

OTTAWA UNIVERSITY

(Founded 1865)

QUARTERLY BULLETIN

Record of the Seventy-sixth Session

1940 - 1941

Announcements of the
Seventy-seventh Session

1941 - 1942

Vol. 38; No. 2

March 31, 1941

Entered at the Postoffice of Ottawa, Kansas, as Second Class Matter

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Members

Sept. 1, 1937—Aug. 31, 1941

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Sept. 1, 1938—Aug. 31, 1942

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R. M. Heath, Liberal
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William Condell, Eldorado
W. D. Kinnaman, Sedan
Homer Huff, Kansas City
C. W. Hegberg, Ottawa
Conrad Rice, Hiawatha
H. J. Ferguson, McPherson

Sept. 1, 1939—Aug. 31, 1943

H. Q. Banta, Oberlin
W. C. Coleman, Wichita
Claude Cochran, Kansas
City, Mo.
O. A. Powell, Wichita
L. M. Hale, Wichita
A. E. Willis, Ottawa
F. P. Martin, Topeka
E. Lister, Ottawa
H. A. Froning, Geneseo

Sept. 1, 1940—Aug. 31, 1944

B. F. Bowers, Ottawa
C. O. Dimmock, Hiawatha
C. O. Mammel, Hutchinson
Frank Lebow, Salina
F. O. Oberg, Clay Center
C. Omer West, Kansas City
H. P. Blunt, Cawker City
E. M. Carr, Wellington
M. H. Forester, Ottawa

*Deceased

University Calendar

1941

May 16-17	Friday-Saturday	Comprehensive Examinations
May 31	Saturday	Class and Alumni Day
June 1	Sunday	Baccalaureate Sunday
June 2	Monday	Seventy-sixth Commencement

Summer Session

June 3	Tuesday	Summer Session Opens
August 1	Friday	Summer Session Closes

Fall Semester

Sept. 8-10	Monday-Wednesday	Freshman Induction and Registration
Sept. 11	Thursday	First Class Sessions
Nov. 26	Wednesday	Thanksgiving Recess Begins, 4:30 p. m.
Dec. 1	Monday	Thanksgiving Recess Ends, 8:00 a. m.
Dec. 14	Sunday	Christmas Vespers
Dec. 19	Friday	Christmas Recess Begins, 4:30 p. m.

1942

Jan. 5	Monday	Christmas Recess Ends, 8:00 a. m.
Jan. 19-23	Monday-Friday	Final Examinations

Spring Semester

Jan. 26-27	Monday-Tuesday	Registration
Jan. 28	Wednesday	First Class Sessions
Feb. 18-21	Wednesday-Saturday	Student Institute
April 2	Thursday	Easter Recess Begins, 4:30 p. m.
April 7	Tuesday	Easter Recess Ends, 8:00 a. m.
April 21	Tuesday	Charter Day
May 15-16	Friday-Saturday	Comprehensive Examinations
May 25-29	Monday-Friday	Final Examinations
May 30	Saturday	Class and Alumni Day
May 31	Sunday	Baccalaureate
June 1	Monday	Seventy-seventh Commencement
June 2	Tuesday	Summer Session Opens
July 31	Friday	Summer Session Closes

Officers of Administration

- ANDREW B. MARTIN, B. A., M. A., B. D., D. D., Ph. D.** President
Ottawa University, November, 1935-
- BERT ANDERSON, B. A.** Treasurer
Ottawa University, 1934-
- ROBERT N. BUNDY, B. A.** Business Manager
Ottawa University, 1937-
- ADRIAN TIELEMAN, B. A., M. A.** Director of Admissions
Ottawa University, 1939-
- HAROLD E. CONRAD, B. A., M. A., Ph. D.** Dean of Men
Ottawa University, 1937-
- WILLIAM B. WILSON, B. Sc., M. Sc., D. Sc., LL. D.** Dean of Summer Session
Ottawa University, 1904-
- MINNIE M. MACAULAY, B. A., B. Sc.** Dean of Women
Ottawa University, 1925-
- GRACE McWILLIAM, B. A.** Registrar
Ottawa University, 1940-
- CLAUDE WEBB, B. A.** Alumni Secretary and Placement Director
Ottawa University, 1931-
- VIRGINIA RICHARD, B. S.** Librarian
Ottawa University, 1937-
- FRANK A. TRUMP, B. A., M. D.** Director of Health Service
Ottawa University, 1936-
- BEULAH CUDWORTH LAWRENCE** Secretary to the President
Ottawa University, 1926-
- FRED C. STOCKFORD** Superintendent of Buildings and Grounds
Ottawa University, 1917-

HOSTESSES OF HOUSING CLUBS

- | | |
|-----------------|------------------------------------|
| Alpha Phi Beta | Mrs. Ralph Kimble, 734 S. Poplar |
| Delta Phi Delta | Mrs. B. Mac Seymour, 747 S. Poplar |
| Kappa Tau Delta | Mrs. Howard Rounds, 903 S. Hickory |
| Phi Kappa Chi | Mrs. Maude Goll, Charlton Cottage |
| Sigma Delta Pi | Mrs. A. E. James, 745 S. Cedar |
| Sigma Iota Psi | Mrs. J. J. Bay, 703 S. Poplar |
| Sigma Tau Delta | Mrs. T. E. Finch, 929 S. Main |

Faculty

- ANDREW B. MARTIN** President
B. A., Colgate, 1925; M. A., Marquette University, 1929; Ph. D., ibid., 1938; Graduate Study, Harvard University, 1939. Ottawa University, November, 1935-
- WILLIAM B. WILSON** Professor of Biology
B. Sc., Ottawa University, 1895; M. Sc., ibid., 1898; D. Sc., Hillsdale College, 1927; LL. D., Ottawa University, 1937; Summer study, Chicago, 1903, 1906, 1909; Kansas University, 1912 (Puget Sound). Ottawa University, November, 1904-
- 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. Ottawa University, 1909-
- ROWLAND H. RITCHIE** Professor of English
B. A., University of Chicago, 1900; M. A., Harvard University, 1914; LL. D., Ottawa University, 1937; Summer study, University of Vermont, 1914; University of Washington, 1910. Ottawa University, 1915-
- NELLE REECE BUCHANAN** Associate Professor of Modern Languages
B. A., University of Kansas, 1913; M. A., ibid., 1925; Summer study, 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. Ottawa University, 1925-
- MINNIE M. MACAULAY** Assistant Professor of Physical Education
B. A., Ottawa University, 1922; B. Sc., ibid., 1926; Summer study, University of Iowa, 1925; English-Scandinavian School of Physical Education, England, 1935; University of Chicago, 1936, 1937, 1939. Ottawa University, 1925-
- EVERETT FETTER** Associate Professor in Violin and Conductor of Orchestra
B. Mus., Ottawa University, 1932; M. Mus., University of Kansas, 1934; Winter graduate study, ibid., 1935; Summer study, Juilliard, 1936, studied violin under Louis Persinger; studied conducting under Pierre Monteux, France, 1938. Ottawa University, 1927 (except 1930-1931)-
- ALICE GORDON WILSON** Associate Professor of Speech and Dramatics
B. A., Washburn College, 1919; M. A., University of Michigan, 1937; Winter graduate study: American Conservatory of Music, Chicago, 1921; Bush Conservatory, Chicago, 1921; Northwestern University, 1922, 1925-26; University of Michigan, 1937. Summer graduate study: University of Kansas, 1921; Northwestern University, 1928, 1933, 1940; University of Michigan, 1936. Practical research, New York City, 1929-30. Ottawa University, 1927-1929; 1931-
- EDGAR D. KERR** Assistant Professor in Voice and Director of Ensemble
B. Mus., Chicago Philharmonic Conservatory, 1927; Summer study: Conservatory of Music, Kansas City, 1934, 1935; Westminster Choir Summer School, 1936, 1937, 1939; Graduate work Conservatory of Music, Kansas City, 1939-1940, 1940-1941. Studied voice with Stanley Deacon and Dr. John F. Williamson. Ottawa University, 1928-

KARL S. BERGSTRESSER

Professor of Chemistry

B. A., North Central College, 1931; M. Sc., Washington University, 1933; Ph. D., *ibid.*, 1935. Ottawa University, 1936-

RICHARD GODLOVE

Assistant Professor of Physical Education

B. A., University of Iowa, 1927; Summer study, *ibid.*, 1928, 1929, 1930. Ottawa University, 1936-

JAMES A. LYONS

Professor of Economics, Commerce, and Sociology

B. S., Cornell University, 1916; LL. B., Vanderbilt University, 1926; M. A., University of Iowa, 1931; Ph. D., *ibid.*, 1935. Ottawa University, 1936-

STUART M. PADY

Professor of Biology

B. A., McMaster University, 1928; M. A., *ibid.*, 1929; Ph. D., University of Toronto, 1933; National Research Fellow at Columbia University and New York Botanical Garden, 1934, 1935. Ottawa University, 1936-

EVAN ALLARD REIFF

Professor of English

B. A., Oklahoma Baptist University, 1930; M. A., University of Iowa, 1931; Ph. D., *ibid.*, 1937. Ottawa University, 1936-

THELMA FETTER

Instructor in Public School Music

B. A., Ottawa University, 1929; Graduate study, University of Southern California, Summer 1939. Ottawa University, February, 1935-

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, Osawatimie. Ottawa University, 1936-

ROBERT N. BUNDY

Instructor in Economics

B. A., Ottawa University, 1927; Graduate study, University of Chicago, 1927-1928. Ottawa University, 1937-

HAROLD E. CONRAD

Professor of History and Political Science

B. A., Brown University, 1927; M. A., Clark University, 1929; Ph. D., University of Toronto, 1935; Research Fellow, Carnegie Endowment for International Peace, 1933, 1934; Carnegie Endowment Summer Session on International Law, McGill University, 1939. Ottawa University, 1937-

VIRGINIA RICHARD

Instructor in Education

B. S., Kansas State Teachers College, Emporia, 1937; Summer study: University of Kansas, 1940. Ottawa University, 1937-

POWELL WEAVER

Professor of Organ, Piano, and Theory

Institute of Musical Art of New York City (Now Juilliard), 1909-1912, 1915-1916; Organ under Gaston M. Dethier; Composition under Percy Goetschius; Organ study (privately) with Pietro A. Yon, 1920-1921; with Remigio Renzi (Organist of Vatican, Rome, Italy) 1924-1925; Composition (privately) with Ottorino Respighi (Rome, Italy) 1924-1925; Member of A. S. C. A. F., A. C. A., A. G. O., and The Mac Dowell Colony. Composer of many published songs, anthems, organ and piano numbers, also symphonic works. Ottawa University, 1937-

TAUJ JONES HALL, the first building on the campus, was dedicated in 1869 and for many years was the only college structure. In 1923 it was completely remodeled and given over to music and dramatics.

THE ADMINISTRATION BUILDING was completed in 1903 after a previous building had burned down 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 library, the chapel with a seating capacity of 700, and several class rooms.

THE GYMNASIUM is a three-story building erected in 1914. On the first floor are the swimming pool, the dressing rooms, and the offices of the physical education directors. The basketball court, medical office, and a class room are on the second floor.

WARD SCIENCE HALL, dedicated in 1920, is a three-story building of native stone trimmed with Bedford, Indiana, cut stone. The department of mathematics and physics is on the first floor; on the second is the biology department; and on the third is the chemistry department. This building is conceded to be one of the finest laboratory buildings in the Middle West.

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

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

CHARLTON COTTAGE, a dormitory for women students, was erected in 1890 as a result of the efforts of Mrs. O. C. Charlton. It is situated in a fine grove of trees on the northeast corner of the campus and furnishes excellent accommodations for its occupants.

THE SIGMA IOTA PSI HOUSE is a dormitory for women students and is two blocks north of the campus.

COOK ATHLETIC FIELD is just east of the gymnasium. It is lighted for night football games and has a fine cinder track. The bleachers will seat about 2,000 people.

THE TENNIS COURTS, of which there are four, are south of the gymnasium and are kept in good condition during the playing season.

Equipment

THE BIOLOGICAL LABORATORIES are located on the second floor of the Ward Science Hall, and include a lecture room, photographic dark room, store room, and offices. The rooms for

general biology, botany, and zoology will each accommodate forty students. The bacteriological laboratory is provided with individual desks, oil-immersion microscopes, autoclaves, ovens, and electric incubators. A room for microtechnique accommodates eight students and is supplied with modern equipment.

THE CHEMICAL LABORATORIES are located on the third floor. In addition to the lecture room there is a general laboratory which will accommodate 72 students; an organic and quantitative laboratory which has room for 36 students; a physical chemistry laboratory which has space for 20 students; and a dark room for work in spectroscopy and polarimetry.

THE PHYSICAL LABORATORIES are located on the first floor of Ward Science Hall, and include a large laboratory, a well-equipped lecture room, a well-lighted drafting room, a photometric and spectroscopic laboratory, a photographic dark room, a store 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.

THE CREVECOEUR ENTOMOLOGICAL COLLECTION contains 21,000 specimens of insects representing more than 7,000 species. The specimens are properly named and classified. The 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 a fine herbarium of flowering plants from the Middle West.

THE LIBRARY, which has 19,000 volumes, is well supplied with reference books and encyclopedias. New books are being constantly added to the shelves, and about 100 periodicals are regularly received. There are three main rooms: reading, periodical and browsing, and reserve. Provision is also made for group study. Departmental libraries are maintained in Ward Science Hall and Taub Jones Hall for the immediate needs of students working there.

THE MUSEUM, which is housed on the first floor of the Ward Science Hall, contains various botanical, zoological, anthropological, and historical collections, including the Kilbuck Alaskan collection, a collection of Puget Sound fauna, relics of the John Tecumseh Jones estate, and various items of early Ottawa life.

Personnel Services

The college offers the following 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.

Pre-College Guidance

It is important that the student, before he comes to college, should be informed regarding the program and policies of the institution he wishes to attend. He should know what he has a right to expect from it and the demands that it, in turn, will make upon him. For this reason, Ottawa seeks to have a pre-college conference with each prospective student and his parents.

Educational Counseling

Upon admission the student is aided by a total program of counseling which includes the work of the director of admissions, the dean of men, the dean of women, the registrar, faculty counselors, the health officer, and the leaders of the various student groups. This program is designed to help the student with all matters connected with his initial adjustment to college life.

For registration advice and supervision the student is assigned to a faculty counselor who helps him arrange his course of study and confers with him regarding his induction into college life.

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

At the end of the sophomore year and 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

In setting up the student's educational program 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. Besides, the student is given information and guidance regarding the various vocations in order that he may become intelligent in his choice of a career.

Placement

Through a definitely organized plan the University aids its graduates in securing positions. The Teacher Placement Bureau

serves seniors and alumni who are interested in the teaching profession. Those who wish to go into industrial or commercial vocations are given aid through the Alumni and Personnel offices. 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. Every new student is given a medical examination upon entrance. If corrective measures are indicated the student receives treatment and expert counsel according to his needs.

When necessary, during the college year, the student may come to the college physician for examination and advice. If a minor illness is involved it is treated without cost. If any serious trouble is indicated, the student may select his own physician and will be responsible for the payment of fees.

The physical education requirement must be met during the freshman year. The student can be excused from this requirement only by the college physician.

The aim of the college is to provide athletics and recreational facilities for all the students. This is made possible by a comprehensive intramural program which provides competition in many sports and for success in which, awards are offered to individuals and groups.

Student Organizations and Activities

Student government is encouraged at Ottawa as a valuable part of a college education. This government is effected through the Student Council and the various boards and committees.

Student Council

The Student Council is composed of nine members: One representative from the Religious Board, one from the Social Board, one from the Economic Board, one from each class, and two from the student body at large. This group is the executive committee of the Student Body and has control over student enterprises.

Social Board

The social activities of the college year are under the supervision of this board composed of students from each class and each housing group with a faculty adviser. Many interesting events are planned in cooperation with the affiliated organizations.

Economic Board

The Economic Board with faculty advisers, is responsible for the improvement of the economic aspects of student life. It works in cooperation with the employment office in finding part-time jobs for students while in college.

Religious Board

Religious activities on the campus are integrated by the Religious Board, composed of five students and one faculty adviser. This board correlates the activities of the Student Christian Association, the Student Ministerial Association, and the student religious activities conducted by the various churches of the community.

The Student Christian Association conducts one chapel service a week and sponsors other religious and social activities among which are the annual Student Christian Institute, Freshman Commission, student prayer room, morning watch, and gospel teams. It seeks to enlist the active participation of students in committees whose functions are to promote church relations, Christian social action, and world peace.

Through a varied program of activities the Religious Board seeks to make vital and enrich the Christian life and thought upon the campus.

THE ALPHA AND OMEGA FELLOWSHIP is composed of students who have the Christian ministry in view. This group meets regularly for fellowship and for the consideration of matters of special interest to the modern minister.

The Chapel Committee is responsible for chapel services, Tuesdays and Thursdays. It endeavors also to bring to the campus outstanding speakers as they are available. Under this plan the students have the opportunity to hear and contact many personalities of national importance. There are no Sunday services held at the University, but the churches of the community extend a cordial welcome to the students to attend their meetings and participate in their various activities.

Housing Groups

The student body is divided into Housing Groups with a definite ratio of seniors, juniors, sophomores, and freshmen in each group. Every student is a member of a group and finds it the center of his scholastic, religious, and social life. Intramural competition is also based upon the house membership. Through group arrangements of this kind the cost of living can often be materially reduced.

Honorary and Scholastic Societies

ALPHA PSI OMEGA. The Kappa Cast is the Ottawa University chapter of the Alpha Psi Omega, a national dramatics fraternity. It is closely affiliated with the Players Club, but membership may be conferred upon any who have done outstanding work in college dramatics. Performance of major roles in three three-act or five one-act college plays, or experience in staging and directing college plays, constitutes the minimum requirements for eligibility.

PI GAMMA MU is represented at Ottawa University by the Kansas Zeta Chapter of this national honorary fraternity. Majors in the social sciences who attain distinction in this field and have a high scholastic record are eligible for membership. Selections of members are made twice a year by the members on the local chapter from the junior class.

PI KAPPA DELTA, national honorary forensic fraternity, was founded at Ottawa University in 1913. There are now more than one hundred and fifty chapters, making it the largest honorary fraternity. The Ottawa chapter assists in sponsoring a varied program of speech activities, mainly of intercollegiate nature.

DEBATE. Both extra-curricular activity and class work in speech are provided for students of Ottawa University. The extra-curricular program includes debate, oratory, and other forms of public address. Emphasis upon the development of student speakers rather than upon the winning of individual contests has proved its worth here. In 1940-1941 Ottawa debaters participated in tournaments and debates in Kansas, Oklahoma, Missouri, Texas, and Arkansas.

THE OTTAWA PLAYERS CLUB, student dramatics organization, serves as a nucleus for interest and talent in dramatic production. It aims to deepen appreciation and to encourage ability through observation and practice. In addition to work on plays, programs are prepared for monthly meetings. Membership is open to all and may be obtained by satisfactory work in staging, acting,

directing or play-writing, or by an average of B in Dramatic Production.

THE INTERNATIONAL RELATIONS CLUB meets monthly with the Contemporary Affairs Club to study problems of international relations. It is organized under the auspices of the Carnegie Foundation. Twice a year the Foundation sends the latest books and pamphlets on various questions of an international nature. Already the club has a library of respectable size.

THE FRENCH CLUB is composed of students in the department of French. It is known as "Le Cercle Francais" and was organized for the purpose of encouraging conversation and promoting an interest in the spoken language. Meetings are held once each month. Students who have completed French 101 or its equivalent may join the club.

MUSIC organizations are listed on page 71.

Athletics

INTERCOLLEGIATE football, basketball, track, tennis, and golf teams represent Ottawa University in the Kansas College Athletic Conference. Championships won in recent years were: Football in 1932, 1933, 1938, and 1939; basketball in 1935, 1938, 1939, and 1940; track in 1934, 1938, and 1939; tennis in 1932; and golf in 1937, 1938, and 1939. Richard M. Godlove is director of athletics.

INTRAMURAL athletics are provided for in a definite program so arranged as to give every student a chance to participate in sports of his choosing. Housing club leagues in touch football, basketball, track, and other games give everyone a chance at zesty recreation. The "carry-over" sports such as tennis, volleyball, badminton, paddle tennis, and golf are emphasized in order that all students may develop interest and ability in forms of recreation which may be used throughout most of life.

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 for women. Housing groups and color teams give opportunities for participation in individual and group sports such as archery, badminton, tennis, field hockey, baseball, volleyball, basketball, and recreational games of aerial dart, paddle tennis, deck tennis, boddle ball, bocci. The "O" Club for Women is the highest honor, attained through an achievement chart plan.

Publications

The University students and administration edit several publications each year. The students find these to be excellent mediums for journalistic practice. All student publications are under the control of the Board of Publications. Chief among these are the following:

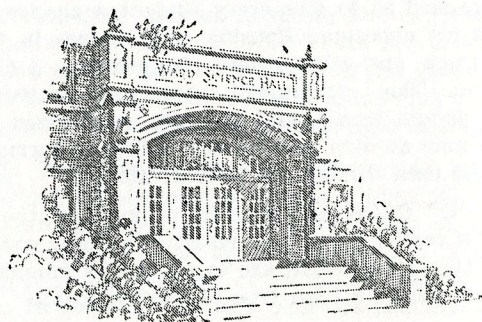
THE OTTAWAN, a pictorial yearbook, is published under the direction of the Board of Publications.

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

TAUY TALK, the alumni magazine, is issued every other month.

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. An alumni magazine, "Tauy Talk," is issued every two months.



Expenses

Board, room, and tuition costs at Ottawa University are unusually reasonable. The average cost for the year ranges from \$300 to \$500, depending upon the individual. Because the cost is low and because the City of Ottawa offers many opportunities for part-time employment, the student of moderate means will find Ottawa University as desirable as do those of more fortunate circumstances.

University Charges

TUITION and other incidental fees:

For the semester, (12-16 hours).....	\$ 75.00
For the year	150.00

Tuition of \$6.00 per semester hour will be charged students carrying less than twelve hours, or for each semester hour over sixteen.

A **STUDENT ACTIVITY FEE** of \$5.00 (includes forensics, health, publications, student government, admissions to athletic events, etc.) is charged each semester.

A **MATRICULATION FEE** of \$5.00 is charged each student enrolling for the first time.

A **CASH DISCOUNT** of \$2.50 will be allowed each semester if the total tuition is paid in cash on or before the following dates: Fall semester—September 10, 1941; spring semester—January 27, 1942. The entire tuition for the semester is due when the student enrolls, but arrangements may be made at the **BUSINESS OFFICE** to pay the tuition in two installments during the semester, it being necessary to pay at least one-half at the beginning of the semester and the remainder on or before mid-semester. All private lesson fees and special fees must be paid in full at the time of registration and no discount will apply to these fees.

A late registration penalty of \$2.00 will be charged students enrolling after the regular appointed days for registration.

AUDITING CLASSES. A fee of one-half the regular tuition will be charged for auditing approved classes. There is no charge for auditing to students regularly enrolled and 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:

Voice, violin, or violoncello:

For one hour credit	\$16.00
For two hours credit	24.00
Special students (no credit)	27.00

Piano or organ:

For one hour credit	\$20.00
For two hours credit	35.00
Special students (no credit)	50.00

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

Practice rooms with piano are available for rent as follows:

Voice or violin students	\$2.00 per semester
Piano students	5.00 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 \$16.00 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 \$20.00 for one 30-minute lesson a week.

A DEPOSIT of \$5.00 a course in biology, chemistry, and physics is required. This deposit, less breakage and loss, will be returned to the student at the end of the semester. In some cases, however, up to one-half of the deposit may be retained to cover the use of materials and instruments.

A DRAMATIC PRODUCTION LABORATORY FEE of \$2.50 is required for use of tools and equipment, and for scripts and practice material which will be the permanent property of the student.

SUPERVISED PRACTICE TEACHING in Ottawa public schools is available for \$12.50 in addition to the usual tuition charge, excepting those securing a 30-hour certificate, when the charge is \$10.00 in addition to the usual tuition charge.

GRADUATION FEE is \$10.00 for each degree conferred.

SPECIAL EXAMINATIONS to students absent from any mid-semester or final examination or in cases of suspension or to remove a conditional grade may be taken upon payment of \$2.50 at the Business Office. The receipt from the Business Office may be taken to the Registrar, who will issue a permit for the examination.

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.

STATE CERTIFICATE applications will be handled by the University for \$1.50, which includes the state fee. In case the free transcript has been issued previously, the charge will be \$2.00.

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

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

Board and Room

Board and room for women may be secured at Charlton Cottage and Sigma Iota Psi House at monthly rates ranging from \$20 to \$24, the exact figure depending on the room selected. Students not living in the Cottage or Sigma Iota Psi may secure board at these places from \$4.00 to \$4.50 per week. Young women desiring to stay at the Cottage or Sigma Iota Psi House should correspond with the matron, sending her a retainer fee of \$5.00 for which credit is given on the room and board bills of the first semester. This fee should be sent in before July 1 to insure a reservation as the capacity of the houses is limited. Further details may be obtained by writing to the matron or to Ottawa University.

Several clubs under University supervision have been organized whose chief purpose is to provide good living quarters, healthful food, and a fine social program at reasonable cost. The cost for room and board will average from \$20 to \$22 per month.

Many students secure board and room in private homes close to the campus. Homes offering such facilities are regularly inspected by faculty committees which include the dean of men and the dean of women. The usual University rules of conduct apply to all such homes. A list of the approved homes and boarding places is kept for reference in the office of the Secretary of the University.

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 has a program of aid for such cases.

It is 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 this is 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 the students who receive 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. For students graduating in the upper tenth of the class in high schools or junior colleges, honor scholarships for the following amounts are available: \$100.00 to junior college graduates and high school graduates from high schools of enrollments of 200 or more and \$80.00 to high school graduates from high schools with enrollments of less than 200. This is limited to one such scholarship for each high school or junior college in Kansas and Colorado. 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.

Grants in Aid

MINISTERIAL AND MISSIONARY. A limited number of approved students for the Baptist ministry and missionary service may receive substantial aid each year on tuition. Students receiving such aid may be required to undertake a specific amount of 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 subject to the need of the student and other circumstances of his life at college.

ENDOWED. The University holds in trust over \$50,000 in endowed funds, the income of which is used as Grants in Aid. These grants are assigned by either the donor or the Student Aid Committee.

N. Y. A. Ottawa University shares in the National Youth Administration program and is prepared to help a limited number of needy students receive this aid.

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

Loans

Five funds, Business Men, Chandler, Handy, Schreiner, and Willis, are held and controlled by the University to be loaned to students for educational needs. There are other funds controlled by organizations outside the University which also have funds available for lending. Information concerning any of these funds may be obtained by communicating with the University.

Assistantships

There are a number of assistantships in the various departments open to students with some experience. These assistants are appointed upon the recommendation of the head of the department. The appointments are made on the basis of the ability of the student. Application for these assistantships may be made either to the Student Aid Committee or to the head of the department in which the assistantship is desired.

Employment

Students who desire to earn part of their expenses should register, for this purpose, 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 properly 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 determines the hours available for work and other personal interests. The demands of his academic schedule must receive first consideration in allotting a student's free time.

Further information can be obtained by writing to the Employment Office, Ottawa University.

College of Arts and Sciences

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 American Association of Colleges. It is approved by the State University and the State Board of Education. Actual investigation has shown that graduates of Ottawa University make outstanding records in the leading graduate schools of the country.

Requirements for Admission

Admission to the Freshman Class

In harmony with other accredited colleges in Kansas, Ottawa University requires fifteen units for unconditional admission to the College of Arts and Sciences. (A unit as here used is a subject pursued for thirty-five weeks in an accredited high school or academy, with recitation periods aggregating each week not less than two hundred minutes). Students presenting fourteen units will be entered conditionally with the understanding that the unit lacking will be made up during the first year in college. Students who present certificates from high schools accredited by the University of Kansas will be admitted without condition.

Candidates for admission from other states, who are graduates of high schools accredited by their respective state universities will be admitted without condition.

Candidates for admission from any state who are not graduates of accredited high schools are asked to send a statement of units to the registrar and an evaluation will be made of each case upon its own merits.

IN NO CASE can registration be completed until the official transcript of the preparatory credits is presented. Students are urged to send in these credits not later than August 1.

In addition to meeting the academic requirements listed above, all candidates for admission to the freshman class are required to take the psychological tests.

Admission With Advanced Standing

Students from other institutions of recognized rank and from well established junior colleges will be admitted to such advanced standing as the registrar may find equitable.

Advanced standing will be granted: (1) On the basis of official transcript of records showing in detail the work completed in other institutions, the basis upon which the student was matriculated and a statement of honorable dismissal, or (2) by examination.

The amount of credit accepted on a transcript will be limited for each semester to the amount allowed under the rules of Ottawa University, except that the amount of credit given for the work done in junior colleges is limited to 60 hours. In no case will advanced standing be granted beyond 90 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.

Rules and Regulations

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.

Minor infractions of the spirit or regulations of the college are dealt with by the Student Court. More serious cases come before the Administrative Council for consideration.

Probation

Students on scholastic or disciplinary probation may be:

1. Debarred from all extra-curricular activities.
2. Debarred from incurring any class or chapel absences during the probationary period.
3. Debarred from all social functions.
4. Warned that if improvement is not evident within the probationary period they may be dismissed from college.

Regulations

Students who indicate inability to profit by a college course may be dismissed by the faculty at any time.

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.

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.

Students are required to abstain from the use of liquor either on or off the campus.

Students' property in houses and other college buildings is at 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.

Registration

Registration of students for the first semester of 1941-1942 will be held Monday to Wednesday, September 8 to 10.

All students should confer with counselors as no registration can be completed without their written approval of courses selected.

CHANGING COURSES. No transfer from one course to another or entrance upon a new course shall be permitted after the first two weeks of the semester, without special faculty action. The close of the fifth week shall be the final date of such transfers except in the case of special students.

FRESHMAN WEEK. All new students are required to attend the opening assembly, Monday, September 8, at 1:30 p. m. Conferences regarding registration and lectures on college life at which attendance is required, will be held each day for the remainder of the week. For full details write for special Freshman Week Bulletin.

ATTENDANCE. Attendance upon classes and assembly is required; but honors students classified as seniors may be exempt from required attendance in junior-senior courses at the discretion of the instructor. A student who misses 10% of the class sessions without an official excuse is automatically dropped from the course. He can be reinstated only upon the recommendation of the instructor of the class and the approval of the dean of men or the dean of women. The only recognized excuses are: (1) official school business; (2) prolonged personal illness and illness or death in the immediate family. Regulations on class absences may be secured from the registrar's office.

CHAPEL ABSENCES. (1) Chapel attendance is required of all regular students every Tuesday and Thursday at 9:50 a. m. (2) If there are seven unexcused absences from chapel during one semester, one semester hour shall be added to the number required for graduation. (3) The registrar shall keep a record of chapel attendance and shall handle all excuses pertaining to chapel.

GRADUATION. Students must appear personally at graduation to receive their diplomas. Graduation in absentia can only be authorized 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.

Hours and Grades

HOURS. The academic year of thirty-six weeks is divided into two 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 or three hours of laboratory or field work are counted as one semester hour.

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

GRADE POINTS. The general academic standing of a student is expressed by the average number of grade points per semester hour, where the grade points are determined on the basis indicated below:

A—Indicates work of high distinction; three grade points per semester hour.

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

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

D—Passing but below average; no grade points.

I—Incomplete work which may be made up without examination.

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

W—Withdrawal. Permitted without penalty of F until the end of the 13th week of the semester.

Every grade of "I" must be removed within the first six weeks of the semester following the giving 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.

In case a student receives "F" in a REQUIRED course, he must take the course over during the FIRST succeeding semester in which the course is offered, during the residence of the student.

STUDENTS WHO DO NOT PASS in at least 50% of the hours for which they are enrolled will be automatically 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 faculty, 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 freshmen and sophomores and of all students having two or more low grades is sent to the parents or guardian at the close of each 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:

(1) A student who presents 15 units from an accredited high school or academy either by certificate or examination and who is enrolled for not less than 12 hours of regular college work shall be classed as a freshman.

(2) A student must have completed 24 semester hours, carrying with them 18 grade points, and must have completed or be

enrolled for the prescribed freshman subjects to be classed as a sophomore.

(3) A student must have completed 54 semester hours, carrying with them 48 grade points, including all courses prescribed for the freshman and sophomore years, to be classed as a junior.

(4) A student must have completed 86 semester hours, carrying with them at least 90% as many grade points as semester hours at the beginning of the school year, to be classed as a senior.

4. SPECIAL STUDENTS. Persons desiring to receive instruction in any particular department of the College without being candidates for a degree may be admitted as special students, provided they SATISFY THE REGULAR ENTRANCE REQUIREMENTS and prove themselves qualified to pursue with advantage the studies of departments concerned. Special students, not being candidates for degrees nor carrying regular work either in amount or in order, are not classified and therefore are denied all class privileges and are ineligible to represent the University on teams or organizations.

5. 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".

Fifth Year Study

Students who have paid full tuition for eight semesters of work in the regular session will be allowed, on recommendation of the major department, to enroll for two additional semesters with no tuition charge. (No exemption to be made in other fees). The semester during which tuition charges are waived must follow directly after the eighth semester in which tuition has been paid. In no case is the exemption from tuition to be allowed beyond one hundred twenty-four semester hours of work. This additional work with no tuition charge must lead to graduation.

Organization of the Curriculum

A definite trend in recent years has been to emphasize fields of concentration rather than single departments. The various departments are arranged under their natural group divisions. The first two years of the course are intended to provide a comprehensive but sound foundation in such subjects as English, foreign languages,

the natural sciences, mathematics, the social sciences, and religion and philosophy, a knowledge of the principles and content of which is generally considered essential to a liberal education. Survey courses and other courses fundamental to the various fields of concentration are offered. During the last two years of this course a student devotes himself largely to a more intensified study in the particular field of his concentration. The curriculum at Ottawa University is now organized under the following five divisions:

DIVISION OF LANGUAGE AND LITERATURE

English Language and Literature
Foreign Languages and Literatures

DIVISION OF NATURAL SCIENCES AND MATHEMATICS

Biology
Chemistry
Mathematics
Physics

DIVISION OF SOCIAL SCIENCES

History
Political Science
Economics
Commerce
Sociology
Physical Education

DIVISION OF RELIGION, PHILOSOPHY, AND EDUCATION

Religion
Philosophy
Education
Psychology

DIVISION OF FINE ARTS

Music
Dramatics
Art

Requirements for the Bachelor of Arts Degree

GENERAL REQUIREMENTS

The student must complete 124 semester hours, with 124 grade points, including a minimum residence of 30 semester hours. Forty hours must be in junior-senior courses. No more than 40 hours may be taken in any one subject to apply toward a degree of Bachelor of Arts. It is required that 24 of the last 30, or 50 of

the last 60 hours, and the last semester of the course be taken in residence. A maximum of one-fourth of the total amount of work may be taken by correspondence. The work of the college curriculum is measured in terms of semester hours. One semester hour represents one recitation, lecture, or two to three hours laboratory periods, per week, for eighteen weeks.

SPECIFIC REQUIREMENTS

English Composition and Literature	12 hours
Foreign Language	6-16 hours
(See statement below)	
Laboratory Science	6 hours
(In one science)	
Religion and Philosophy	6 hours
Fine Arts	4 hours
Social Science	9 hours
(This will be in addition to Religion and Philosophy. Education credits do not fulfill this requirement)	
Physical Education	4 hours
(See statement below)	

Courses to be counted toward these requirements must be taken in sequence.

All specific requirements must be completed by the end of the junior year. It is advisable that foreign language and laboratory science be taken during the freshman year.

Physical Education requirement must be met in the freshman year.

The foreign language requirement will be satisfied when the student has passed the examination given at the end of the intermediate language course. The student beginning a language in college will take both the elementary and the intermediate courses. Those presenting two high school units of a language need take only the intermediate course of the same language.

MAJOR REQUIREMENTS

A minimum of 24 semester hours is required and a maximum of not more than 40 hours may be taken for graduation credit in the major. At least 12 of these hours must be from junior-senior courses. A minimum of 12 hours must be taken in a related subject selected from the same division as the major, or approved by the major adviser.

The major subject must have been selected by the beginning of the junior year.

Comprehensive examinations in the major subject are required at the end of the senior year.

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

Requirements for the Bachelor of Music Degree

MAJOR REQUIREMENTS. For the degree of Bachelor of Music, a major must be completed in organ, piano, violin, or voice. Such major consists of 24 hours, and must include the most advanced senior course. Students majoring in organ must have completed Piano 224 or equivalent before graduation.

Arrangement of required courses by years:

Freshman Year

FIRST SEMESTER

Harmony 107	3 hrs.
Ear-Training and Sight-Singing 103	3 hrs.
English 101	3 hrs.
Major and Electives	4 hrs.
Physical Education	2 hrs.
<hr/>	
	15 hrs.

SECOND SEMESTER

Harmony 108	3 hrs.
Ear-Training and Sight-Singing 104	3 hrs.
English 102	3 hrs.
Major and Electives	4 hrs.
Physical Education	2 hrs.
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	15 hrs.

Sophomore Year

FIRST SEMESTER

Harmony 201	2 hrs.
Religion and Philosophy	3 hrs.
German or French	4 hrs.
Major and Electives	6 hrs.
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	15 hrs.

SECOND SEMESTER

Harmony 202	2 hrs.
Religion and Philosophy	3 hrs.
German or French	4 hrs.
Major and Electives	6 hrs.
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	15 hrs.

Junior Year

FIRST SEMESTER

Counterpoint 305	4 hrs.
Form and Analysis 303	2 hrs.
Music History and Literature 301	3 hrs.
Major and Electives	6 hrs.
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	15 hrs.

SECOND SEMESTER

Counterpoint 306	4 hrs.
Form and Analysis 304	2 hrs.
Music History and Literature 302	3 hrs.
Major and Electives	6 hrs.
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	15 hrs.

Senior Year

FIRST SEMESTER

Canon and Fugue 401	4 hrs.
Instrumentation 403	2 hrs.
Major and Electives	9 hrs.
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	15 hrs.

SECOND SEMESTER

Canon and Fugue 402	4 hrs.
Orchestration 404	2 hrs.
Major and Electives	7 hrs.
Recital	2 hrs.
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	15 hrs.

Participation in Extra-Curricular Activities

A student must have passed in at least 12 hours work in the preceding semester of residence, and must be passing in at least 12 hours work in the current semester in order to be eligible for extra-curricular activities. Officers in such activities shall have an average of "C" in 12 hours of work. This rule shall not apply to seniors in good standing who for their last semester shall have less than 12 hours to earn for graduation.

Complete explanation of the Activities Point System is given in the Student Handbook.

Honors

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 election to the **HONORS SOCIETY**.

1. **COURSE HONORS.** In each course the instructor makes two levels of assignments, one for the ordinary scope of the course, one for distinctly superior work. Upon recommendation of the instructors the Board at the end of each semester awards course honors for superior achievement. Students who have earned 10 or more hours of course honors will receive class honors and public recognition of this fact.

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

a. Obtain course honors in 40 hours: 12-24 hours in the major, 6-12 hours in each of two other departments, balance to be made up of miscellaneous subjects.

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

c. Obtain at least a B average in 124 hours of work.

3. **HONORS SOCIETY.** Election to this society is under the administration of the Honors Board.

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 15 to 16 hours.

EXCESS WORK. No college student will be allowed to carry more than 17 hours of recitation work per week for the first semester in residence. Students whose average grade is B may thereafter, with the consent of the registrar, take 18 hours work. Credit for semi-curricular activities, such as choir, ensemble, players club, and orchestra, is not included in the 18 hours above. No record of semi-curricular activities will be made for more than two hours for any one year. Regular registration must be completed for such work at least two weeks before the close of the semester.

Preparation for Professional Schools

It is not the function of the Liberal Arts College to offer courses which belong properly to the curriculum of the professional school itself. Official statements from these schools indicate that the best preparation for professional work is a well-balanced four-year liberal arts training. For the purpose of educational guidance, however, the following courses are suggested for those students interested in pre-professional study:

AGRICULTURE. Students intending to pursue studies in agriculture are advised to take the following courses: English, 6 hours; biology, 16 hours; chemistry, 8 hours; mathematics, 8 hours; physics, 8 hours; economics, 6 hours; modern language, 10 hours; advanced work in chemistry and biology; electives chosen from English, physics, economics, sociology, history, and government.

BUSINESS ADMINISTRATION. Students looking forward to specialization in business and commerce are advised to take the following courses: English, 6 hours; public speaking, 6 hours; foreign language, 16 hours; mathematics, 8 hours; history, 6 hours; economics, 16 hours; with a major in economics and business administration.

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. Students interested in special fields of Christian service should choose courses on the advice of the head of the department of Religion and Philosophy.

LAW. The following courses are suggested by the Association of American Law Schools for students preparing for the study of law: English, 6 hours; public speaking, 4 hours; Latin, 10 hours; French and German, 16 hours; mathematics, chemistry, or physics, 8 hours; history and political science, 12 hours; psychology, 3 hours; and economics, 12 hours. If three or more years be devoted to such

preparation (and this is required by some law schools and urged by many), additional courses in history, political science, psychology, economics, sociology, and natural sciences are advised.

JOURNALISM. Students planning to enter the field of journalism should take the general liberal arts course majoring in English, including study in economics, history, government, sociology, and psychology.

MEDICINE. The American Medical Association lists the following required subjects: General zoology, 8 hours; general chemistry, 8 hours; English, 6 hours; German or French, 10 hours; general physics, 8 hours; organic chemistry, 5 hours. Recommended: Anatomy and physiology, 3 hours; embryology, 3 hours; qualitative analysis, 4 hours; quantitative analysis, 5 hours; mathematics, 8 hours; with electives in psychology, economics, sociology, bacteriology, and physical chemistry.

ENGINEERING. Recommended courses: English, 6 hours; general mathematics, 8 hours; calculus, 8 hours; general physics, 8 hours; general chemistry, 8 hours.

Preparation for Teaching

CERTIFICATE REQUIREMENTS. Courses in Education and Psychology meet the requirements of the State Board of Education for the following teachers' certificates:

(1) **THREE-YEAR CERTIFICATE**, renewable for life, authorizing the holder to teach in any elementary or high school in Kansas. Requirement: Graduation from the College with 18 hours in Education and Psychology, including 3 hours each in General Psychology and Educational Psychology; 2 hours in School Administration; 3 hours credit of Practice Teaching; and 7 additional hours in Education. To teach in class A schools the candidate must have a minimum of 15 hours credit in any branch taught and 5 hours in the specific subject taught. May be renewed for life if the holder secures two years of successful teaching experience during the three-year period the certificate is valid.

(2) **TWO-YEAR CERTIFICATE**, renewable for two-year periods, valid in elementary schools. Issued to applicants who have completed 60 semester hours of college credit, and whose official transcript of college record shows the following credit: 3 semester hours each in General Psychology, Methods of Teaching Elementary School Subjects, Principles of Geography, Health Education, Essentials of Reading; 5 semester hours in Observation and Participation;

6 semester hours each in English Composition and Social Studies; 2 semester hours each in Children's Literature, Playground Supervision, Elementary School Music, and Elementary School Art; and 20 semester hours elective. May be renewed by two years of successful teaching or 8 hours of college work.

(3) **TWO-YEAR CERTIFICATE**, valid in elementary schools. Issued to applicants who have completed not less than 30 semester hours of college credit, and whose official transcript of college record shows the following credit: 3 semester hours each in General Psychology, English Composition, Principles of Geography, Social Studies, Health Education, Methods of Teaching Elementary School Subjects; 2 semester hours each in Observation and Participation, Children's Literature, Playground Supervision; and 6 semester hours elective. Certificates may be renewed at expiration for two-year periods provided holder presents 15 semester hours of college credit and one year teaching secured during the two-year period the certificate is valid. After September 1, 1942, the Kansas State Board of Education will neither grant nor renew this certificate.

(4) **SPECIAL CERTIFICATE** to teach Music, Home Economics, Manual Arts, etc. Valid for two years, renewable for two-year periods. Applicant must present 40 semester hours from general courses, such as English, Social Science, Biological Science, Mathematics, Chemistry, etc.; 18 semester hours in Education and Psychology, which must include 3 semester hours each of General Psychology, Educational Psychology, Practice Teaching; 2 semester hours in School Administration and Kansas School Law; and 7 semester hours elective in Education; 65 semester hours, not fewer than 40 hours of which must be in the subject designated in the certificate. Applicant for the Special Music Certificate must present at least 6 semester hours of Public School Music credit.

COURSES OF STUDY

Description

Courses numbered 100-199 are open to all students; those numbered 200-299 are open only to sophomores, juniors, and seniors; those numbered 300-499 are open only to juniors and seniors. Certain 200 courses may be elected by freshmen with the consent of the instructor concerned. Odd numbers indicate courses offered in the first semester; even numbers indicate courses offered in the second semester; courses whose numbers end in 0 are offered in both semesters.

Unless otherwise stated the number of recitations each week is the same as the number of hours credit.

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 page 31. Other specific requirements are stated at the head of each department and should be noted carefully in deciding and pursuing one's major.

The main work of the college is carried on during the first five days of the week. Saturdays, however, may be used to make up work missed on special holidays or for helping to equalize standing of students.

The courses of study which are described on the following pages are arranged according to the divisions of the curriculum as stated on page 30. If description of a course cannot be readily found, a reference to "Courses of Study" in 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 office of the registrar or president.

Special Problems Course

410. **SPECIAL PROBLEMS COURSE**. Three hours credit 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.

Integrating Course

420. **INTEGRATING COURSE**. Each department offers a course the purpose of which is to integrate the material of that

particular field and also to furnish in this way a preparation for the comprehensive examination. These courses are open only to department majors and carry credit varying from one to three hours.

Division of Language and Literature

English Language and Literature

Courses 101-102 and 201-202, or 151-152, are prerequisite to all courses of junior-senior level.

A major in English language and literature shall consist of at least twenty-four hours credit above the freshman course and shall include the following fields or their equivalent:

- A. **COMPOSITION.** Every course listed in the department carries writing assignments. Regardless of efficiency at other points no major in the department can receive a passing grade in the comprehensive examination unless he can demonstrate consistent mastery of the fundamentals of oral and written expression.
- B. **SURVEY COURSES:**
 1. General survey (as 201-202), minimum five hours. Course 151-152 will satisfy this requirement, without applying on the major.
 2. Restricted survey of some literary movement or period (as 303, 304, 305, 307, and 308), six hours.
 3. Integrating survey (420) in senior year, two hours.
- C. **SPECIAL FIELDS.** Eight hours in two subject groupings, of which three hours must be in linguistic study:
 1. Linguistic study (302 and 403).
 2. Literary types, as novel, drama, essay, poetry, and short story (includes 307, 308, 311, and 402).
 3. American literature (303-304).

Students planning to teach English in the high schools should devote at least one summer to supplementary reading in fields of special interest. All students with a major in English must have a reliable knowledge of English and American history.

Language and Composition

00. **ELEMENTS OF WRITING.** Primarily remedial. A review of spelling, punctuation, grammar, and syntax for students markedly deficient in any of these. Tutorial, under senior assistants in English. Required of all students upon failure in entrance tests or upon recommendation of any instructor.

Either semester. No credit.

101-102. **FRESHMAN ENGLISH.** Literary Backgrounds and the Art of Writing. The first half of a two-year program affording constant discipline in reading, group discussion, and writing. Readings in the freshman year deal chiefly with the great literary traditions of the humanities; a few representative works are included for study. Group discussions are organized to encourage intelligent oral presentation of ideas and to correct slovenly habits of conversation. Training in written composition stresses three phases: (1) efficiency in the simpler forms of exposition and a review of rhetoric with practical application to immediate writing purposes, (2) preparation of essays and reports with emphasis upon organization and judgment, and (3) enlargement of vocabulary. Actual writing is under direct supervision of instructors in the "writing laboratory."

Three hours, through the year.

151-152. **HONORS COURSE IN FRESHMAN ENGLISH.** Approximately one-fourth of the entering freshman class will be eligible for this course, as determined by the freshman testing program. Proficiency in the art of reading and in ordinary forms of composition will be assumed. Readings and class discussion cover the range of Courses 101-102 and 201-202; originality in composition will be encouraged. Students receiving a grade of B or better in the whole course are eligible to enroll in the department's advanced classes of the 300 level, even as sophomores.

Three hours, through the year.

201-202. **SOPHOMORE ENGLISH.** A continuation of English 101-102, composition secondary. (For description, see statement in division of Literature.)

207. **THEORY OF ARGUMENT.** (Also listed as Speech 207.) Close examination of the nature of evidence and the principles of proof. Effective phrasing, analysis, presentation, and justification