITTEE:** Browning, Chairman; Berndt, Budde, Hawley, Jennings, Lyons, Marshall, Stoner.
- STUDENT AFFAIRS COMMITTEE:** Fredrikson, Chairman; Chittenden, Davis, Haworth, Mrs Kerr, Kinney, McCoy, Peters, Purcell.
- FACULTY AFFAIRS:** Kerr, Chairman; Bacon, Brown, Dwyer, Henning, Helman.
- RESEARCH AND IMPROVEMENT:** Meek, Chairman; Dick, Hutchinson, Buchanan.













## *Statement of Purpose*

TO OFFER a program of general education designed to further the enrichment of the student as a complete person, including his physical, social, intellectual, and spiritual development; and thus to prepare him for the responsibilities of modern life.

To offer advanced education characterized by concentration in a broad field of knowledge, and emphasizing scholarly ideals and attainments with a view to the intellectual competence of the student and to his preparation, when so desired, for further graduate or professional study.

To give especial emphasis to Christian teaching as the distinctive function of the church college. This is accomplished mainly by offering courses in religion; by introducing Christian insights and values, in an appropriate way, in all fields of study; and by providing for religious activities and experiences.

To promote physical well-being as the basis of effective personality by offering a program of health education, physical conditioning, recreation, and sports.

To seek the improvement of the student as a socially minded person in whom social attitudes are well developed and who knows how to live and work well with people.

To educate the student as an informed, conscientious citizen qualified to function in a democratic society, and concerned with the application of Christian principles to social, political, and economic life, nationally and internationally.

To inform and guide the student regarding his choice of a vocation as well as to provide basic preparation for the main occupations and professions.

The pictures on the preceding pages—  
Ward Science Hall  
The Commons  
Women's Residence Hall  
Tauy Jones Hall  
Wilson Field House  
Sheldon Hall  
The Campus  
Administration Building

## *Principles of Education*

THE CHURCH college has the responsibility of making the Christian formation of the student in mind, character, and personality its distinctive function and integrating purpose.

Educational procedures should be governed by the fact of individual differences among students. So far as possible, each person should be given that education which best meets his interest and needs.

At the same time, the college is responsible for transmitting to the student the common fund of knowledge which is the heritage of the educated person whatever his individual interests or particular calling may be.

Able students should be encouraged by means of Honors courses, or similar arrangements, to do special work of their own choosing and to attain a high level of intellectual performance in keeping with their abilities and seriousness of purpose.

Instruction should be based upon the known nature of learning, particularly as to such important aspects as understandings, appreciations, attitudes, abilities, and skills. Above all, the student should learn to think independently and to be creative and self-initiating in his pursuit of knowledge.

The student's progress in college should be evaluated mainly by proved proficiency in knowledge and by his growth as an educated person, rather than merely by courses taken and credits accumulated.

Education in college should not be regarded simply as preparation for life in the future, but should give the student valuable experience in significant living here and now. To this end the college should be organized as a functioning community within which the student has opportunity to participate in democratic processes and to apply Christian principles to actual campus problems.

## THE ACADEMIC PROGRAM

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### The Ottawa Plan of Education

In the organization and administration of the curriculum in Ottawa University, both in its general and its more advanced phases, the purpose is to emphasize actual learning and development shown in qualifying examinations as the essential preparation for a degree, rather than the mere accumulation of courses and credits.

To this end the Ottawa plan of education has three phases of emphasis—basic skills, general education, and major fields of concentration. To qualify in each of these areas the student must pass appropriate examinations.

**BASIC SKILLS.** Basic skills in writing, speaking, reading, elementary mathematics, and use of library are essential to the student if he is to progress in his college program. Accordingly, the **PRELIMINARY EXAMINATION** is given to the student at the time of entrance. If this examination reveals a deficiency in any of these skills, the student is expected to remove such deficiencies by the end of the freshman year, and no student can proceed to a degree who continues to be deficient by the end of the sophomore year.

**GENERAL EDUCATION.** This phase of the curriculum gives the student a basic acquaintance with the major areas of knowledge and their relation to one another. This approach is designed to prepare the student for intelligent living in the modern and complicated world.

The general studies are organized within the seven divisions of the University. (See page 20). To meet general education requirements the student must pass the **GENERAL EDUCATION EXAMINATION** over the general areas specified for the degree he is seeking.

Within each of these areas or divisions a syllabus or outline of studies is provided to guide the student in his general education studies. Use of the syllabus will enable the student to determine the amount of class work, provided in each division, which he must take in preparation for the general education examinations.

The emphasis is on understanding. The student is not required to take the general courses in any division in which he can pass the general education examination.

**MAJOR FIELD OF CONCENTRATION.** In addition to basic skills and general education, the student must acquire a deeper understanding of a specific field represented by a department or a division. He must have selected this major by the beginning of the junior year.

The student's grasp of his major field is measured by the SENIOR COMPREHENSIVE EXAMINATION given at the completion of his major course of study. In addition to regular classes, an integrating course is provided in each department to aid the student in preparing for the comprehensive examination.

## Divisional Organization

In order to facilitate the integration of the fields of knowledge the various departments have been organized into the following divisions:

### I. KNOWLEDGE OF NATURE: DIVISION OF NATURAL SCIENCES AND MATHEMATICS

- Knowledge and appreciation of biological and physical worlds
- Understanding of scientific method and its application to modern knowledge
- Experience in use of instruments and laboratory equipment in scientific research
- Appreciation of the achievements of science, the work of the great scientists, and the interrelatedness of scientific knowledge
- Pre-professional training in science
- Understanding of the relation of science to religion

### II. HEALTH AND PHYSICAL DEVELOPMENT: DIVISION OF HEALTH, PHYSICAL EDUCATION, AND RECREATION

- Physical examination and corrective program
- Knowledge of the body and its functions
- Health knowledge, habits, and routines
- Safety and first aid
- Physical conditioning
- Swimming and life saving
- Participation in sports
- Relation of religion to physical health

### III. MENTAL HEALTH AND PERSONAL EFFICIENCY: DIVISION OF MIND, PERSONALITY, AND EDUCATION

- Knowledge of mental life
- Understanding of normal personality
- Conditions of personality improvement
- Efficiency in work and study
- Knowledge of educational goals
- Relation of religion to mental health

### IV. SOCIAL DEVELOPMENT AND CITIZENSHIP: DIVISION OF SOCIAL SCIENCES

- Understanding and appreciation of the democratic way of life
- Knowledge of the institutions of democracy
- Knowledge of great movements in history
- Understanding of Christian principles of society
- Constructive attitude toward social change
- Preparation for worthy home life
- Preparation for community leadership
- Preparation for citizenship in state and nation
- Knowledge of economic principles and problems
- Intelligent interest in international affairs
- Use of the campus as a laboratory of democratic processes

### V. LANGUAGE AND COMMUNICATION OF IDEAS: DIVISION OF LANGUAGE AND LITERATURE

- Proficiency in the use of English in reading, writing, and speaking
- Knowledge and use of the principles of sound reasoning
- Ability to express thought clearly and independently
- Facility in creative writing
- Study and practice in speech, drama, and debate
- Appreciation of the great literary masterpieces of the English language
- Appreciation of the language and cultures of other peoples
- Knowledge of the contribution of literature to the Christian view of life

### VI. AESTHETIC APPRECIATION AND SKILLS: DIVISION OF FINE ARTS

- Knowledge of the principles of art
- Appreciation of the place of beauty in life
- Training in the observation of beauty

Stimulation of the desire to make one's own house and surroundings beautiful  
 Development of taste and skill through the use of artistic media  
 Familiarity with great works of art and their authors  
 Knowledge and appreciation of the relation of religion and art

#### VII. CHRISTIANITY AND PHILOSOPHY OF LIFE: DIVISION OF RELIGION AND PHILOSOPHY

Knowledge of the Bible  
 Understanding of the place of religion in life, including knowledge of comparative religions  
 Understanding of the basic ideas and doctrines of the Christian faith  
 Introduction to the methods and major problems of philosophy  
 Opportunity to participate in a comprehensive program of religious activities  
 Guidance in religious experience, including personal development and worship  
 Preparation for church leadership  
 Understanding of contemporary religious problems and movements  
 Knowledge of the missionary program of the church

### Honors Program

In line with the emphasis on achievement, the Ottawa plan of education challenges the more capable student through its Honors program. Within the framework of each course, opportunity is given to the student for original work on a higher level. Acceptance of such opportunity and successful completion of this work results in Course Honors. The system of scholastic recognition is based on the Honors program. This is further discussed on page 38.

### Great Books

A program of reading, correlated as nearly as possible with the present divisional plan of study, has been instituted at Ottawa so that all students, before graduation, may become intimately acquainted with outstanding books of the past and present. A minimum number of titles, selected because of their universal appeal, should be read in preparation for the General Examinations. More

specialized reading is planned for the last two years. Titles from this list may be completed at any time before graduation, under the supervision of the department in which the student is enrolled.

## Degrees

Ottawa University offers the following degrees:

Bachelor of Arts  
 Bachelor of Science in Natural Sciences  
 Bachelor of Music  
 Bachelor of Music Education

### Requirements For All Degrees

**GENERAL EDUCATION.** The student must pass a General Examination in each of the divisions specified for the particular degree he is seeking.

**MAJOR FIELD OF STUDY.** A minimum of twenty-four to thirty semester hours credit in a major field of study is required. No more than forty hours in a major may be applied as credit for graduation, except for the degrees of B. of Mus. and B. of Mus. Educ.

A student may major in any one of the following departments: Biology, Chemistry, Business Administration-Economics, Education, English, History-Political Science, Home Arts, Mathematics, Music, Physical Education, Physics, Religion-Philosophy, Sociology, Spanish, and Speech and Drama. A student should select his major by the beginning of the junior year.

At least twelve hours in the major must be in junior-senior courses. In certain departments, indicated in departmental sections of this catalogue, freshman courses do not count as credit on the major.

At least twelve hours must be taken in a related subject selected from the same division as the major or in a field approved by the counselor.

In addition to departmental majors, a divisional major is offered in Social Science and in Language and Literature. Thirty hours are required for such majors. Eighteen of these must be above the freshman level in one department and six must be above the sophomore level in a second department of the division.

A grade of "D" in any course will not count toward the major requirement.

All seniors who plan to attend graduate school should take the Graduate Record Examination in the spring.

**SUPPLEMENTARY REQUIREMENTS.** Although the emphasis in the Ottawa plan is on proficiency rather than required courses, there are of necessity a few courses specifically required. These are English 101, 102 or 103, 104, plus six additional hours of English; Physical Education 101, 102, 201, and 202 (the Physical Education requirements may be waived for those who have had military training.); Education 400.

All candidates for degrees must complete one hundred twenty-four semester hours of course work, forty hours of which must be in junior-senior courses.

A candidate for any degree must obtain a minimum of one hundred thirty grade points for his first one hundred twenty-four hours of credit. For each additional hour, he must have an additional grade point. These are given according to course grades received: "A"—three; "B"—two; "C"—one; "D"—none.

A minimum of thirty semester hours in residence, not including physical education, is required. Twenty-four of the last thirty hours and the last semester of the college course must be taken in residence.

A maximum of one-fourth of the total credit toward graduation may be obtained through correspondence courses. Not more than six of the last thirty hours may be obtained by correspondence.

## Requirements, Bachelor of Arts Degree

In addition to meeting the general requirements for all degrees, a candidate for the Bachelor of Arts degree must complete twenty-four or more hours in the major field, must pass the General Examinations in all of the seven divisions except the one in which he majors, and must pass the Comprehensive Examination over his major field.

## Requirements, Bachelor of Science Degree

A candidate for the Bachelor of Science degree in the natural sciences (biology, chemistry, mathematics, or physics) must meet the general requirements for all degrees, complete at least thirty hours and not more than forty in the major subject, and have in addition at least thirty hours in the other natural sciences. He must pass the Comprehensive Examination over his major field and

must also pass the General Examination in the following five divisions:

Health, Physical Education, and Recreation  
Mind, Personality, and Education  
Language and Literature  
Religion and Philosophy  
Fine Arts

## Requirements, Bachelor of Music Degree

The student seeking a Bachelor of Music degree must meet the general requirements for all degrees. He may major in organ, piano, violin, voice, or orchestral instruments. He must complete at least twenty-four hours in the major including the most advanced senior course. He must take the Comprehensive Examination, a part of which will be the senior recital. The student must pass the General Examination in each of the following four divisions:

Health, Physical Education, and Recreation  
Mind, Personality, and Education  
Language and Literature  
Religion and Philosophy

Orchestral instrument majors are required to study one or more related instruments for four semesters, in addition to the four year course in the major instrument. Instrumental majors are required to take band or orchestra each semester for four years.

The following, including required music theory courses, is a recommended arrangement of courses by years for organ, piano, violin, or voice majors:

FRESHMAN YEAR			SOPHOMORE YEAR		
	Semester			Semester	
	1st	2nd		1st	2nd
Major .....	2-3	2-3	Major .....	2-3	2-3
Harmony I 107-8 .....	3	3	Minor .....	1	1
Ear Training & Sight Singing 103-4 .....	1	1	Harmony II 201-2 .....	2	2
Music Appreciation 105-6 ..	2	2	Ensemble .....	1	1
Ensemble .....	1	1	English elective .....	3	3
Freshman English 101-2 ..	3	3	General Psychology 200 ..	3	3
Physical Education 101-2 ..	1	1	Elective Soc. Sc. ....	1	1
Intro. to Phys. Ed. 110 .....	1	1	Physical Education 201-2 ..	1	1
Elective .....		1	Elective .....		2
			Man and Fine Arts .....	2	2
	16	16		16	16

JUNIOR YEAR			SENIOR YEAR		
	Semester		Major	Semester	
	1st	2nd		1st	2nd
Major	3-4	3-4	Methods & Repertoire	3-4	3-4
Counterpoint 305-6	2	2	317-8	2	2
Form & Analysis 303-4	2	2	Choral Conducting 311	2	
Music History 301-2	3	3	Conducting & Orchestration 312		2
Ensemble	1	1	Recital		2
Language (German or French)	5	5	Ensemble	1	1
	17	17	Religion	3	3
			Senior Counseling 400	1	
			Electives	3	1-3
				16	15-17

The recommended schedule for the orchestral instrument major is similar to the above plan. A detailed schedule is on file in the music department.

## Requirements, Bachelor of Music Education Degree

The candidate for the Bachelor of Music Education degree must meet the general requirements for all degrees. He must pass the Comprehensive Examination in music and the General Examination in each of the following divisions:

Health, Physical Education, and Recreation  
Mind, Personality, and Education  
Language and Literature  
Religion and Philosophy

The following course is designed for certification in the State of Kansas for the special music certificate. Valid for three years for teaching music in the elementary and secondary schools and may be issued to applicants who have completed a baccalaureate degree including 45 hours of general education, 24 hours of professional education, and who have completed a 62 hour music education program. The following is a suggested course outline.

FRESHMAN YEAR	
First Semester	Second Semester
Ear Training & Sight Singing 103..... 1	Ear Training & Sight Singing 104..... 1
Harmony 107 ..... 3	Harmony 103 ..... 3
Music Appreciation 105 ..... 2	Music Appreciation 106 ..... 2
Methods of Teaching Strings 161..... 2	Methods of Teaching Strings ..... 2
Applied Music ..... 1	Applied Music ..... 1
Ensemble ..... 1	Ensemble ..... 1
Freshman English 101 ..... 3	Freshman English 102 ..... 3
Religion and Life ..... 3	N. T. Life & Literature ..... 3
Physical Education ..... 1	Physical Education ..... 1
17	17

### SUMMER SESSIONS OR CORRESPONDENCE STUDY

200 General Psychology
100-200 Principles of Sociology
301 Educational Psychology

### SOPHOMORE YEAR

First Semester	Second Semester
Harmony II 201 ..... 2	Harmony II 202 ..... 2
Elementary School Music 211 ..... 3	Elementary School Music 212 ..... 3
Applied Music (Major-Minor) ..... 2	Applied Music ..... 1
Ensemble ..... 2	Ensemble ..... 1
American History 201 ..... 3	Methods of Teaching Brass and Woodwind 164 ..... 2
Physical Education ..... 1	American History 202 ..... 3
Introduction to Physics (or Chemistry) 100 ..... 3	Physical Education ..... 1
	General Biology 100 ..... 4
16	17

### JUNIOR YEAR

First Semester	Second Semester
Form and Analysis 303 ..... 2	Form and Analysis ..... 2
Conducting 311 ..... 2	Conducting 312 ..... 2
Secondary School Methods 313 ..... 3	Literature (Eng. or Am.) ..... 3
Literature (Eng. or Am.) ..... 3	Applied Music (Major - Minor) ..... 2
Applied Music (Major - Minor) ..... 2	Ensemble ..... 2
Ensemble ..... 1	American Government 206 ..... 3
Elective Science (Gen. Zoo.) ..... 4	Child Psychology ..... 3
17	17

### SENIOR YEAR

First Semester	Second Semester
Music History 301 ..... 3	Music History 302 ..... 3
Counterpoint 305 ..... 2	Counterpoint ..... 2
History & Phil. of Educ., or Curriculum (403) 309 ..... 3	Seminar 420 ..... 2
Practice Teaching-Elementary 400..... 3	Senior Counseling 400 ..... 1
Applied Music ..... 2	Practice Teaching-Secondary ..... 3
Ensemble ..... 1	Applied Music ..... 2
Methods & Repertoire ..... 2	School Administration ..... 3
16	16

Music education students should take two ensembles each semester. Attendance at faculty and student recitals is required.

## Special Programs of Study

Ottawa University offers supplementary programs of study leading to Certificate of Achievement, pre-professional qualification, and teaching certification.

### Achievement Programs

#### Lay Leadership in the Church

Within recent years an increasing demand has arisen for lay workers in the Church who are trained to teach religion in the Church School, or in the week day schools of religion, or to assist

the pastor in his office or with his other duties. The churches rightfully expect the Christian college to supply qualified personnel for these purposes.

In order to meet this need, a special syllabus is offered dealing with the aspects of religious knowledge, the functions and skills which are most essential to the practical work of the church. A certificate of achievement in Lay Leadership is offered at graduation to each student who successfully meets the prescribed requirements.

Such certificates are awarded in the specific areas of Music, Religious Education, and Secretarial Science. The basic syllabus includes the following courses together with special reading and practical assignments:

	hours
Speech 101 - 102 .....	4
Principles of Sociology 201 - 202 .....	6
Bible: The Old Testament 201 .....	3
The New Testament 101 .....	3
Church Leadership 309 .....	3

The person who receives a lay certificate in the field of music must fulfill these additional requirements:

	hours
Music Appreciation 105 - 106 .....	2
Church and Choral Music 316 .....	2

One year of Vocal or Instrumental Lessons Experience in one of the University Orchestral or Choral groups.

The person who receives a lay certificate in Religious Education must fulfill these additional requirements:

	hours
Practicum in Religion 202 .....	2
Psychology: Child 204 .....	3
Adolescent 302 .....	3
Recreational Leadership 205 .....	3

The person who receives a lay certificate as a Church Secretary must have work in Secretarial Science and prove his ability in Shorthand, Typing, and Mimeographing.

## American Citizenship

A syllabus is offered in American Citizenship in which the student may qualify for a certificate of achievement in this field. It is hoped in this way to encourage American college students to prepare for the responsibilities of citizenship and for leadership in social and political affairs. The syllabus will involve the work of the following courses plus special readings and practical assignments:

	Hrs.		Hrs.
Teaching of Christianity 402 .....	3	Speech or Debate 101-102, 103 ..	4-5
Literary Criticism 405 .....	3	American History and American	
International Politics 403 .....	3	Government 201-202, 206 .....	9
The Family 310 .....	3	Mental Hygiene 202 .....	3
		Health Education 100 .....	3

## Home Management

By fulfilling a prescribed syllabus including courses in Home Economics, Sociology, and Religion, the student may qualify for a certificate of completion in Home Management. Women students, other than Home Economics majors, are particularly urged to qualify for this certificate. The following courses are involved in the syllabus:

	Hrs.		Hrs.
Selection and Prep. of Foods 101 ....	3	Child Care and Training 302 .....	2
Meal Planning and Serving 102 .....	3	Social Influences of Christianity	
Clothing and Textiles 201-202 .....	6	or	
Principles of Sociology 201-202 .....	6	Teach. of Christianity 304 or 403 ..	3
First Aid 303 .....	3	Introduction to Rel. Educ. 305 .....	3
Home Architecture and Decorations		The Family 310 .....	3
301 .....	3	Personal Appearance 110 .....	2

## Pre-Professional and Vocational Programs

It is not the function of the Liberal Arts College to offer courses which belong properly to the curricula of the professional schools. However, official statements from these schools indicate that the best preparation for professional work is a well-balanced program of liberal arts. For the purpose of educational guidance, therefore, the following courses are suggested for those students interested in pre-professional study. A certificate of achievement is awarded upon completion of special pre-professional curricula.

**CHRISTIAN SERVICE.** Ottawa University offers courses calculated to qualify men and women to do a high grade of work in the field of religion in graduate schools, seminaries, and training schools. The American Association of Theological Schools suggests the following courses for pre-seminary students: English composition and literature, 8-12 hours; philosophy, 4-6 hours including any two of ethics, logic, introduction to, or history of philosophy; Bible or religion, 4-6 hours; history, 4-6 hours; psychology, 2-3 hours; foreign language, 12-16 hours in Latin, Greek, Hebrew, French, or German; physical or biological science, 4-6 hours; social science, 4-6 hours in economics, sociology, government or political science, social psychology, and education.

**ENGINEERING.** The following is recommended as a basic two-year course in pre-engineering, preparing for professional training in agricultural, civil, electrical, or mechanical engineering, or industrial arts. For chemical engineering the student should consult the Chemistry Department for modifications of this curriculum.

**DENTISTRY.** See *Medicine and Dentistry*.

It is recommended that students entering this program present, as admission, high school credits which include mathematics through solid geometry, chemistry, and physics.

## FRESHMAN YEAR

1st Semester		2nd Semester	
	Hrs.		Hrs.
Physical Education 101	1	Physical Education 102	1
Freshman English 101	3	Freshman English 102	3
Chemistry 101	5	Chemistry 102	5
College Algebra 103	3	Anal. Geometry 106	5
Plane Trigonometry 120	2	Desc. Geometry 108	3
Engineering Drawing 107	2	Engineering Lectures 112	1
	16		18

## SOPHOMORE YEAR

1st Semester		2nd Semester	
	Hrs.		Hrs.
Prin. of Economics 201	3	American History 202	3
Physical Education 201	1	Physical Education 202	1
Calculus 201	4	Calculus 202	4
General Physics 201	5	General Physics 202	5
Machine Drawing 203	2	Elem. Surveying 206	3
Fundamentals of Speech 101	2	Statics 204	3
	17		19

**JOURNALISM.** The National Council on Professional Education for Journalism recognizes that a broad liberal arts education is the best foundation for professional journalism.

Recommended: Wide reading in the history of journalism and biography. A major in English or Social Sciences. Specific English courses to include Creative Writing, Contemporary Literature, the Essay, and Literary Criticism. Knowledge of current English usage.

**LAW.** Pre-law students should register under the direction of a pre-law adviser. Under this guidance, the student will be informed of the legal requirements within the State of Kansas and of the Kansas Bar Association and also of the courtesy acceptance by other states of members of the Kansas Bar Association. If the student knows in advance in which state he intends to practice, he will be advised of the advantages of one law school over another. As to preliminary courses taken at Ottawa, he will be advised to major in the social science division and particularly to make his choice from the courses outlined below:

	Hrs.		Hrs.
English 101-102	6	Algebra 103	3
Speech 101-102	4	Plane Trigonometry 120	3
Religion and Philosophy 101	3	Analytic Geometry 106	4-5
Biology 100	4	American Literature 201-202	6
Chemistry 100	3	American History 201-202	6
Accounting 103-104	6	Prin. of Economics 201-202	6
Argumentation and Debate 103	3	Prin. of Sociology 201-202	6
General Psychology 200	3	Economic History of U. S. 306	3
Mental Hygiene 202	3	Political Philosophy and Theory 406	3
Physics 100	3	International Politics 403	3
Debate 200 A, B	2	Christian Ethics 404	3
American Government 206	3	Latin-American History 404	3
Accounting 251	6		
Const. History of U.S. 301	2		

The American Bar Association recommends that the pre-law requirement of completion of half the number of hours required for a Bachelors degree is best fulfilled for law purposes in a college of Arts and Sciences.

Subjects should be taken to develop the habit of precision of thought, such as ethics, mathematics, physics, chemistry, or other laboratory science. Subjects of special utility should be taken, such as English composition, speech, economics, history, government, and sociology because of their near relation to, and influence upon, development of law. A comprehension of the principles of accounting is almost indispensable.

**MEDICAL TECHNOLOGY.** A program similar to the one listed below for Medicine and Dentistry will enable the student to prepare himself for work as a laboratory specialist for public health and welfare programs or as a worker in a hospital laboratory.

**MEDICINE AND DENTISTRY.** The following program is set up to enable the student to pass the "Medical Aptitude Test" given each year by the Association of American Medical Colleges and to prepare him for entrance to any class A Medical College:

## FRESHMAN YEAR

1st Semester		2nd Semester	
	Hrs.		Hrs.
General Chemistry 101	5	Gen. Chem. & Qualitative Anal. 102	5
College Algebra 103	3	General Biology 100	4
Plane Trigonometry 120	2	Freshman English 102	3
Freshman English 101	3	Physical Education 102	1
Physical Education 101	1	Intro. to Health, P. E. and Rec. 110	1
Man and Fine Arts 101	1	Man and Fine Arts 102	1
	15		15

## SOPHOMORE YEAR

1st Semester		2nd Semester	
	Hrs.		Hrs.
General Physics 201		General Physics 202	
or		or	
Elementary German 101	5	Elementary German 102	5
General Psychology 200	3	Quantitative Analysis 202	5
Social Science	3	Physical Education 202	1
Physical Education 201	1	General Zoology 204	4
General Botany (or elective) 203	4	Social Science	3
	16		18

## JUNIOR YEAR

1st Semester		2nd Semester	
	Hrs.		Hrs.
Organic Chemistry 301	4	Organic Chemistry 302	4
Comparative Anatomy 307	5	General Physics 202	
General Physics 201		or	
or		Elementary German 102	5
Elementary German 101	5	Social Science	3
Social Science	3	Elective	5
	17		17



1st Semester		SENIOR YEAR		2nd Semester	
	Hrs.		Hrs.		Hrs.
Elements of Philosophy 307	3	Social Influence of Christianity 304	3		
Senior Counseling 400	1	Integrating Survey 420	2		
Major Elective	2	English Elective	3		
English Elective	3	Electives	8-9		
Electives	7-8				
	16-17				16-17

**MINISTER OF MUSIC.** Realizing the increasing need in churches for musicians who will devote full time to the growth of spiritual life through music, Ottawa University offers an integrated program of practical experience and theoretical knowledge to prepare students for effective professional leadership as ministers of music. Through the music courses recommended for this program, the student becomes familiar with all of the phases of training which will equip him to conduct a program of music education and to direct the choir program of a church. Through such religion courses as Religion in Life, Social Influence of Christianity, and Church Leadership, he can gain a background for his specialized work.

Practical application of the student's training will be gained in actual participation in local churches under the supervision of the Faculty Music Committee. It is intended that the student spend the first two years in participation in actual regular church services under the direction of faculty members and the last two years in supervised leadership experience.

The aim of such preparation is to give the student a high concept of the church service and of worship that he may develop a keener understanding of the significance of the Christian message and may more fully dedicate himself and his services to the church.

The following is the minimum requirement:

1. The music courses required for the music major in the Bachelor of Arts degree, listed on page 102.
2. Church and Choral Music 316.
3. Methods and Repertoire, Music 317-18.
4. Three hours credit above the freshman level in religion courses related to the work of the church.
5. A recommendation from the music faculty as to the adaptability and possible success of the student in this field of leadership.

If the student chooses the Bachelor of Music degree with either organ or voice as his major, he will devote a large part of his time to specialized training in building a worship service and in acquiring a recital and teaching repertoire.

**NURSING.** The student should familiarize herself with the regulations and requirements of her chosen School of Nursing and plan her work so as to meet all such requirements.

**SOCIAL WORK.** The following curriculum is based on suggestions of the American Association of Schools of Social Work. It leads to a major in Sociology, a minor in Psychology, and provides the broad background which most graduate schools of social work require.

FRESHMAN YEAR		SOPHOMORE YEAR	
	Hrs.		Hrs.
Freshman English 101-102	6	English Elective	6
Intro. to Chemistry 100	3	Principles of Sociology 201-202	6
Intro. to Physics 100	3	Physical Educ. 201-202	2
Physical Educ. 101-102	2	General Psychology 200	3
Intro. to Phys. Ed. 110	1	Economics 201-202	6
Fine Arts 101-102	2	Electives	9-12
Speech 101-102	4		
Biology, Intro. 100	4		32-35
Electives	5-8		
	30-33		

JUNIOR YEAR		SENIOR YEAR	
	Hrs.		Hrs.
The Family (Soc.) 310	3	Senior Counseling (Psych.) 400	1
Urban Sociology 307	2	Integrating Survey 420	2
Social Influence of Christianity 304	3	Social Disorganization 301	3
American State Govt. 305	3	Electives	21-27
Elements of Phil. 307	3		
Intro. to Social Work 412	3		27-33
Electives	13-15		
	30-32		

#### SUGGESTED ELECTIVES

American National Govt. 206	Economics of Consumption 307
Mental Hygiene 202	Modern Labor Problems 205
Rec. Leadership and Playground Supervision 205-206	Minority Groups 303
Child Psychology 204	Rural Sociology 305
College Algebra 103	Criminology 406
(Prereq. for Statistics)	Guidance 308
Social Psychology 311	Genetics and Eugenics 401
The Community 306	Statistics 304
	Adolescent Psychology 302
	Industrial Psychology 404

**BUSINESS-ECONOMICS.** The following curriculum has been prepared as a guide to students planning to major in Economics and Business Administration. The emphasis of this suggested program is on flexibility and adaptability, as well as, meeting the universities' requirements for the bachelors degree.

1st Semester		FRESHMAN YEAR		2nd Semester	
	Hrs.		Hrs.		Hrs.
English 101	3	English 102	3		
Prin. of Accounting 103	3	New Test. Life and Lit. 102	3		
Religion in Life 101	3	Public Speaking 102	2		
Gen. Biology 100	4	Physical Education 101	1		
Speech 101	2	Prin. of Accounting 104	3		
Phys. Ed. 101	1	Intro. to Chemistry 100	3		
	16				15

## SOPHOMORE YEAR

Int. to Engl. Lit. 207 .....	3	Int. English Lit. 208 .....	3
Amer. History 201 .....	3	Amer. History 202 .....	3
Prin. Economics 201 .....	3	Prin. of Economics 202 .....	3
General Psychology 200 .....	3	Physical Education 202 .....	1
Physical Education 201 .....	1	College Algebra 103 .....	3
Inter. Accounting 251 .....	3	Personnel Management 206 .....	3
Man and the Arts 101 .....	1	Man and the Arts 101 .....	1
	<hr/>		<hr/>
	17		17

## JUNIOR YEAR

	Hrs.		Hrs.
Money and Banking 301 .....	3	Business Cycles 405 .....	3
Business Statistics 304 .....	3	Prin. of Sociology 202 .....	3
Prin. of Sociology 201 .....	3	Hist. of Economic Thought 308 .....	3
Elements of Philosophy 307 .....	3	Political Phil. & Theory 406 .....	3
Econ. History of U. S. 306 .....	3	Speaking Situations 404 .....	3
	<hr/>		<hr/>
	15		15

## SENIOR YEAR

	Hrs.		Hrs.
Modern Philosophy 401 .....	3	Total .....	15
Senior Counseling 400 .....	1	Intergrating Survey 420 .....	2
Investments 302 .....	3	Comp. Econ. Systems 404 .....	3
Family 301 .....	3	Electives .....	10
Electives .....	5		<hr/>
	<hr/>		15
	15		

## Teaching Preparation

## Present Certification Requirements

Courses in Education and Psychology meet the present requirement of the Kansas State Board of Education for the following teachers' certificates:

**SECONDARY CERTIFICATE.** A three-year certificate renewable for five years valid in any secondary school may be issued to the applicant who holds a baccalaureate degree, provided an official transcript of college records shows general and professional education credit as follows:

(1) Forty-five semester hours of general education including: social sciences (including history), ten semester hours; literature, language, art, philosophy, or general religion, ten semester hours; physical and biological sciences, ten semester hours; and electives in above areas (three semester hours in general psychology and five semester hours of basic courses in history and appreciation of music and art may be included), fifteen semester hours.

(2) Eighteen semester hours of professional education including: (a) six semester hours directed toward understanding the individual (courses which may be included are educational psychology, child psychology, and guidance in the schools); (b) six semester hours directed toward understanding the school as a social institution (courses which may be included are history and philosophy of education, school administration, and curriculum principles and practices); and (c) six semester hours directed toward obtaining competence in instruction at the secondary level which must include at least three semester hours in student teaching, and three semester hours in general or special methods. Secondary certificates shall be valid for teaching in the secondary field only.

The secondary three-year certificate may, at the end of the third year, be renewed for five years, provided the holder makes application for such renewal and obtains two years of successful teaching experience during the period for which the certificate is valid. Subsequent renewals of the five-year secondary certificate shall include the presentation of a minimum of eight semester hours of additional approved college study or six semester hours if the applicant has been granted the master's degree.

If the holder of the secondary three-year certificate does not meet the requirements for the five-year certificate, a three-year renewal may be granted on application and evidence of one year of successful teaching during the six years immediately preceding the date of filing application for such renewal, provided such experience shall be since the issuance of the certificate for which renewal is sought, or the completion of eight semester hours' credit in a graduate school within the six years immediately preceding the date of filing application for such renewal provided such credit shall be since the issuance of the certificate for which renewal is sought.

**SPECIAL MUSIC CERTIFICATE.** The special music certificate shall be valid for three years for teaching music in the elementary and secondary schools and may be issued to applicants who present evidence of completion of a baccalaureate degree including all general education and professional education requirements for the secondary and the elementary certificates described in sections 91-1-3-A (1) and (2), and 91-1-5-1-B-(1) and (2) of *The Certificate Handbook* (issued January 3, 1951 by the State Superintendent of Public Instruction in Kansas) and who have completed a sixty-two semester hour music education program approved by the state superintendent. Renewal of this certificate may be granted under the renewal provisions, section 91-1-3-D-(1) and (3), and section 91-1-5-B-7-(a), (b), and (c) for the secondary and the elementary certificates described in *The Certificate Handbook*.

**THE LIMITED SPECIAL MUSIC CERTIFICATE** shall be valid for three years for teaching (Elementary Music, High School Vocal Music, Instrumental Music) in the field indicated on the certificate and may be issued to applicants who present evidence of completion of a baccalaureate degree including all general education and professional education requirements for the secondary and the elementary certificates described in sections 91-1-3-A-(1) and (2), and 91-1-5-B-(1) and (2) of *The Certificate Handbook* and who have completed a twenty-four semester hour music education program approved by the state superintendent as follows:

For teaching music in the elementary school, twenty-four semester hours elected from courses specifically offered for teachers of music in the elementary school.

For teaching high school vocal music, twenty-four semester hours elected from courses specifically offered for teachers of vocal music in the high school.

For teaching instrumental music, twenty-four semester hours elected from courses specifically offered for teachers of instrumental music.

Renewal of this certificate may be granted under the renewal provisions, section 91-1-3-D-(1) and (3), and section 91-1-5-B-7-(a), (b), and (c) for the secondary and the elementary certificates described in *The Certificate Handbook*.

**DEGREE ELEMENTARY CERTIFICATE.** A three-year certificate renewable for five years valid in any elementary school may be issued to the applicant who holds a baccalaureate degree, provided an official transcript of the college record shows general and professional education credit as follows:

(1) Forty-five semester hours of general education including: social sciences (including history), ten semester hours; literature, language, art, philosophy, or general religion, ten semester hours; physical and biological sciences, ten semester hours; and hours of basic courses in history and appreciation of music and art may be included), fifteen semester hours.

(2) Twenty-four semester hours of professional education including: (a) six semester hours directed toward understanding the individual (courses which may be included are educational psychology, child psychology, and guidance in the schools); (b) six semester hours directed toward understanding the school as a social institution (courses which may be included are history and philosophy of education, school administration, and curriculum principles and practices); (c) six semester hours directed toward obtaining competence in instruction at the elementary level which must include at least three semester hours in student teaching, and three hours in general or special methods; and (d) six semester hours elective in professional courses which may be selected from (a), (b), (c) above.

(3) Fifteen semester hours of related academic education in non-professional courses specifically designed to supply content appropriate for elementary school instruction from courses such as music, art, physical education, health, general science, general mathematics, children's literature, play activities, practical arts, geography, history and government. (These courses may overlap the general education requirements in some cases but may be counted only once in meeting requirements.) Degree elementary certificates shall be valid for teaching in the elementary field only. The elementary three-year certificate may, at the end of the third year, be renewed for five years, provided the holder makes application for such renewal and obtains two years of successful teaching experience during the period for which the certificate is valid.

Subsequent renewals of the five-year elementary certificate shall include the presentation of a minimum of eight semester hours of additional approved college study or six semester hours if the applicant has been granted the master's degree.

If the holder of the certificate does not meet the requirements for the five year certificate, a three-year renewal may be granted on application and evidence of one

year of successful teaching during the six years immediately preceding the date of filing application for such renewal, provided such experience shall be since the issuance of the certificate for which renewal is sought; or the completion of eight semester hours' credit in a graduate school within the six years immediately preceding the date of filing application for such renewal provided such credit shall be since the issuance of the certificate for which renewal is sought.

**SIXTY-HOUR CERTIFICATE.** A certificate valid in the elementary schools for a term of two years may be issued to the applicant who in addition to having completed a four-year high school course of study or the equivalent has secured not less than sixty semester hours' credit as follows:

Child psychology, three semester hours; English—rhetoric and composition, six semester hours; student teaching in elementary school, three semester hours; instruction methods with emphasis on the teaching of reading, directed observation and materials in elementary school, nine semester hours; children's literature, two semester hours; science for the elementary school, three semester hours; principles of geography, three semester hours; health education—personal hygiene and community health, three semester hours; playground activities, three semester hours; elementary school music, three semester hours; elementary school art or crafts, three semester hours; social studies (government and U. S. History), six semester hours; and electives, thirteen semester hours.

The sixty-hour certificate may be renewed at its expiration for a term of two years provided the holder presents eight semester hours of junior-senior college credit secured within the two years immediately preceding the date of filing for the renewal.

**ELEMENTARY TEACHER'S PROVISIONAL CERTIFICATE.** An elementary teacher's provisional certificate to be valid for teaching in the elementary school may be issued for the 1952-1953 school year upon the presentation of a total of sixty semester hours' credit of which thirty semester hours must be resident college credit including three semester hours in elementary school methods. Such certificates shall be valid from the date issued to the following June 30.

The certificates may be renewed each consecutive year upon the presentation of eight semester hours' additional credit selected from courses applicable on a sixty-hour or degree certificate.

## Summer School

It has been the general practice to maintain summer sessions designed to meet the needs of the following groups: (1) college students desiring to earn credit to apply towards a degree, (2) teachers desiring to renew certificates or to meet certification requirements, (3) persons who have completed their formal college work but who are still interested in the opportunities for academic and cultural development offered by the University.

Members of the instructional staff of Ottawa University ordinarily teaching during the regular school term are members of the summer school staff. This instructional staff is supplemented by well prepared specialists in the elementary education field.

It is possible to earn from nine to twelve semester hours of credit during the summer sessions. Courses carry the same credit as those taken during the winter, and may be fitted into a regular four-year program leading towards degrees which may be earned at Ottawa University.

# Regulations

## Attendance

**CLASS ATTENDANCE.** Attendance at classes is required, the recognized excuses being illness and University business; absences for other reasons may be excused at the discretion of the Deans. According to the faculty rule, "Any student may be dropped from class for repeated absences if, in the judgment of the professor concerned, such absences cause serious neglect of studies on the part of the student." Absences on the day preceding and on the day following vacations will be counted as double absences. Students will be fined three dollars for each class missed on the day before and the day after any vacation.

**CHAPEL ATTENDANCE.** Chapel attendance is required of all regular students on Wednesday and Friday of each week. If a student accumulates more than six unexcused absences from chapel during any one semester he will be subject to disciplinary action by the Administrative Council. The registrar shall keep a record of chapel attendance.

**GRADUATION.** Students must appear personally at graduation to receive their diplomas. Graduation in absentia can be authorized only in case of unavoidable absence due to justifiable cause presented in petition to the faculty. Otherwise the degree will not be conferred until the next graduation exercises.

## Grading System

**HOURS.** The academic year of thirty-six weeks is divided into semesters of eighteen weeks each. The unit of work is a subject carried for one hour a week for one semester and designated as "one semester hour." Two to three hours of laboratory or field work are counted as one semester hour.

**GRADES AND GRADE POINTS.** The class standing of students is expressed by the letters A, B, C, D, F, I, W.

The general academic standing of a student is expressed by the average number of grade points per semester hour according to the basis given below:

A—Indicates excellent work; three grade points per semester hour.

B—Indicates good work; two grade points per semester hour.

C—Indicates average work; one grade point per semester hour.

D—Passing but below average; no grade points.

F—Failure. The course must be taken over for credit.

I—Given in case of work which has been left incomplete by some unavoidable reason such as illness or University business.

WP—Withdrawal passing.

WF—Withdrawal failing.

May withdraw from class during the first two weeks without a grade being received. After the second week, withdrawal will result in a grade of "WP" or "WF".

Every grade of "I" must be removed within the first six weeks of the semester following the receipt of this grade; otherwise the "I" automatically becomes an "F." Exceptions to this rule may be made in emergency cases by the registrar upon the recommendation of the instructor or instructors concerned.

**ACADEMIC PROBATION.** Students who do not pass in at least half of the hours for which they are enrolled will be placed on probation for the next semester and must make an average of "C," or be automatically suspended from the college. Upon petition to the Academic Council, reinstatement may be made on probation for one additional semester. "PASSING GRADES" shall be understood to mean grades A, B, C, and D.

A statement of the grades of each student is sent to parents or guardian at the close of each semester.

## Honors Program

In order to further the ideals of scholarship an Honors Board administers the Honors program. This program involves Course Honors which may lead to Graduation Honors and to possible election to the Honors Society.

1. **COURSE HONORS.** Two levels of work are recognized in each course, one for the ordinary scope of the course, to which the regular grading system applies, and a higher level which involves work beyond the regular assignments, which is designated Honors work. Successful completion of this work, accompanied by excellent quality of work in the regular assignments, results in Course Honors being given for that particular course. In some courses there are special assignments for this upper level, while in other courses the student may select the type of Honors work he would like to do. The instructor also has the privilege of recommending to the Honors Board any student who in his opinion has done superior work.

2. **HONORS COURSE.** The student of Honors ability may enroll in his senior year for the Honors Course, in which he may do independent work on some problem or in some field of endeavor, for a maximum credit of six hours. The general supervising of this course is done by the Honors Board, and the problem selected need not necessarily be confined to one department or one division.

3. **HONORS ROLL.** At the end of each semester an Honors Roll is published of all students who have obtained Course Honors in one or more courses. At the end of the year all students who have obtained ten or more hours of Course Honors will receive Class Honors and public recognition of this achievement.

4. **GRADUATION HONORS.** To achieve this distinction the student must:

(a) Obtain Course Honors in forty hours; twelve to twenty-four hours in the major, six to twelve hours in each of two other departments, the rest to be made up of miscellaneous subjects.

The requirement of forty hours is lowered to thirty-five if the student passes two General Education Examinations with distinction.

(b) Pass a comprehensive examination with distinction in the major field.

(c) Obtain at least a "B" average in one hundred and twenty-four hours of work.

5. **HONORS SOCIETY.** In February, 1941, the Sigma Alpha Honors Society was formed. Membership is based upon scholarship, leadership, and character. For full membership, twenty-six hours of Course Honors are required. Students become associate members with a grade-point index of 2.0, and eight hours of Course Honors covering two successive semesters, or when they have obtained a minimum of twelve hours of Course Honors. They maintain their membership by continuing to make a grade-point index of 2.0 and three hours of honors per semester.

## Classification of Students

1. Classification of students is determined at the beginning of each semester.

2. Students are classified as regular or special.

3. Regular students are classified as freshmen, sophomores, juniors, and seniors, as follows:

(a) A student who presents fifteen units from an approved high school or academy either by certificate or examination and who is enrolled for the normal freshman courses shall be classed as a freshman.

(b) A student must have completed twenty-four semester hours with twenty grade points to be classed as a sophomore.

(c) A student must have completed fifty-four semester hours with fifty-four grade points to be classed as a junior.

(d) A student must have completed eighty-six semester hours with at least eighty-six grade points at the beginning of the school year to be classed as a senior.

This is interpreted to mean that a student cannot enroll in courses numbered 300 or 400 unless he has completed fifty-four hours with fifty-four grade points, or is given special permission by the Academic Council.

4. *SPECIAL STUDENTS*. (See requirements for admission, page 42). Special students, not being candidates for degrees nor carrying regular work either in amount or in order, are not eligible for regular class privileges, nor can they represent the University on teams or organizations.

*AUDITORS*. Persons not enrolled as regular or special students may upon registration and payment of a special fee, visit certain classes approved for auditing. For fees and exemptions, see "Expenses."

## Student Load

A student engaged in outside work that makes a serious drain upon his time and energy will not ordinarily be permitted to register for the normal load of fifteen to sixteen hours.

*EXCESS WORK*. No student will be allowed to carry more than seventeen hours of recitation work per week for the first semester in residence. A student whose average grade is "B" may thereafter, with the permission of the registrar, take eighteen hours work. All non-credit courses shall be counted in the student's load.

No record of semi-curricular activities will be made for more than two hours for any one year. Semi-curricular activities are defined as band, choir, orchestra, and ensemble. Regular registration must be completed for such work at least three weeks before the close of the semester.

A student enrolled in practice teaching may not take more than fifteen hours of work.

## Participation in Extra-Curricular Activities

A student must have passed in at least twelve hours of work in the preceding semester of residence, and must be passing in at least

twelve hours of work in the current semester in order to be eligible for extra-curricular activities. Officers in such activities shall have had twelve hours of "C" or above in the preceding semester. Freshmen holding office during the first semester must have twelve hours of "C" or above in each six-weeks period of that semester. Students carrying less than twelve hours of work must have earned twelve grade points in the preceding semester. This rule shall not apply to seniors in good standing who for their last semester shall have less than twelve hours to earn for graduation.

## Discipline

Ottawa seeks for its student body only those who are in sympathy with its aims as a church institution of higher learning. It expects students to be responsible for conduct and attitudes in keeping with its ideals and purposes. Any student who persists in violating its standards or who refuses to abide by its regulations will be deprived of the privileges of the college.

In accordance with the purposes of the University, students are required to abstain from the use of liquor either on or off the campus. Students' property in houses and other college buildings remains the sole risk of the owner, and the college is not responsible for loss or theft or damage to such property arising from any cause.

Minor infractions of the spirit or regulations of the college are dealt with by the Student Council. More serious cases come before the Administrative Council for consideration. The University reserves the right, without naming specific charges, to exclude from its privileges any student whose presence, in the judgment of the Administrative Council, has proved to be undesirable. The Administrative Council also has the authority to place students on disciplinary probation. Students on disciplinary probation may be debarred from all extra-curricular activities; debarred from all social functions; expected to show improvement within the probationary period. Students who indicate inability to profit by a college course may be dismissed by the faculty at any time.

# ADMISSION AND REGISTRATION

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## Requirements for Admission

Students desiring to apply for admission should write to the President or to the Director of Admissions. Proper application forms will be mailed upon request.

### Admission to the Freshman Class

Admission to Ottawa University as a regular student can be effected in either of two ways:

1. By presenting a diploma and a transcript from an accredited high school, showing satisfactory academic standing, and offering at least fifteen units of college preparatory studies. Ordinarily only students who graduate in the upper two-thirds of their classes will be admitted.

2. By giving evidence of ability to do college work, apart from a high school record, as shown:

- (a) In a matriculation examination given by the college stressing proficiency in English grammar and composition, reading, speech, mathematics, and general culture.

- (b) By rating of the College Entrance Examination Board, or an equivalent public examination.

Other requirements for admission are the following:

1. A personal interview with an officer of the college. (Usually required.)

2. Submission of satisfactory personal data at the request of the Director of Admissions.

3. Recommendations of the high school principal and of two other individuals.

4. Presentation of high school transcript or examination record. Applicants should request that the high school principal mail the transcript to the University registrar by August 1.

In addition to meeting the academic requirements, all freshmen and students transferring from other colleges are required to take the preliminary examinations. (See Examinations, page 19). Enrollment is not complete until these examinations are finished.

## Admission with Advanced Standing

Students from other colleges of recognized rank and from well-established junior colleges will be admitted to advanced standing on the basis of official transcripts of records showing work completed, bases of matriculation, and statement of honorable dismissal. The amount of credit given for courses taken in a junior college is limited to sixty-two hours. In no case will advanced standing be granted beyond ninety hours, plus required physical education.

### Admission as a Special Student

Persons desiring to receive instruction in any particular department of the college without being candidates for a degree may be admitted as special or unclassified students, provided they satisfy the regular entrance requirements and prove themselves qualified to pursue with advantage the studies of the department concerned.

## Registration

Registration of students for the first semester of 1952-1953 will be held Monday to Wednesday, September 8 to 10.

**CHANGING COURSES.** No transfer from one course to another or entrance upon a new course will be permitted after the end of the first two weeks of the semester without the approval of the Academic Council. No such transfers will be permitted after the close of the fifth week. Special students should consult the Registrar.

**NEW STUDENT WEEK.** All new students are required to attend the opening assembly Monday, September 8, at 9:00 a.m. Conferences regarding registration and lectures on college life, at which attendance is required, will be held every day for the remainder of the week. For full details write for the special New Student Week bulletin.

# GENERAL INFORMATION

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## History

Long before Kansas became a state, Baptists of the region started planning the establishment of a university. In 1862 these Baptists negotiated a treaty with the Ottawa Indians whereby the white people furnished buildings and teachers and the Indians gave land.

So began Ottawa University. Its official charter was granted on April 21, 1865. In 1873 the government moved the Indians to Oklahoma and control of the University passed completely into the hands of the Baptists. Its history is one of difficulty and sacrifice, of success and advancement, interspersed with romance and daring. Its heritage is rich, but no richer than its present and its promises of the future.

## Location

The University is located at Ottawa, Kansas, a typical mid-western community of 10,000, sixty miles southwest of Kansas City, at almost the geographical center of the United States. It is on the main lines of the Santa Fe and Missouri Pacific Railways and U.S. Highways 59 and 50S. The city has several industrial enterprises, an excellent business and shopping district, elm-shaded streets, its own municipal power, light, and water plants, a modern hospital, a fine public school system, and a Carnegie library.

Proximity to Kansas City enables students to enjoy many of the cultural advantages to be found there such as the William Rockhill Nelson Gallery of Art, the Kansas City Philharmonic orchestra, various theatre offerings of stage plays, and the frequent appearance of great artists and speakers.

## Educational Standing of Ottawa University

Ottawa University is accredited by the North Central Association of Colleges, the official standardizing agency for colleges of arts and sciences in the north central states. The institution is also

a member of the Association of American Colleges and the American Council on Education. It is approved by the State University and the State Board of Education.

## Campus and Buildings

The beautifully wooded campus of thirty-three acres is situated in the midst of a fine residential section in the south part of the city, six blocks from the business district.

*TAUY JONES HALL*, with its traditional dome, is the oldest building on the campus. The original structure, built without nails and dedicated in 1869, was for many years the only college structure. In 1923 it was completely remodeled and given over to music, speech, and dramatics.

*THE ADMINISTRATION BUILDING* was completed in 1903 after a previous building had burned on the eve of its dedication, September 2, 1902. It is a native stone building, three stories in height, and contains the administration offices, the reserve book library, the chapel with a seating capacity of 700, faculty offices, and class rooms.

*WARD SCIENCE HALL*, dedicated in 1920, is a three-story building of native stone trimmed with Bedford, Indiana, cut stone. The three floors house the departments of pre-engineering, mathematics, physics, biology, and chemistry. In the biology department is the Crevecoeur Entomological Collection which contains 21,000 specimens of insects representing more than 7,000 species. The specimens are properly named and classified. Cases are labeled so as to be readily available for use in classes and are kept securely in a large steel cabinet. This collection amply supplies needed material for biological study and research. The donor, the late Mr. R. H. Crevecoeur of Onaga, also presented the college with an herbarium of flowering plants from the Middle-West.

*THE WILSON FIELD HOUSE*, completed in 1948, has a main playing floor 70 by 110 feet, a handball court, an apparatus gymnasium, spacious dressing rooms, class rooms, offices, and a seating capacity for 1,500 people. (The modern swimming pool used by the physical education department is in the Commons Building.)

*THE COMMONS BUILDING* is a newly remodeled structure. A large dining room is regularly used by 350 students. The Campus store with its book shop and fountain is a focal point of student interest. Other facilities in the building include the swimming pool, student organization offices, class rooms, lounges, and a small dining room.

*THE CENTRAL HEATING PLANT* was erected in 1920 and supplies heat to all of the buildings on the campus.

*THE PRESIDENT'S HOME*, situated across the street from the west side of the campus, was built by former President S. E. Price. It was purchased and presented to the University in 1924 at the time of his retirement by Mr. W. C. Coleman, Wichita.

*WOMEN'S RESIDENCE HALL*, a beautiful native stone dormitory, was completed in 1948 at a total cost of \$440,000 and offers accommodations for 106 women students. The structure embodies modern ideas in both design and materials. Through the unit system of organization students live in groups of ten to twenty, each unit having complete living facilities at its disposal.

*CHARLTON COTTAGE*, a dormitory for women students, was erected in 1890 as a result of the efforts of Mrs. O. C. Charlton. This four-story building is beautifully situated on the northeast corner of the campus and furnishes excellent accommodations for its occupants.

*SHELDON HALL*, purchased in 1941 as a house for men, is located two blocks north of the campus on Cedar Street.

*WARD MANOR*, a gift to the University by Dr. M. L. Ward, one of the early professors, is a dormitory for men located two blocks north of the campus on Poplar Street.

*CEDARCREST*, purchased in 1945 as a residence for men, is located one block south of the campus on Cedar Street.

*F.H.A. HOUSING UNITS*, located two blocks from the campus, provide temporary housing consisting of twenty-five apartments with from one to three bedrooms each and accommodations for forty men students.

*COOK ATHLETIC FIELD*, just east of the Commons, is lighted for night football games and has a fine cinder track with a 220-yard straightaway. The bleachers will seat about 2,000 people.

## Equipment

### LABORATORIES:

The Physical laboratories are located on the first floor of Ward Science Hall, and include two lecture rooms, a large general laboratory, a smaller laboratory for advanced work, a well-equipped shop, a photographic dark room, a storeroom, a drafting room, and an office. Laboratories are equipped with stone piers for the support of delicate apparatus and are provided with the necessary direct and alternating current circuits. Aeronautical equipment includes a Link Instrument Trainer.

The Biological laboratories are located on the second floor of Ward Science Hall. There are three well-lighted general laboratories, each of which is equipped to accommodate forty students, a medium-sized laboratory well equipped for bacteriology, micro-technique, and research. Two offices, a dark room, a storeroom, and a large lecture room are located adjacent to the laboratories.

The Chemical laboratories are located on the third floor. In addition to two lecture rooms, office, and storeroom, there are a general laboratory, an analytical laboratory, including equipment for glass blowing, and a physical chemistry laboratory. A balance room is located between the latter two laboratories. A repair and workshop is fully supplied with necessary tools.

*THE LIBRARY* consists of two main parts. The reading room of the reserve library is located on the first floor of the Administration Building. The central library, with its main reading and reference room, periodical room, stack rooms and librarian's office, is located on the terrace level of the Residence Hall for women. Of special interest is a valuable Baptist collection containing books about the history and work of the denomination.

*THE RADIO STATION, KTJO*, the radio voice of Ottawa University, is located on the third floor of Taub Jones Hall. It is equipped with facilities designed to carry on local broadcasting. The AM station operates by carrier-current and is heard only on the campus and in the University housing areas. The ten-watt FM station broadcasts to the surrounding community. Both radio stations give qualified students interested in radio work an opportunity for broadcasting experience. Special-events coverage, announcing, writing, and engineering are all learned by actual station operation.

*THE UNIVERSITY INFIRMARY* is located on the ground floor of Taub Jones Hall. The infirmary includes a waiting room, medical office and treatment room, a drug room, diet kitchen and service room, one five-bed ward and one two-bed ward, both of which are equipped with hospital beds. Equipment and facilities adequate to care for the needs of the student when ill are included as a part of the Health Service.

## Personnel Services

The College offers definite services to assist students in making adjustments to college life and to guide them in their preparation for life beyond the college years. The program is based on the policy of giving each student the attention he needs as an individual. The various services are centralized in the Student Personnel Office.



## Pre-College Guidance

The student is informed before he comes to college regarding the program and policies of the institution. Recommendations as to character and fitness for college work, as well as a conference with a representative of the college, are usually required as a condition of admission.

## Educational Counseling

Upon admission the student is aided by counselors who help him arrange his course of study and guide him in making his initial adjustment to college life. These counselors serve throughout the first year.

The student's academic program is based upon the results of various tests and available facts about his interests and needs. His high-school record, his abilities and aptitudes are all reviewed, and recommendations are made upon the basis of the information obtained. With this help the student is able to make an intelligent choice of the courses he should take.

During the sophomore year or not later than the beginning of the junior year, each student makes a selection of his major subject. The major professor thereafter acts as counselor to the student.

## Vocational Counseling

When the student enrolls, consideration is given to his vocational aptitudes and interests. He is encouraged to take those courses which will be of value to him vocationally as well as culturally. Furthermore, the student is given information and guidance regarding the various vocations in order that he may make an intelligent choice of a career.

## Placement

Through a definitely organized plan the University aids its graduates in securing positions. The General Placement Office assists those who wish employment in industry or in commercial vocations. The Teachers Placement Office serves students and alumni who are qualified to receive one of the state teachers' certificates which may be earned while in attendance at Ottawa University. Those who desire and are qualified to do graduate work are assisted in gaining entrance into the most suitable schools.

## Health

Ottawa maintains careful supervision of the health of its students. A portion of the Student Activity Fee pays for the following health services:

(1) A medical examination upon entrance. If the examination reveals the need for corrective measures, the student receives treatment and expert counsel according to his needs.

(2) Influenza inoculations.

(3) Dispensary service, i.e., any medical counsel or treatment which can be given by the Student Health Nurse at the University Infirmary or by the University Physician at his office. This service does not include house calls or hospital tests or treatment. The student is, of course, always free to select his own physician, and is responsible for the payment of that physician's fees.

In addition to these benefits Ottawa University students may participate in a student health insurance plan which provides benefits for hospitalization, hospital treatment, surgery, X-ray examinations, and other medical care. Coverage is for the school year including vacations.

Students are expected to cooperate with the Student Health Service in the physical examination and in reporting illness to the medical officer of the college.

## Organizations and Activities

### Student Government

Student government is encouraged at Ottawa as a valuable part of a college education and is effected through a student-manager system comparable to the council-manager plan of local government.

The executive body of student government is the Student Council, which acts as the policy forming group. It is composed of nine members chosen by the student body at a general election each spring. The executive head of the student government program is the Chairman of the Student Council. The Student Council is directly responsible to the student constituency. Monthly meetings are held and reports made to keep the students informed of plans and policies.

The administrative unit of government is the social club. There are ten of these clubs: Phi Kappa Chi, Pi Theta Chi, Sigma Iota Psi, Gamma Gamma Gamma, and Zeta Pi Omega for women; and Alpha

Phi Beta, Delta Phi Delta, Sigma Delta Pi, Tau Gamma, and Delta Omega for men. Every regularly enrolled student in the university is a member of one of these social clubs.

The administrative head of the student government is the Student Manager who is appointed by the Student Council with the approval of the Administrative Council of the faculty. The Student Manager assumes the responsibility for carrying out the policies set by the Student Council and the student body. To channel activities there are six student boards—Social Board, Scholastic Board, Religious Board, Publicity Board, Athletic Board, and Interclub Council—in their respective areas; for example, religious organizations are under the direction of the Religious Board, while the student publications and the radio station are affiliates of the Publicity Board. These boards are made up of a student chairman, directly responsible to the Student Manager, and a representative from each social club. Their aim is to present a well-rounded and well-planned program covering every facet of student concern.

## Divisional Clubs

*THE ENGLISH CLUB* is open to all students interested in the literature and culture of America and Great Britain. Occasional informal reports and discussions are planned to promote general reading, to examine problems of interest for prospective English teachers, to prepare students for graduate school procedures, and to further the use of the Library.

*EL CENTRO PAN AMERICANO* is composed of students in the department of Spanish and was organized for the purpose of encouraging conversation and promoting an interest in the spoken language. Students who have completed Spanish 101 or its equivalent may join the club.

*THE SCIENCE CLUB* meets approximately three times each semester, with programs presented by students and faculty in the Science Division and by other scientists. The primary purpose of the club is to integrate the work of the three departments in the Division and to give the science student some appreciation of the fields of science outside of his own field of concentration.

*MUSIC.* Organizations are listed on page 107.

## Religious Life

The religious life of the University is guided by the Student Affairs Committee of the faculty and a Student Religious Board which have separate responsibilities but which also function jointly.

*CHAPEL SERVICES* are the integrating center of campus religious life. Students and faculty assemble twice weekly for services of worship and discussion conducted by students, faculty members, or visiting leaders, in which the unity, the purpose, and the program of the Christian college as a community of faith and learning are interpreted and implemented. The chapel is under the direct control of the Student Affairs Committee in consultation with the Religious Board. Because these programs are considered to be a significant part of the educational procedure of the University, attendance is required.

The program of the Religious Board has four phases:

*STUDENT CHRISTIAN MISSION* promotes the Ottawa concept of developing adequate lay leadership for the Church. This is a pioneering venture which includes an ever-expanding service to surrounding communities, weekend evangelism and leadership missions to Baptist churches throughout the state, and summer service missions in areas of crucial need. The students participating in this program meet frequently for training, sharing, and inspiration.

*CHURCH VOCATIONS FELLOWSHIP* is composed of all students who have committed themselves to the professional ministry of the Church. It also serves as a recruiting agency by including those who show interest in some form of Christian service. At its meetings there is an opportunity to share common experiences and problems, to discuss the various opportunities of Christian service, and to hear speakers who are experts in some phase of church work.

*SPIRITUAL LIFE COMMITTEE* is responsible for conducting dormitory devotions, the Thursday evening Vespers, and Morning Watch, and for encouraging regular church attendance on the part of all Ottawa University students.

*COMMUNITY SERVICE COMMITTEE* is responsible for the annual World Student Service Fund drive, the Christmas caroling service in the Ottawa community, and a program of recreation in a mission Sunday School. This committee is concerned with implementing an adequate program of Christian social action.

## National Scholastic Societies

The following national societies have chapters in Ottawa University:

*ALPHA PSI OMEGA.* The Kappa cast is the Ottawa chapter of Alpha Psi Omega, a national dramatics fraternity. Membership

is conferred on those who have done outstanding work in college dramatics.

*PI KAPPA DELTA*, the national honorary forensic fraternity, was founded at Ottawa University in 1913. There are now 169 chapters, making it the largest of the honorary fraternities. The Ottawa chapter assists in sponsoring a varied program of speech activities, mainly of an intercollegiate nature.

## Athletics

*INTERCOLLEGIATE* football, basketball, track, tennis, and golf teams represent Ottawa University in the Kansas College Athletic Conference. Ottawa has won the following Kansas Conference championship in recent years: football in 1947, 1948, and 1950; Basketball in 1947, 1948, tie 1949, 1951 and 1952; track in 1946, 1947, 1948, 1949, 1950, and 1951.

*INTRAMURAL* athletics occupy a very important place in the life of the student community. In recent years increasing interest has developed among both men and women until Ottawa now sponsors one of the most complete intramural programs in the mid-west. Competition on the club group basis gives all students the opportunity to take part in such sports as touch football, basketball, track, softball, volleyball, badminton, tennis, and handball. Club awards are given to organizations winning the college championship and a number of individual awards are made yearly, including sweaters and letters to those who rank highest at the end of the year.

*THE "O" CLUB* is composed of men on the campus who have won the varsity letter as a result of athletic competition. The purposes of this organization are to aid in the promotion of college loyalty and to foster a high type of sportsmanship.

*THE WOMEN'S ATHLETIC ASSOCIATION* encourages a recreational program of sports and swimming. Anyone who has taken part in some form of competition in sports automatically becomes a member. This is done through the intramural program which offers opportunities for participation in individual and group sports such as tennis, field hockey, softball, volleyball, basketball, table tennis, swimming, bowling, and hiking.

## Publications

Ottawa University students and administration edit several publications each year. The student publications, under the control of the Publicity Board, provide excellent media for journalistic practice.

*THE OTTAWA CAMPUS*, the oldest college newspaper in Kansas, is published weekly by a staff of students and distributed to all members of the student body.

*THE OTTAWAN*, the University annual, is published each spring by a student staff.

*THE QUARTERLY BULLETIN*, the official University publication, is issued several times each year and contains information for all those interested in various phases of the University work. One number is devoted to the catalogue.

*TAUY TALK*, the alumni magazine, is issued bi-monthly.

## Ottawa University Broadcasting Association

The Ottawa University Broadcasting Association operates the campus radio station KTJO. The Association has its own constitution and organization, but is under the supervision of the Publicity Board. Membership is open to all students interested in any of the aspects of radio broadcasting.

## The Alumni Association

The Ottawa University Alumni Association is fully organized with a board of Alumni Directors and an Alumni Council. The association, in cooperation with the University, maintains an office and employs a secretary. The annual alumni reunion takes place during commencement week each spring.

# EXPENSES

Board, room, and tuition costs at Ottawa University are reasonable. The average cost for the year ranges from \$750.00 to \$875.00, depending upon the individual. Since the cost is low and the city of Ottawa offers many opportunities for part-time employment, the student of moderate means will find Ottawa University economically attractive.

## TUITION AND GENERAL FEE:

Tuition for the semester (12-16 hours) .....	\$150.00
General Fee for the semester .....	25.00
Tuition and General Fee for the year .....	350.00

Tuition of \$12.50 per semester hour will be charged students carrying less than twelve hours, and \$8.50 for each semester hour more than sixteen.

**GENERAL FEE.** A number of fees are combined in one general fee. This covers the Matriculation fee (amount \$5.00, not returnable), laboratory fees, graduation fee (except cap and gown rental, \$2.25), individual and group pictures for *The Ottawan*, and the Student Activity fee. The last named fee includes admission to athletic events, concert artists' series, and dramatic productions; subscriptions to *The Ottawan* and to *The Campus*; participation in forensics; health service; and student government charges. The general fee does not include payment for any private lessons or practice rooms.

A **CASH DISCOUNT** of \$2.50 will be allowed each semester if the total tuition is paid in cash on or before the last scheduled day of registration for each semester. This does not apply to any student granted part-time employment by the University.

The entire tuition and general fee for the semester are due when the student enrolls, but arrangements may be made at the Business Office to pay the tuition and general fee on the installment basis, provided one-third of the amount is paid at the time of enrollment and the remainder by the end of the semester. Fees for private lessons must be paid in full at the time of registration and no discount will apply to these fees. Enrollment is not complete until the tuition, general fee, and charge for private lessons are either paid or payments arranged. No class admission will be issued until this is done. A late registration fee of \$2.50 will be charged students enrolling after the regularly appointed days for registration.

**AUDITING CLASSES.** A fee of one-half the regular tuition will be charged for auditing approved classes. There is no auditing charge to regularly enrolled students who have the recommendation of the instructor and approval of the Registrar.

**PRIVATE LESSONS IN MUSIC** may be obtained for the following amounts in addition to the regular tuition charge:

Piano, organ, voice, violin, or violincello:	
For one hour credit .....	\$25.00
For two hours credit .....	35.00
For one hour credit (voice class) .....	12.50
For one-half hour lesson a week (no credit) .....	27.00
For one hour lesson a week (no credit) .....	37.50
For no credit (voice class) .....	13.50
Special Students (no credit) per lesson .....	2.00

For one hour of credit each semester the student takes one class-hour lesson every other week or one-half class-hour lesson every week. Two semester credit hours are granted for one class-hour lesson per week for the semester. The charge for special students is based on one class-hour lesson per week.

Practice rooms with piano are available for rent as follows:

Voice or violin students .....	\$1.50 per semester
Voice class students .....	1.00 per semester
Piano students .....	3.00 per semester

Organ practice on a modern three-manual organ is available at 25c per hour.

**PRIVATE LESSONS IN SPEECH** (Public Speaking or Expression) may be obtained for an additional fee of \$25.00 per semester for one 30-minute lesson a week for which one hour of credit is given. The rate for special students (no credit) will be \$18.00 for nine 30-minute lessons or \$2.50 a lesson for any number less than nine.

**OBSERVATION AND SUPERVISED PRACTICE TEACHING** in the Ottawa public schools is available for \$5.00 per credit hour in addition to the usual tuition charge.

**STUDENT INSURANCE PLAN.** In addition to the regular Health Service, a Hospitalization Plan is available. Coverage is in effect from the opening day of registration in September through the closing day of the University in June, including all interim vacations wherever the student may be. The cost of this protection is \$10.00.

**CHEMISTRY BREAKAGE DEPOSIT.** A deposit of \$5.00 for each chemistry course will be required. The unused balance will be returned to the student.

*SPECIAL EXAMINATIONS* to students who have been absent from any main examination or who have been suspended from class or who have received a conditional grade may be taken upon payment of \$2.50 at the Business Office. A permit for special examination must first be obtained from the Registrar. This should be presented at the Business Office when special fee is paid. The receipt of payment shall be given to the instructor at time of examination.

*NO REFUND* of fees will be granted after Friday noon of the second week of the semester.

*ONE TRANSCRIPT* of grades will be issued to each student without charge. Additional transcripts at \$1.00 each will be issued upon request. No transcript will be furnished to any student whose financial obligations to the University are in arrears.

## Board and Room

Men students may secure room in Sheldon Hall, Cedarcrest, Ward Manor, and in the FHA Housing Units. Women students are accommodated at the new Residence Hall and Charlton Cottage. Monthly rates for board and room range from \$50.00 to \$60.00, the exact figure depending on the room and residence selected. All single out-of-town students, including those not living in one of the residence halls, are required to take their meals in the college Commons. The charge for board alone is \$40.00 per month. Students desiring to stay at one of the University residences should correspond with the Secretary of the Student Personnel Office of the college, sending a deposit of \$10.00. This fee should be sent to insure room reservation as early as possible. Further details may be obtained on request.

Some students room in private homes close to the campus. Homes offering such facilities are regularly inspected by the Deans. The usual University rules of conduct apply to all such homes. A list of the approved homes is kept for reference in the Personnel Office.

Married students may find apartments in the FHA Housing Units or in homes of Ottawa.

The right to change without notice any fees, charges, courses, or regulations listed in this catalogue is reserved by the Board of Trustees.

## Financial Aid To Students

While educational costs at Ottawa are exceedingly moderate, there are worthy students who find it difficult to meet the entire expense without obtaining work or receiving financial assistance. The University makes it a definite policy to aid such students.

It is, however, a distinct advantage for a student coming to Ottawa to have enough money for at least the expenses of the first semester. This allows enough time for the student to make adjustments to the college environment and to find employment if needed.

Students should not, under any circumstances, plan to work for all of their expenses. They should draw upon other resources as much as possible. The college is prepared to guide students in setting up expense budgets and to indicate the various ways in which a budget may possibly be met.

The college expects each student who receives aid to maintain a good scholastic average. Those who have difficulty in doing this will be asked to consider a reduction in their work load in order to give more time to their studies.

Financial aid at Ottawa is classified as follows:

## Scholarships

*HONOR.* These are for students graduating in the upper tenth of their class in high school or junior college. The scholarships are valued at \$100.00 over a period of two years. The number of these scholarships is limited to one for each institution except in special circumstances. The student must be recommended by the principal and one other person. To hold the scholarship, the student must maintain at least a "B" average in his college work.

*ENDOWED.* The University holds in trust over \$100,000 in endowment funds, the income of which is used as Grants and Scholarships. These funds have been assigned by the donors to bear the following names: Sarah E. and Ella E. Alderson, Mary M. Allen, Bert Anderson, Ernest E. Anderson, Abigail Bevington, George W. Blattler, Elizabeth Blaylock, Theo. F. and Cynthia E. Bradbury, Col-lingwood, Filson-Shoemaker Memorial of the Class of 1909, Nonie Pratt Gibson, H. E. Gillette, Harry W. and Jennie M. Grass, James P. and Sallie D. Hall, Luceba and Wm. F. Holroyd, Ola Hammond, Elizabeth Higgins Memorial of the Class of 1917, George S. Holt, Edwin and Agnes Jones, C. L. and C. G. Kinney, Pearl B. Kellogg, Jessie Lee, Liberty Memorial Fund of the Class of 1918, Abraham C. and Elizabeth F. Miles, Mr. and Mrs. D. P. Miller, William M. Moore,

Nemeyer, C. L. Overlander, Edwin-Louisa Potter, Cordelia Russell, Octavia Reed, Frank Judson Searcy, Royal E. Sheldon, Jacob E. Shinn, James P. and Florence T. Stephenson, J. W. Tate, Harold Tiffany Memorial, Henry H. and Hattie E. Twining, Harriet Chase Tyler, Ward Alumni, and Fern Willis.

Applications for any of these scholarships or grants should be addressed to the University.

### Grants-In-Aid

*GENERAL.* A certain amount of the endowment funds already listed is available for financial aid in the forms of grants to worthy and qualified students.

*MINISTERIAL OR MISSIONARY.* A limited number of approved students destined for the Christian ministry and missionary service may receive substantial aid each year on tuition, provided that:

1. They show scholastic ability above the average, based on their high school record.
2. They present a license to preach, or statement of commendation granted by their home church.
3. They present letters of recommendations from their pastor, school principal, and two other Christian laymen.
4. They certify their willingness to undertake a specific amount of Christian work, or to render some service ordinarily in connection with the programs of churches in or near the city of Ottawa.

The amount of such aid in each case will be decided by the Student Aid Committee which shall consider the fitness of the student, his need, and other circumstances of his life at college. Moreover, such aid will not ordinarily be granted to freshman students.

### Loans

There are fourteen funds held and controlled by the University to be loaned to students for educational needs. They are: Business Men, Cauthorn, Chandler, Childears, Gross, Handy, Jones, LaMont, Lyndon Baptist Church, McHenry, Minneapolis Baptist Church, Schreiner, Van Sickle, Williams, and Willis. There are other sources of student funds controlled by organizations outside the University which are also available as loans. Information concerning any of these may be obtained by communicating with the University.

### Assistantships

A number of assistantships are open to experienced students. Appointments, made on a basis of ability and training, are assigned upon the recommendations by the heads of the departments concerned. Applications for assistantships may be made to the Student Aid Committee.

### Employment

Students who desire to earn part of their expenses should list their names with the employment office.

By working in the summer vacations and during free periods in day and evening during the regular session, many students are able to earn a reasonable part of their expenses. There are positions in homes where young women can earn board and room by working three or four hours a day. Stores and offices in the community offer opportunities for students in various capacities. A limited number of positions on the campus are available to qualified students. These are for one year only and are renewable only after application and upon approval by the Student Aid Committee.

The Employment Office helps many students each year to obtain employment in the community but it cannot promise such positions in advance because a personal interview with the employer is usually necessary. Moreover, the schedule of lectures and laboratory periods and other personal interests determine the hours available for work.

Further information and applications for any of these forms of aid can be obtained by writing to the Chairman of the Student Aid Committee, Ottawa University.

## COURSES OF STUDY

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### Description

Courses numbered 100-199 are open to all students; those numbered 200-299 are open to sophomores, juniors, and seniors; those numbered 300-499 are open only to juniors and seniors. Freshmen may elect 200 courses for which they have the prerequisites except those courses which specifically bar freshmen. Odd numbers indicate courses offered in the first semester. Even numbers indicate courses offered in the second semester. Courses whose numbers end in zero are offered in both semesters.

Any class with less than five enrolled may be cancelled by the administration unless major subjects are involved which may not be postponed.

The general requirements for majors will be found on pages 23. Other specific requirements are stated at the head of each department and should be noted carefully in selecting the major subject.

The courses of study which are described on the following pages are arranged according to the divisions of the curriculum as stated on page 20. If the description of a course cannot be readily found, a reference to the index at the back of this catalogue will give the exact page number.

Additional information about any course will be gladly furnished by the registrar or by the president.

**FRESHMAN ORIENTATION.** Consideration of such potential freshman problems as college rules and regulations; study habits and techniques; vocational tests and their implications; health and health problems; social forms; grading and academic standards.

The following courses are given in all departments which offer a major:

410. **SPECIAL PROBLEMS.** One to three hours credit are given in the senior year. The purpose of the course is to allow qualified students an opportunity for independent study within a special field. Recommendation by the head of the department is necessary in every case.

420. **INTEGRATING SURVEY.** Each department offers a course, the purpose of which is to integrate the material of that particular field and also to furnish a preparation for the comprehensive examination. Such courses are primarily for majors but

may be elected by others at the discretion of the head of the department. Credit varies from one to three hours.

First semester. No credit. One meeting weekly. Required of all freshmen.

## Division of Natural Sciences and Mathematics

**AIMS:** To impart a knowledge of the biological and physical worlds and of the scientific method. To train the student in the skillful and precise use of the methods of science, the application of knowledge, and the use of laboratory equipment. To give the student an appreciation of the achievements of science, the contributions of great scientists, and the relationship of natural science to other fields of endeavor. To help the student vocationally if his choice of life work lies within any of the fields of sciences offered in the college and to give him the necessary pre-professional training. To seek to relate scientific intelligence to Christian values and ideals.

**GENERAL EXAMINATION.** The General Education Examination in this division tests the student's knowledge of the basic concepts common to all of the sciences. It also tests his knowledge, on an elementary level, of biology and chemistry or physics. The student may prepare for this examination by taking Biology 100, and any one of the following: Chemistry 100, Chemistry 101, or Physics 100.

### Natural Science

105. **SCIENCE FOR THE ELEMENTARY SCHOOL.** A course designed for the elementary school teacher.

First semester. Three hours. Requirement for 60-hour certificate. Not credited on minimum requirement for a major or minor in any science department. Credit either in Education or in Science Division.

### Biology

**REQUIREMENTS:** A biology major may be taken in either the B.A. or B.Sc. program. In both cases the following courses are required: Biology 100, 203, 204, 304, (or their equivalent). Courses required on the minor are Biology 100, 304, and 405.