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**university of dayton  
undergraduate bulletin  
1969-70**



DAYTON, OHIO 45409

**THE UNIVERSITY OF DAYTON BULLETIN**

**VOLUME LXXX**

**April, 1969**

**NUMBER 2**

Published by the University of Dayton, 300 College Park Avenue, Dayton, Ohio 45409. Issued five times a year: twice in March, twice in April and once in June. Second class postage paid in Dayton, Ohio.

The University of Dayton Bulletin includes the admissions catalog issue, the undergraduate catalog issue, the graduate catalog issue, the evening session announcements, and the summer session announcements.

The provisions of the various issues of this Bulletin are to be considered directive in character and not as an irrevocable contract between the student and the University. The University reserves the right to make any changes that seem necessary or desirable.

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UNDERGRADUATE CATALOG ISSUE 1969-1970

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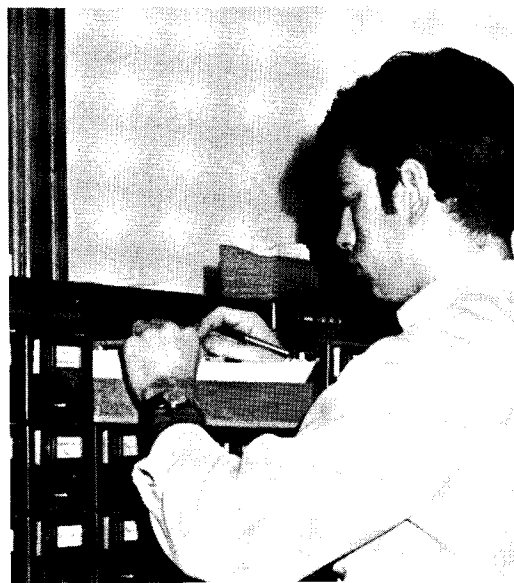
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# University of Dayton Bulletin

## Undergraduate Catalog Issue

### 1969-1970

DAYTON, OHIO 45409





## Academic Calendar

**1969-1970**

### **FIRST TERM**

Aug. 28, 29	Thurs., Fri.	Registration
Aug. 31	Sun.	Parents Day
Aug. 30-31	Sat., Sun.	Orientation for freshmen
Sept. 1	Mon.	Labor Day—no class meetings
Sept. 2	Tues.	Classes begin at 8 a.m.
Sept. 9	Tues.	Last day for change in schedules
Sept. 23	Tues.	Last day to withdraw without record

## 1969-1970

Sept. 24	Wed.	From this date every withdrawal from class for academic difficulty is recorded as F*
Oct. 18	Sat.	Homecoming—Saturday only classes conducted
Oct. 20	Mon.	Mid-term progress grades due in the Registrar's Office for freshmen only
Nov. 26	Wed.	Thanksgiving recess begins after the last evening class
Dec. 1	Mon.	All classes resume
Dec. 11-17		Examinations in evening classes conducted during final class meeting
Dec. 15	Mon.	Examinations
Dec. 16	Tues.	Examinations
Dec. 17	Wed.	Examinations—Term ends after last examination
Dec. 20	Sat.	Diploma exercises

## SECOND TERM

Jan. 2, 3	Fri., Sat.	Registration
Jan. 5	Mon.	Classes begin at 8 a.m.
Jan. 12	Mon.	Last day for change in schedules
Jan. 26	Mon.	Last day to withdraw without record
Jan. 27	Tues.	From this date every withdrawal from class for academic difficulty is recorded as F*
Feb. 23	Mon.	Mid-term progress grades due in the Registrar's Office for freshmen only
Mar. 4	Wed.	Honors Day
Mar. 25	Wed.	Easter recess begins after the last evening class
Mar. 31	Tues.	All classes resume
Apr. 20-24		Examinations in evening classes conducted during final class meeting
Apr. 20	Mon.	Study Day—no class meetings
Apr. 21	Tues.	Examinations

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\*First-term freshmen, evidently misplaced in a course, may be allowed, with permission of their Dean, to withdraw from a class up to one week following the date on the mid-term grade report.

## 1969-1970

Apr. 22	Wed.	Examinations
Apr. 23	Thurs.	Examinations. Term ends after the last examination
Apr. 26	Sun.	Commencement exercises

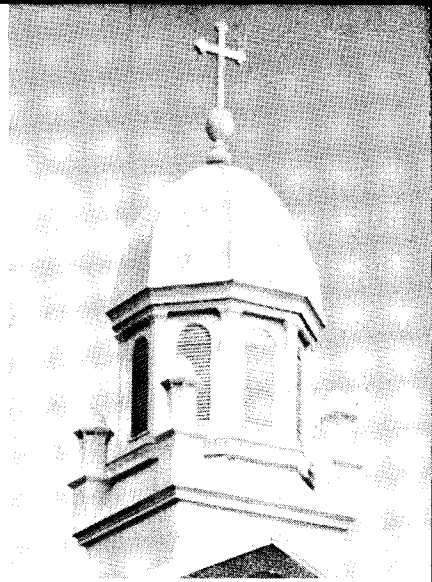
### THIRD TERM (First Session)

May 6	Wed.	Registration
May 8	Fri.	Classes begin at 8 a.m.
May 12	Tues.	Last day for change in schedule
May 19	Tues.	Last day to withdraw without record
May 20	Wed.	From this date every withdrawal from class for academic difficulty is recorded as F
June 15-19		Examinations in evening classes conducted during the final class meeting
June 18	Thurs.	Examinations
June 19	Fri.	Examinations—Session ends after the last examination
June 20	Sat.	Examinations—Saturday classes only

### THIRD TERM (Summer Session)

June 18, 19	Thurs., Fri.	Registration
June 22	Mon.	Classes begin at 8 a.m.
June 25	Thurs.	Last day for change in schedules
July 2	Thurs.	Last day to withdraw without record
July 3	Fri.	From this date every withdrawal from class for academic difficulty is recorded as F
July 27-31		Examinations in evening classes conducted during the final class meeting
July 30	Thurs.	Examinations—4 p.m. on
July 31	Fri.	Examinations—Session ends after the last examination
Aug. 2	Sun.	Diploma exercises





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# I General Information

## THE UNIVERSITY OF DAYTON

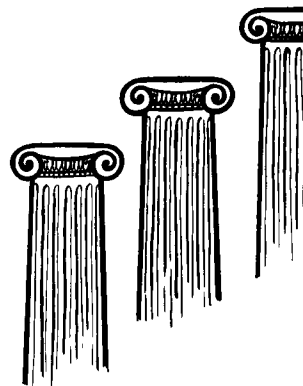
The University of Dayton is a medium-sized, private, coeducational school with a growing reputation for academic achievement. Located in the heart of the mid-west, it attracts its student body from the local community, the state of Ohio and other Midwestern and Eastern states, and a number of foreign lands. With a full-time student body of seven-thousand-seven-hundred, the University of Dayton is ranked fifth in size among the nation's Catholic colleges. It includes four schools and the college, offering a large selection of study ranging from art and philosophy to geology and computer science.

Founded more than a century ago by the Catholic teaching order of the Society of Mary (Marianists), the University numbers among its students representatives of many faiths. All students, however, partake of the friendly family spirit for which the campus is known.

The campus itself is located on a seventy-six acre hilltop at the southern edge of the city of Dayton where older and newer buildings are blended into a pleasant setting. A West Campus, just several minutes distant from the Main Campus, also comprises seventy-six acres; it is used primarily for housing of freshman men. An East Campus, on the dividing line between Montgomery and Greene Counties, is the motherhouse for young Marianist Brothers who are doing college work. The East Campus is also the site of Bergamo, a center for ecumenical study and activity.

A well-qualified faculty of laymen, priests, Brothers, and Sisters provides the student the "competent instruction, tempered discipline, and prudent counseling" which the University sees as one of its principal aims.

A placement service for students and graduates; reasonable tuition rates and financial aid plans; varied religious, social, and cultural opportunities; a trimester-type academic calendar providing a number of different study-recess possibilities; and high-caliber intercollegiate and intramural athletic programs are but a few of the "features" which contribute to the character of the University of Dayton.



## UNIVERSITY GOALS

Education, which has as its ultimate aim to prepare man for what he must be and what he must do here on earth in order to attain the sublime end for which he was created, is necessarily a lifelong process in which many agencies participate. As one of these agencies, concentrating its efforts in the area of higher education, the University of Dayton professes to provide an academic atmosphere in which Christian principles of thought and action are the essential integrating and dynamic forces impelling the student to pursue, to cherish, and to disseminate what is true, good, and beautiful.

In promoting this formation the University envisions the harmonious development of the student's natural and supernatural capacities and contributes to this objective by helping him to acquire and develop sound religious and moral convictions, broad knowledge and basic intellectual habits, physical vigor and emotional stability, keen awareness of social responsibility, specialized professional attitudes and competencies.

To assure the achievement of these objectives the University endeavors to provide for all its students competent instruction, tempered discipline, and prudent counseling, together with appropriate physical surroundings and opportunities for participation in a variety of curricular and extracurricular activities.

The University is convinced that, by imparting such a well-rounded education to as many students as possible, it is preparing worthy members for both the Church and the State. Moreover, by offering these institutions its physical and human resources for the discovery and dissemination of truth and for the rendering of those specialized educational services that fall within the area of its competence, the University seeks to fulfill as fully as possible the mission to which it is committed by its official motto — *Pro Deo et Patria*, For God and Country.

## HISTORICAL SKETCH

The University of Dayton traces its history to the year 1850 when a modest primary school for boys, known as St. Mary's Institute, was opened in Dayton. Operating the little school was a group of Catholic missionaries who had left their native France just a year earlier to bring their educational work to America. These priests and Brothers were members of the Society of Mary, a religious order founded in 1817 by Father William Joseph Chaminade.

These pioneer Marianists, as members of the Society are called, while conducting their ministry in Dayton fortunately became acquainted with a certain Mr. John Stuart, scion of the royal family of Scotland. Mr. Stuart sold the Marianists his one-hundred-and-twenty-acre "Dewberry Farm" just south of the city — an ideal, hilltop property for a school. The following summer, in 1850, fourteen pupils began classes in the house on Dewberry Farm.

From that humble beginning St. Mary's Institute grew. Some years later, it became St. Mary's College, and then, in 1920, the University of Dayton.

Its growth and progress continued. When the school adopted its present name, enrollment was one hundred and seventy-one. In 1937, two years after coeducation was introduced, it passed the thousand mark. Following World War II, enrollment at the University of Dayton — as at most other colleges and universities around the country — expanded rapidly. In 1946, almost three thousand students registered and, in 1967, a record total enrollment of over ten thousand was attained.

Growth in numbers does not necessarily represent progress, of course. While enrollments grew, new programs on both undergraduate and graduate levels were initiated, curricula and methods of presenting them were streamlined. New buildings to house various departments and activities were built at a rapid pace. Professional and educational groups recognized the University's work with accreditation and approval.

Today, in its one-hundred-and-nineteenth academic year, the University of Dayton includes the College of Arts and Sciences, School of Business Administration, School of Education, School of Engineering, and Technical Institute. In all, forty departments of instruction function on the campus, awarding twenty-six different degrees on the associate, baccalaureate, and graduate levels. These degrees are:

Bachelor of Arts  
 Bachelor of Science  
 Bachelor of Fine Arts  
 Bachelor of Music  
 Bachelor of Social Science  
 Bachelor of Science in Home Economics  
 Bachelor of Science in Medical Technology  
 Bachelor of Science in Business  
 Administration  
 Associate in Business Administration  
 Bachelor of Science in Education  
 Bachelor of Chemical Engineering  
 Bachelor of Civil Engineering  
 Bachelor of Electrical Engineering  
 Bachelor of Industrial Engineering

Bachelor of Mechanical Engineering  
 Bachelor of Technology  
 Associate in Technology  
 Master of Arts  
 Master of Public Administration  
 Master of Business Administration  
 Master of Science  
 Master of Science in Education  
 Master of Science in Engineering  
 Master of Science in  
 Civil Engineering  
 Master of Science in  
 Electrical Engineering  
 Master of Science in  
 Mechanical Engineering

## ACCREDITATION

The University of Dayton is officially accredited by the North Central Association of Colleges and Secondary Schools. Other official accreditations include those of the State of Ohio Department of Education, the National Council for Accreditation of Teacher Education, the Engineers' Council for Professional Development (for civil, electrical, and mechanical engineering curricula, and for electronic, industrial, and mechanical engineering technology programs). The University has the approval of the American Medical Association (for its pre-medical program) and of the American Chemical Society (for its programs in chemistry).

In addition to these accreditations and approvals, the University holds institutional memberships in the Association of American Colleges, the American Association of Colleges for Teacher Education, the American Council on Education, the American Society for Engineering Education, the National Catholic Educational Association, the Ohio College Association, the International Council on Education for Teaching, the Association of Urban Universities, the American Association of University Women, and the Association of University Evening Colleges.

## UNIVERSITY PROGRAMS

In addition to the regular day session, the University also conducts evening and summer sessions and offers short-term non-credit courses, conferences, and institutes through a Special Sessions program.

### College of Arts and Sciences

The College of Arts and Sciences, largest of the University's six academic units and traditionally the basic unit, includes twenty departments: Biology, Chemistry, Communication Arts, Computer Science, English, Fine Arts, Geology, History, Home Economics, Information Science, Languages, Mathematics, Music, Philosophy, Physics, Political Science, Psychology, Sociology and Anthropology, Theological Studies, and Military Science.



Pre-professional courses are offered in medicine, dentistry, dietetics, optometry, veterinary medicine, pharmacy, law, foreign service, social service, radio and television broadcasting. In cooperation with St. Elizabeth, Good Samaritan, and Miami Valley hospitals, courses are given in medical technology. Through its affiliation with the Dayton Art Institute, the University enriches its offerings in Fine Arts. Affiliation of the Dayton Junior Philharmonic Orchestra with the University provides music students an opportunity for valuable musical practice and experience.

Programs leading to the degrees of Master of Arts or Master of Science are offered in biology, chemistry, English, history, mathematics, philosophy, physics, political science, psychology, information science, and theological studies. The professional degree Master of Public Administration is also offered.

### **School of Business Administration**

The School of Business Administration offers undergraduate majors in accounting, business management, industrial management, marketing, personnel management, and economics. On the graduate level, the School awards a Master of Business Administration degree. Also offered is a two-year course in secretarial studies leading to an associate degree.

### **School of Education**

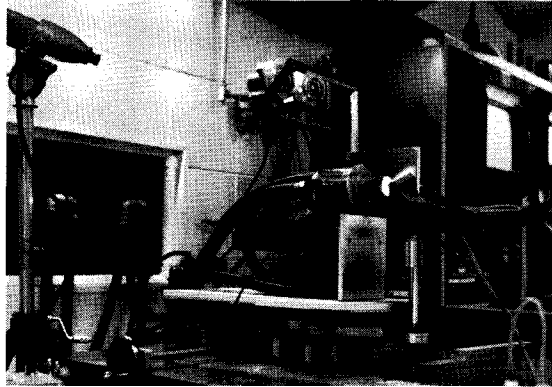
The School of Education prepares teachers for the elementary and secondary levels and for such specialized fields as art, music, speech, business, health and physical education, and home economics. It conducts retraining and post-graduate programs, and offers graduate programs leading to the degree of Master of Science in Education. These programs are designed to prepare school administrators, school counselors, school psychologists, master elementary teachers, master high school teachers, and educational research specialists.

### **School of Engineering**

The School of Engineering includes the departments of Chemical Engineering, Civil Engineering and Engineering Mechanics, Electrical Engineering, Industrial Engineering, and Mechanical Engineering. The School offers a graduate program leading to the degree of Master of Science in Engineering, Civil Engineering, Electrical Engineering, and Mechanical Engineering.

### **Technical Institute**

The Technical Institute includes the Departments of Chemical Technology, Electronic Engineering Technology, Industrial Engineering Technology, and Mechanical Engineering Technology. Each of these offers a five-term program leading



to the Associate in Technology degree. The Technical Institute also offers a program leading to the Bachelor of Technology degree for those who complete the Associate in Technology program.

### **Special Sessions**

Many of the programs presented during the regular day sessions are offered also in the Evening and Summer Sessions, enabling students to work toward degrees on a part-time basis. These sessions are governed by the same policies and regulations prevailing during the Day Session.

In addition, specialized non-credit, adult education courses are offered through Special Sessions. Management development and continuing education programs are conducted for business, industry, government, schools, the professions, and the general public.

### **STUDY ABROAD**

The University of Dayton, in cooperation with Loyola University, Chicago, offers a year abroad at the Loyola University Rome Center of Liberal Arts.

### **WVUD-FM and UD-CCTV**

Modern communications media, available to all University departments and programs, include WVUD-FM, a radio station covering the Miami Valley area, and an on-campus, closed circuit television operation. Both facilities are housed in the John F. Kennedy Memorial Union.

### **RESEARCH INSTITUTE**

As an integral unit of the University, the Research Institute administers sponsored research that the University agrees to perform for commercial organizations and governmental agencies. Research projects concerned with a single discipline are normally performed by the appropriate department of instruction, whereas the larger projects that are primarily multi-disciplinary in character are performed within research laboratories under the jurisdiction of the Research Institute. A strong emphasis is placed on the integration of all research with the instructional

activities of the University, and a concerted effort is made to provide opportunities for undergraduate, as well as graduate, students to acquire experience and training in the methods of research.

### **DAYTON-MIAMI VALLEY CONSORTIUM**

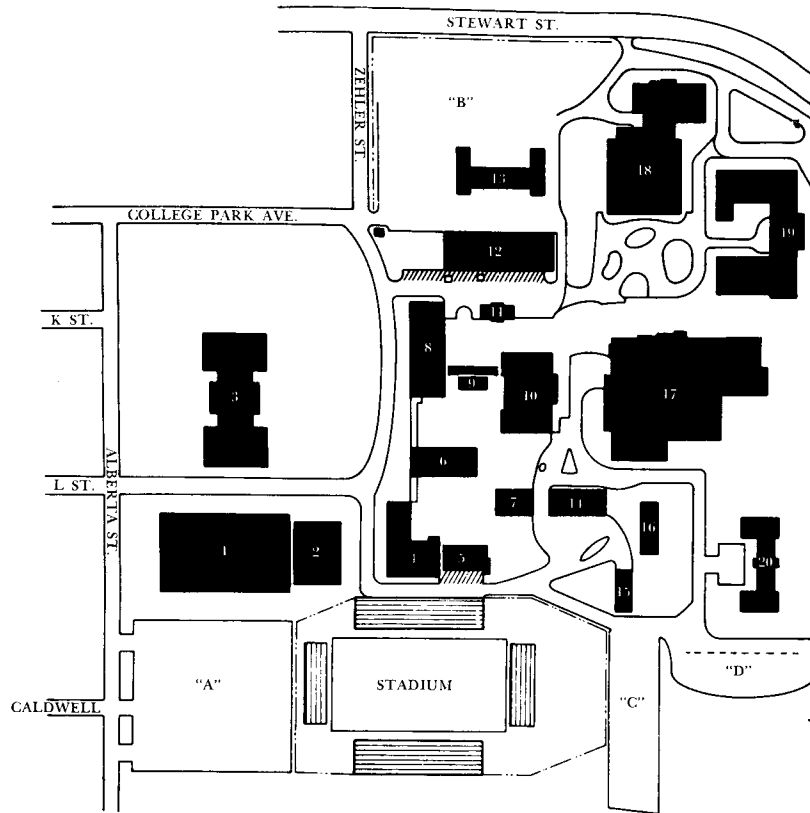
Ten institutions of higher learning in the Miami Valley, among them the University of Dayton, have developed the Dayton-Miami Valley Consortium (DMVC). In so doing, the member institutions seek to increase interinstitutional cooperation, improve curricula, develop new courses and programs, minimize cost, and centralize selected functions, using the most recent technology, emphasizing computers, modern educational technology, and communication media.

Among the benefits enjoyed by the members of the Consortium is that regularly enrolled full-time students at one institution, under certain conditions, may register for credit in courses offered by other Consortium institutions at no additional charge, on a space-available basis.

### **CALENDAR**

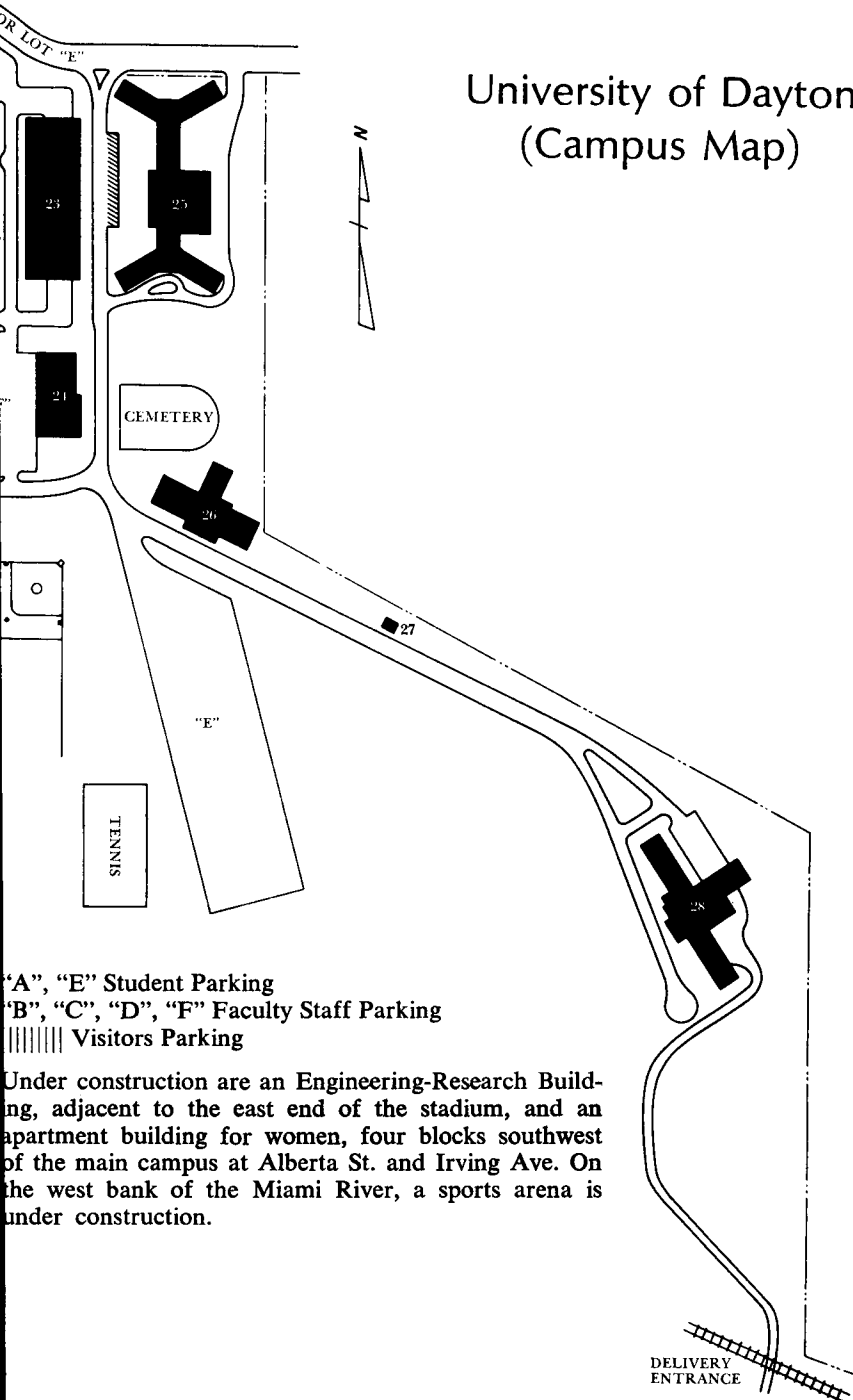
The University of Dayton operates on a "Split Third-Term" calendar. This modern calendar, detailed on page 3, comprises a fall and winter term, each of fifteen weeks, and a spring-summer term which is split into two six-week units. The advantages of such a calendar, for varying the vacation periods or for accelerating the study program, are many. A student may enroll for the traditional fall and winter terms and take an expanded summer vacation; or he may add each summer a half term or full term in order to complete graduation requirements sooner. The student who must work to put himself through school will have additional time in the spring and summer for employment; or he may enroll for the spring-summer term and use either the fall or winter term as a vacation period when the employment market is not crowded with other college students. Each student is free, within the broad limits of the calendar, to construct his own study-vacation plan.





- |                                 |                                  |
|---------------------------------|----------------------------------|
| 1. Fieldhouse                   | 15. Services Bldg.               |
| 2. Flyers Hangar                | 16. Office Bldg.                 |
| 3. Albert Emanuel Library       | 17. J. F. Kennedy Memorial Union |
| 4. St. Joseph Hall              | 18. Miriam Hall                  |
| 5. Zehler Hall                  | 19. Sherman Hall                 |
| 6. Immaculate Conception Chapel | 20. Alumni Hall                  |
| 7. Liberty Hall                 | 21. Founders Hall                |
| 8. St. Mary Hall                | 22. Wohlleben Hall               |
| 9. Arcade                       | 23. Mechanical Eng. Bldg.        |
| 10. Chaminade Hall              | 24. R.O.T.C. Bldg.               |
| 11. Post Office                 | 25. Marycrest Hall               |
| 12. Women's Gym-Music Bldg.     | 26. Gosiger Health Center        |
| 13. Services Bldg.              | 27. Telescope                    |
| 14. Power House-Laundry         | 28. Stuart Hall                  |

# University of Dayton (Campus Map)



'A', 'E' Student Parking  
'B', 'C', 'D', 'F' Faculty Staff Parking  
||||| Visitors Parking

Under construction are an Engineering-Research Building, adjacent to the east end of the stadium, and an apartment building for women, four blocks southwest of the main campus at Alberta St. and Irving Ave. On the west bank of the Miami River, a sports arena is under construction.

## LOCATION

The University of Dayton Main Campus is located near Interstate Route 75, just a short distance east from the Exit at Nicholas Road and Stewart St. Directional signs posted throughout the area facilitate travel to the campus.

The West Campus is located on Germantown Street (State Route 4 West) near the intersection of Gettysburg Avenue. City bus routes serve both campuses.

The East Campus, situated on Patterson Road five miles to the east of the Main Campus, houses in Marianist College over two-hundred religious Brothers of the Society of Mary who are students at the University. Bergamo, a center for ecumenical study and activity, is located on the East Campus.

(See map, inside back cover.)

## CAMPUS AND BUILDINGS

Principal buildings on the Main Campus, with the date of construction of each in parentheses, are as follows:

### Albert Emanuel Library (1928)

The University's main library was erected by the late Victor C. Emanuel, an alumnus, in memory of his father. It and two departmental libraries house two hundred and fifty thousand books and over four thousand journals. Occupying one wing of the building is the internationally famed Marian Library, containing the largest collection of Mariana in the western hemisphere. Construction of a new library building is about to begin.

### University Fieldhouse (1950)

Home base of the Dayton Flyers, nationally prominent University basketball team, the Fieldhouse also houses the offices of the Department of Athletics and the Department of Health and Physical Education. University convocations and commencement exercises are conducted in this six-thousand-seat arena. On the west bank of the Miami River, a new sports arena is under construction which will seat over 13,000.





### **Flyers Hangar (1962)**

A smart snack shop and cafeteria, the "Hangar" is a popular between-classes gathering place for students.

### **Baujan Field (1925)**

The University football stadium, with a seating capacity of fourteen thousand, is named for Harry C. Baujan, long-time athletic director at the University.

### **St. Joseph Hall (1884)**

One of the oldest buildings on the campus, St. Joseph Hall has seen many uses. It now houses classrooms and laboratories, faculty offices, and the administration of the Technical Institute.

### **Chapel of the Immaculate Conception (1869)**

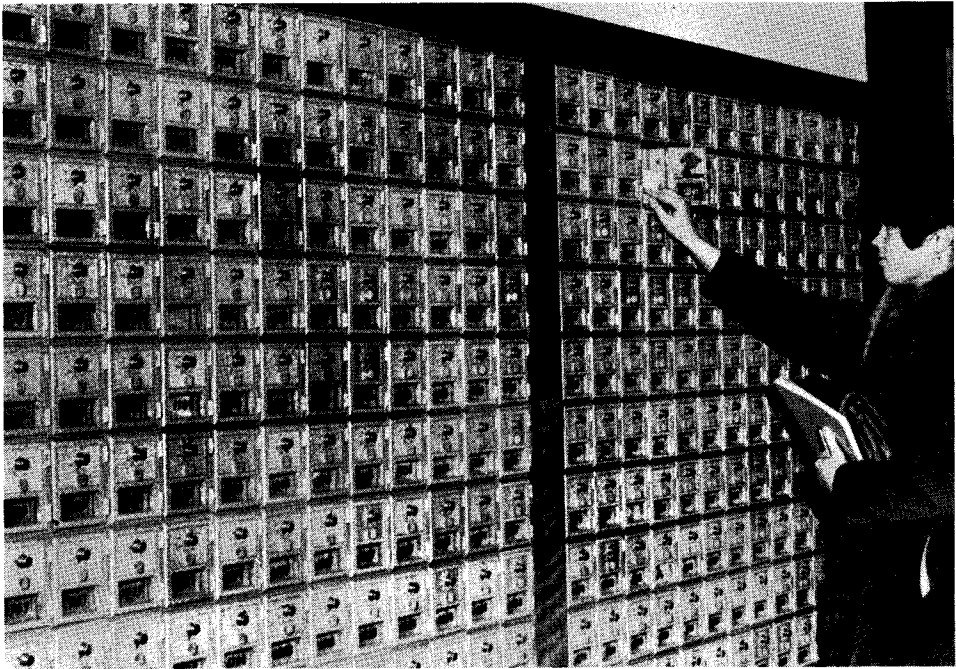
Dedicated to the patroness of the University, the main chapel is the focal point of religious life on the campus.

### **St. Mary Hall (1870)**

When it was built, St. Mary Hall was the largest building in the city of Dayton. For many years, practically the entire school was centered in its five floors. Today it houses the University's principal administrative offices and the Psychological Services Center.

### **Women's Gymnasium and Music Building (1874)**

Headquarters of the women's physical education program (first floor) and the Department of Music (second floor), this building was originally a "Play House" and chemistry laboratory.



### **Post Office (1903)**

The University's postal service includes a federal Post Office contract station, assuring efficient service features for the campus.

### **Chaminade Hall and Arcade (1904)**

Named for the founder of the Society of Mary, Father William Joseph Chaminade, this building provides quarters for the School of Education and the University Bookstore. The Arcade joins Chaminade Hall to St. Mary Hall.

### **Liberty Hall (1866)**

This small, two-story structure is used as a service building.

### **C. H. Gosiger Health Center (1967)**

This new three-story facility is a small hospital with 44 beds, 21 rooms for patients, and the latest in medical accommodations. The staff includes a doctor and five full-time and seven part-time registered nurses.

**Zehler Hall (1865)**

The oldest of the present campus buildings, Zehler Hall houses faculty offices, the University Printing Service, and some research activities.

**Power House (1898)**

Heat and power for older campus buildings is supplied through this facility. The University laundry also operates in the Power House.

**John F. Kennedy Memorial Union (1964)**

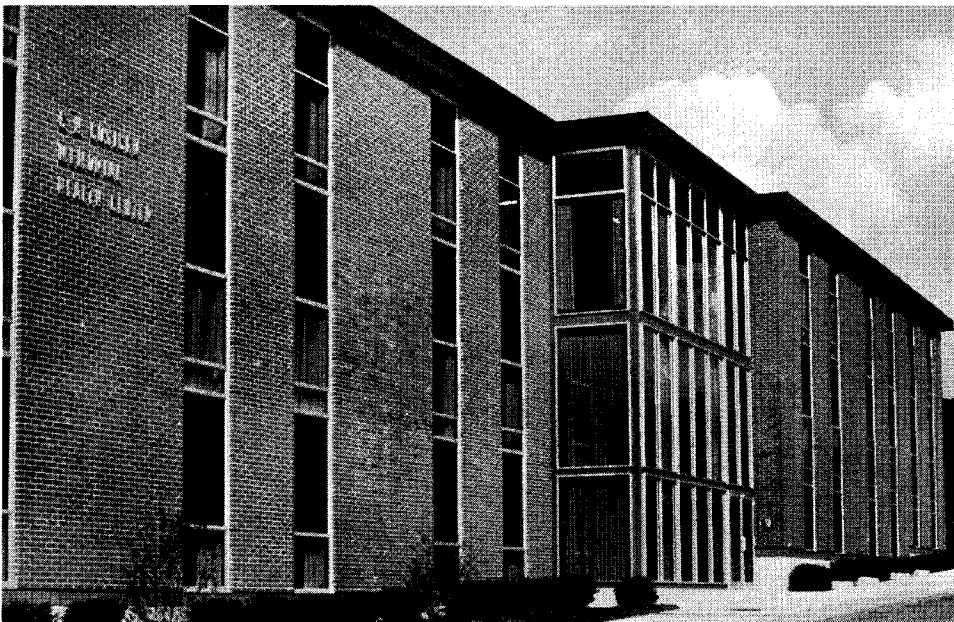
The "University Living Room" includes a little theater, cafeteria and snack shop, ballroom, art galleries, lounges, bowling alleys, and other "union" type facilities.

**Miriam Hall (1965)**

Construction of this modern classroom and office building was completed in 1965 for the School of Business Administration. It was named in memory of a great philanthropist, Miriam Rosenthal, without whose labor and enthusiasm the funds for erecting the edifice would not have been available.

**Sherman Hall of Science (1960)**

Honoring the late John Q. Sherman, distinguished Dayton industrialist and philanthropist, Sherman Hall includes the administrative offices of the College of Arts and Sciences, classrooms and laboratories of departments of Biology, Physics, Home Economics, Psychology, and Mathematics.



**Wohlleben Hall (1958)**

The departments of Chemistry, Chemical Engineering, and Geology, and administrative offices of the Research Institute are located in Wohlleben Hall, named for the late Brother William J. Wohlleben, Marianist Brother who introduced chemistry and chemical engineering studies to the campus. It also houses the office of the Dean of the School of Engineering.

**Alumni Hall (1924)**

This hall is the residence for members of the Society of Mary.

**Founders Hall (1954)**

Honoring the founders of the University, this men's residence hall is conveniently located in the center of the campus.

**ROTC Building (1952)**

Regarded as the finest ROTC facility in the Army's Twentieth Corps area, which includes Ohio, Kentucky, and West Virginia, the building is the headquarters of the Department of Military Science. Among its outstanding features is a large indoor rifle range.

**Engineering-Research Building (1969)**

The newest building on campus, this facility will be occupied in the fall of 1969 by the Departments of Electrical Engineering, Electronic Engineering Technology, Industrial Engineering, Industrial Engineering Technology, and Mechanical Engineering and will house a broad spectrum of Research Institute activity.

**Mechanical Engineering Laboratory (1948)**

Laboratories of several engineering departments are located in this building which was originally a drill hall at Camp Perry, Va. It was dismantled and brought to Dayton, rebuilt and bricked.

**Marycrest (1962)**

Marycrest is the University's first residence hall for women. It is home for more than nine hundred women students, and has its own cafeteria, lounge and chapel. Several blocks from campus, a high-rise apartment house for women is under construction.

**Stuart Hall (1963)**

This men's residence hall provides modern accommodations for some seven hundred students. Its name honors John Stuart, from whom the pioneer Marianists obtained the original University property.

### **West Campus, University Hall**

In 1960, the University acquired through the federal government surplus program a large property in the western section of Dayton which had been a part of the vast Veterans Administration Center. The property included a large hospital building. The building was converted into University Hall, and the entire property, including housing facilities, cafeteria, classrooms, and indoor and outdoor recreational areas, is known as the West Campus. Residents of this campus are primarily freshman men. Regularly scheduled busses bring students to and from the Main Campus throughout the day and evening hours.

### **East Campus, Marianist College**

Marianist College (1961) is located on the eastern outskirts of Dayton. It is the house of studies for religious members of the Society of Mary. These students pursue their collegiate studies, some on the East Campus, some on the Main Campus. On the East Campus are also located a dormitory, classroom and administration building (1915); a gymnasium and recreation building called Sieben Hall (1961); a residence (1926) for Brothers; and a retreat for students and men called Marianist Retreat House (1911). The Bergamo Center for Christian Renewal (1966) is also located on the East Campus.

### **RESERVE OFFICERS TRAINING CORPS (ROTC)**

The Department of Military Science conducts the Reserve Officers Training Corps (ROTC) program on the campus, providing instruction in general military



subjects applicable to all branches of the Army. The purpose of the Reserve Officers Training Program is to develop selected college educated men for positions of responsibility as officers in the active Army and its Reserve components. The program enables qualified college graduates to fulfill their normal two year active duty obligation as commissioned officers.

The ROTC Course is designed: to implant habits of orderliness and precision; to encourage a high degree of personal honor, self-reliance, and leadership; and to provide the means of becoming a better informed citizen on matters of national defense. The program produces junior officers who by their education, training, and inherent qualities of leadership are suited to continued development as officers in the Army of the United States.

The ROTC program is divided into a basic and an advanced course. All male students who meet the qualifications may enroll in the basic course during the freshman and sophomore years. The basic course emphasizes military subjects relating to national security, military history, leadership techniques, and military science.

Admission to the advanced course, a two-year program, is on an optional-selective basis. Only students who have demonstrated a potential for becoming effective officers are selected for this training. The advanced instruction includes practical exercises in tactical training, management, military and leadership techniques and the exercise of command. Successful completion of the advanced course qualifies the student for commission as a Second Lieutenant in the United States Army. A student who maintains academic and performance standards that place him in the upper third of his class may qualify for designation as a Distinguished Military Graduate and for a Regular Army commission upon graduation.

Students enrolled in military courses are issued all appropriate uniforms, insignia, textbooks and other equipment without cost. Those in the advanced course received \$50.00 a month. While in attendance at summer camp, required of all advanced students, they receive approximately one hundred and seventy dollars a month.

A flight training program is offered through the Army ROTC. Flight training (at government expense) is an extracurricular activity conducted by an FAA approved flying school near the college. The instruction includes 35 hours of ground training and more than 36 hours of flight instruction.

Subject to deferment quota limitations, which are prescribed by the Selective Service Act, selected ROTC students are deferred from induction into the Armed Forces as long as they remain in good standing in their academic and military courses. Selected ROTC graduates may be granted a delayed call to active duty to pursue an advanced degree.





## II Student Life and Services

### RESIDENCE FACILITIES

#### Men

It is the University's policy that all male freshmen live in one of the men's residence halls unless their home is within commuting distance, or unless all of the rooms are occupied.

Application/contracts for residence hall accommodations and instructions are forwarded by the Office of Admissions to all new students upon their official acceptance to the University of Dayton. The instructions should be read and followed carefully.

All rooms are double occupancy rooms with the exception of a number of triple occupancy rooms at University Hall. The University provides adequate furnishings for comfortable living. Bed linens are supplied and laundered, but students must furnish their own desk lamps, towels, wash cloths, and blankets.

A professional staff and a student staff coordinate with the Office of the Dean of Men and the Director of Housing in administering the management and personnel functions of the Halls. It is the responsibility of this staff to help each resident realize a total educational experience while at the University.

A Chaplain resides in each hall and is available for counseling or religious direction.

The University maintains a Housing Office for those students who are unable to obtain accommodations in one of the men's residence halls and for those upper-classmen and transfer students who prefer not to live in one of the men's halls.

For aid in securing accommodations off campus, please contact by mail or in person the Director of Housing in care of the University of Dayton.

Questions concerning housing information in any of the men's residence halls should be directed to the Housing Office at the University of Dayton.

## Women

Housing for women students at the University of Dayton is administered by the Office of the Dean of Women. University policy requires that freshman and sophomore women who do not live within commuting distance secure housing in Marycrest Hall on the University campus. Upperclass women are assigned to the women's apartment building or to University-approved off campus housing. Communications regarding women's housing should be addressed to the Dean of Women.

Application/contracts for residence hall accommodations and instructions are forwarded by the Office of Admissions to all new students upon their official acceptance to the University. Students should follow the instructions carefully and return the application/contract promptly. Upperclass transfer students apply directly to the Dean of Women's office for assignment to off campus housing.

Rooms at Marycrest are double or triple. Adequate closet space and comfortable furnishings are provided. Bed linens are supplied and laundered, but students must provide desk lamps, towels, wash cloths and blankets.

A professional staff and a student staff cooperate with the Office of the Dean of Women in managing the Residence Hall and providing student services. A Chaplain appointed by the University maintains an office in the Hall and is available for counseling. An elected Hall Council represents student opinion and initiates programs for the residents.

## DINING FACILITIES

The University's food service is operated in four principal facilities. The main cafeteria is located in the Kennedy Memorial Union and contains a dining area seating four hundred students. Adjacent to this facility in the Union is a snack bar where light lunches may be obtained.

Marycrest cafeteria is located in the women's residence hall and is a smartly decorated modern dining room.

The University Hall cafeteria, located on the West Campus, serves the students residing in this residence hall.

The Flyers Hangar serves light lunches consisting of sandwiches, salads, soups, pastries, and beverages. It is a popular meeting place for the student body during the day and the early evening hours.

All food service on both campuses is operated under the direction of a professional manager, with qualified assistants managing each of the separate facilities.

Well-rounded, appetizing meals are served attractively in quantities appropriate to the needs of still growing young men and women. Food service is of

such proportions at the University that more than a million meals a year are served in the four cafeterias.

## STUDENT ORGANIZATIONS

The University of Dayton campus abounds in student organizations. Any student from any part of the world, no matter what his interest, will find at least one group on the campus from which he will derive benefits.

Included are student government units such as the Student Government and the Central Women's Organization; many religious clubs, social groups, local University of Dayton fraternities and sororities; co-curricular or academic organizations from the Art Club and Debate Team to the honor societies in the various colleges and schools; and there are musical, military, and athletic clubs — all designed to help the student further his educational, religious, or social well-being while at the University. Students also publish a bi-weekly newspaper, a quarterly literary magazine, an annual pictorial review, and other special interest publications.

Each of the campus clubs elects its own officers and has a member of the faculty as adviser.

At the beginning of each academic year, students are issued a handbook in which these organizations are listed. During the regular orientation week early each year, new students are invited to become members of the various clubs.

## LITURGICAL LIFE

As a Catholic college, the University of Dayton places great emphasis on the liturgical life of the student. All Catholic day students are strongly encouraged to attend a weekly chapel service on the campus at which Mass is offered and opportunities for the reception of the sacraments are provided. Regular attendance, it is felt, insures the integration of thought and action, of belief and practice, which is envisioned by the University in its professed purposes. At the same time, by enabling the students to pray and worship together, a spirit of unity and solidarity is fostered among them, thus creating a genuine Christian atmosphere on the campus.

Mass is celebrated in the Chapel of the Immaculate Conception (the main chapel) five times each morning during the week and six times on Sunday. At least one Mass each day (morning or evening) is offered in the chapels of the residence halls. Confessions are heard before, during, and after all Masses in the main chapel each day, and before the daily Mass in all the residence halls.

The Chaplain and Associate Chaplain of the University supervise all spiritual group activities of the student body and of all religious organizations. The many

priests on the faculty, under the direction of the Chaplain, are available at all times for counseling on moral, religious, or social matters.

### TESTING

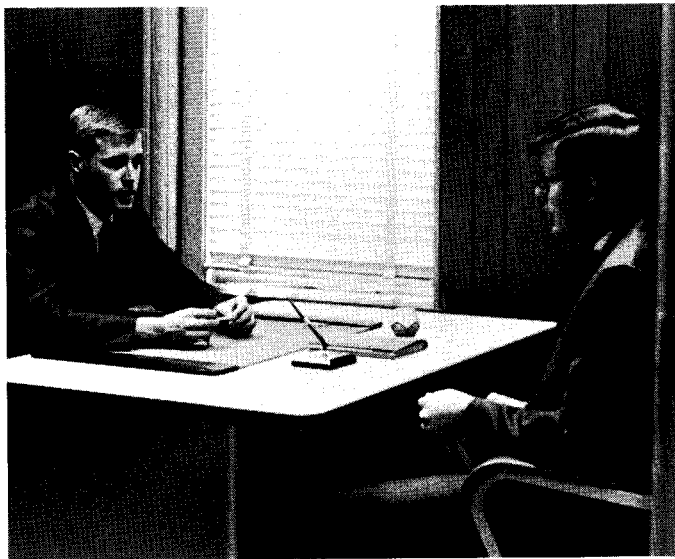
The University Psychological Services Center provides a complete testing program for the students of the University, and for industry and the community at large. Besides this local service, the Testing Center conducts testing programs for Catholic elementary and high school students in fifteen States and is under contract to the U.S. Government to administer the National Defense Education Act (N.D.E.A.) tests in secondary private schools in thirty-eight States.

### COUNSELING AND GUIDANCE

In addition to the testing services for University full-time students which are used to help the student identify his talents and aptitudes and thus guide him into proper fields of study, the Psychological Services Center offers the student the opportunity to seek advice in personal, social, and academic problems which he may encounter.

Well-qualified psychologists direct and participate in the work of the Center—work which goes beyond the campus to provide counseling, guidance, and other psychological services to schools, business, and industry.

Specific counseling in all study areas is provided by the deans of the schools and colleges, by the departmental chairmen, and by individual faculty members who are available throughout the day, subject to their administrative and teaching schedules.



## PLACEMENT

The University maintains a placement office which energetically assists students in securing part-time work to help them financially while attending school. Details of this operation are treated under "Financial Aids" below.

In addition to the efforts in behalf of students, the placement office also maintains an exceptional liaison with business and industry throughout the nation, and arranges interview sessions between recruiters and senior students, assisting the graduating student in his choice of prospective employment or association. This same service is also provided the University's alumni without charge.

## STUDENT HEALTH SERVICES AND INSURANCE

Centrally located in the C. H. Gosiger Health Center, the University Health Service provides a well-staffed and well-equipped operation to safeguard the health of the student. The University physician, on call at all hours, is on duty six hours daily for advice and treatment. A staff of professional nurses works around the clock.

Full-time students may come to the Health Service for out-patient treatment by the staff on duty at the time, and no restriction is made on the number of visits. Ordinary medications are provided without charge when ordered by the attending physician.

Students whose permanent residence is not within commuting distance may avail themselves of the in-patient service of the infirmary at a nominal cost. When the case warrants, students are transferred to local hospitals.

Infirmary or hospital costs are covered for the most part by the highly recommended student insurance program which is available to all full-time students. Blue Cross and Blue Shield family coverage expires when the student reaches age nineteen, and this student insurance plan continues much of this coverage at a nominal rate. (Full information on this program may be obtained by writing to the Office of Student Accounts.)

## STUDENT IDENTIFICATION CARDS

At the beginning of the school year, each full-time student secures a student identification card (I.D. card) which he carries with him at all times. Provision for obtaining the card, complete with the student's photograph, is made during registration procedures. The I.D. card is vital and obligatory for the student, since it is necessary for participating in student elections or other activities for which official identification is necessary. It must be shown in order to obtain tickets to certain athletic events.

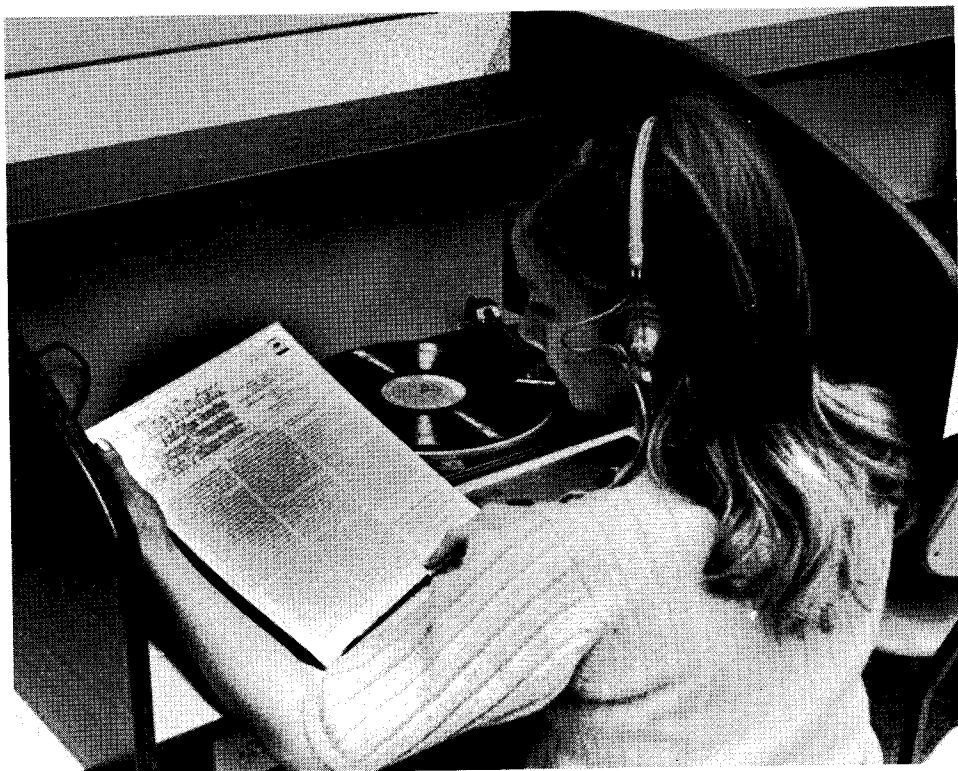
## PARKING

Parking facilities are extremely limited on the Main Campus. Those that are available are restricted to commuting students who live some distance from the campus, and all such parking is by permit only. Students may apply for permits. Students residing on the West Campus are permitted to have cars and to park them on campus.

## CULTURAL ACTIVITIES

Principally through its very successful University Arts Series, but as well through various other programs throughout the year, the University of Dayton provides for the student well-planned and coordinated opportunities for association with high-level intellectual and cultural ideas and personalities.

Among renowned guests to appear on the University Arts Series have been Contralto Marian Anderson, Poets Louis Untermeyer, John Ciardi, and W. H. Auden, Philosopher Mortimer Adler, Publisher Frank Sheed, Illinois Senator Paul Douglas, the Roger Wagner Chorale, the Dayton Civic Ballet, Journalists Drew Pearson, Marquis Childs, Ralph McGill, and Harry Golden. The Dayton Philharmonic Orchestra, the University Concert Band and the University Choir appear each year.





Art Series programs are given on the campus in mid-day, making attendance convenient for the student. Since the series, which has been extremely well-received, is supported through the student activities fee, there is no admission charge for the individual programs.

In addition to this series, many other continuing programs are offered for the student each year. Among these are the regular productions of the talented University Players; the Evening Religion Series, bringing to the campus outstanding theological scholars; annual lectures sponsored by the Department of History in which known historians are brought to the University; an interesting variety of musical and discussion programs on WVUD-FM; and lectures by outstanding men and women in many other fields of interest.

Many outstanding musical, dramatic, and artistic programs are given throughout the year in the Dayton community. Most offer students rates and are well advertised on the campus.

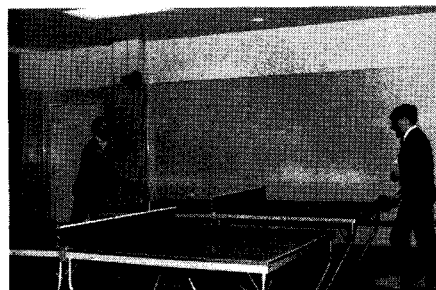
## SOCIAL LIFE

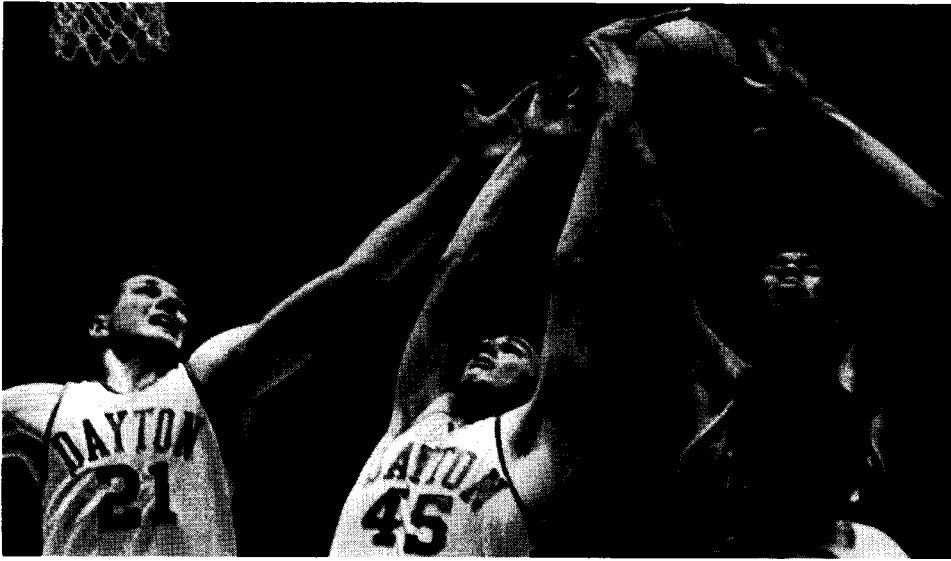
Realizing that "all work and no play" will indeed dull the young student, the University of Dayton provides and encourages participation in a wide variety of social functions.

Small informal social events are held on the campus almost every weekend. Bigger, more formal occasions, such as the Homecoming Dance, or the Junior Prom, are usually held off the campus. Social functions are attended by members of the faculty.

## RECREATION

All campuses of the University are equipped with recreational areas where, over and above intramural programs on an organized basis, the student may take part in recreation. Each residence hall has its own recreational areas; the Fieldhouse on the Main Campus and the gymnasium on the West Campus have facilities for individual calisthenics and similar programs. The new Kennedy Union includes bowling alleys, browsing rooms, music and art rooms. Tennis courts, outdoor and indoor basketball courts, baseball diamonds, and playfields are available on both campuses. During the winter months, skiing, tobogganing, and ice skating in nearby parks are popular with students. Dayton has a number of fine theaters and several campus organizations frequently present recent motion pictures in campus auditoriums as fund-raising ventures; these are well attended.





## ATHLETICS

Participation in athletics is an integral part of the educational development that the University strives to achieve for all its students. This applies both to intercollegiate and intramural athletics.

All students are encouraged to engage in some form of athletic activity according to their ability. This is particularly emphasized for students majoring in physical education, for whom the various athletic activities have special importance in view of the career for which they are preparing.

The University feels that athletics, intercollegiate and others, cultivate a sense of unity which is one of the important factors in student morale.

Many persons throughout the country have come to know the University of Dayton through the accomplishments of its varsity team, the Dayton Flyers. The University also engages in intercollegiate competition in football, baseball, tennis, golf, soccer, ice hockey, and field hockey.

There are highly competitive intramurals in all sports including golf, tennis, softball, touch football, basketball, and volleyball.

## THE STUDENT HANDBOOK

As a member of the University family, the student will desire more detailed information than that given here. This information is given in a separate publication called THE STUDENT HANDBOOK. Students and parents are strongly urged to familiarize themselves with the contents of this publication.



## II Admissions

### REQUIREMENTS FOR ADMISSION

For admission to a freshman class, the applicant must submit a written application, a satisfactory high school record, and results of the Scholastic Aptitude Test (mathematics and verbal) of the College Entrance Examination Board. The application must be on a form which the prospective student may obtain by writing the Director of Admissions.

A student is allowed to register only after all credentials have been received and evaluated and a registration permit has been issued.

The applicant for the freshman class must present sixteen units from a high school accredited by some regional accrediting association or by a State Department of Education, and have a total record indicating likelihood of success in college. Certain courses of study require specific entrance units, as follows:

### ENTRANCE UNITS REQUIREMENTS

DEGREES	English	Language	Algebra	Geometry	Trigonometry	Mathematics	Chemistry	Physics	Science	History
Arts degrees	4	2	1	1			1			
Science degrees	4	2	2	1	½ *		1	1**		
Business degrees	4		2	1						
Education degrees: a) elementary	4	2	1	1					1	2
b) secondary, art, music and speech	4	2 or 1	and 1						1	2
c) physical and home economics	4					1			1	2
Engineering degrees	4		2	1	½		1	1		
T.I. degrees	4		1			1				
Police Administration	4		1			1			1	

\*No trigonometry is required for Medical Technology and Home Economics degrees.

\*\*Physics also required for those planning a major in Physics, Chemistry, Mathematics, and Computer Science.

All exceptions to the foregoing admission rules must be approved by the Academic Dean.

The University bases its acceptance of a prospective student on a satisfactory high school record, recommendation of the high school principal, and the results of the Scholastic Aptitude Test.

In addition to the above the University of Dayton requires all accepted students to take the English, Mathematics II, and Language Achievement Tests of the C.E.E.B. before June 1. These tests are used for placement only. Those who have not taken a language in high school do not take the Language Achievement Test.

### ACHIEVEMENT TESTS

Students who are accepted to the University of Dayton must take the following Achievement Tests for *placement only*, sometime prior to June 1.

COLLEGE OR SCHOOL	ENGLISH	MATH (LEVEL II)	FOREIGN LANGUAGE
Arts	required	required for those seeking registration in calculus during their first term	required
Business	required	optional	_____
Education	required	required for those seeking registration in calculus during their first term	required for secondary teaching field in languages only
Engineering	required	required for those seeking registration in calculus during their first term	_____
Sciences	required	required for those seeking registration in calculus during their first term	optional
Technical Institute	—	_____	_____

The University admissions standards and policies are free of discrimination on the grounds of race, creed, color, and national origin.



## **ADVANCED PLACEMENT**

The University accepts the advanced placement program offered to secondary schools under the auspices of the Advanced Placement Committee of the College Entrance Examination Board.

The University will give not only advanced placement but also credit to students enrolled in the program, provided that such students have taken the tests provided and scheduled by the College Entrance Examination Board and have received a favorable interpretation grade from the Educational Testing Service.

Students desirous of receiving advanced placement under this program are to arrange that test scores be sent to the University Office of Admissions, which will grant advanced standing with or without credit in the appropriate subject areas. Credit, when given, will be recorded as Em credit and will be determined by the interpretation grade:

For a score of "5", two terms of advanced standing with credit.

For a score of "4", one term of advanced standing with credit.

For a score of "3", one term of advanced standing without credit.

Scores below "3" do not entitle the applicant to either credit or advanced standing.

High school students in the senior year may under certain conditions take courses at the University of Dayton for advanced standing with credit. Interested students should seek further details from the Registrar.

## **TRANSFER STUDENTS**

The admission of transfer students is controlled by a special Committee on Admissions comprising the Provost of the University, the Director of Admissions, and the Dean of the School concerned.

In addition to the credentials required of all applicants, a transfer student must present an official transcript of credits and a statement from the school last attended confirming that he was honorably dismissed and that the school would be willing to enroll him again.

The University, through the executive officer of the Admissions Committee, will accept transfer students in the following categories:

- (1) students who have established credit in less than thirty-two semester hours work (or the equivalent) with a grade point average of 2.00 or higher out of a possible 4.00;
- (2) students who have established credit in not less than thirty-two semester hours work nor more than sixty-three semester hours work (or the equivalent) with a grade point average of 2.25 or higher out of a possible 4.00;
- (3) students who have established credit in sixty-four semester hours work

(or the equivalent) with a grade point average of 2.50 or higher out of a possible 4.00. (Grade point averages will be calculated on the basis of *all* work taken and in University of Dayton equivalents.)

Transfer students who cannot meet the above requirements but who feel that, by reason of extraneous circumstances, their cases merit additional consideration may have their applications referred to the Committee on Admissions for final decision. Such referrals must be made to the Committee no later than four weeks prior to the first day of registration for the term in which enrollment is desired.

### **APPLICATION AND ADMISSIONS PROCEDURES**

The prospective student should write to the Director of Admissions requesting application forms. This request should be made at the beginning of the applicant's senior year in high school.

After completing the forms, the applicant must affix a check or money order for a non-refundable application fee, made payable to University of Dayton, and present the application to his high school principal and/or high school counsellor.

The principal and/or high school counsellor completes those portions of the forms so designated (recommendation of the applicant, and official records of high school performance) and mails them to the University.

If the applicant is in the upper third of the class and has 1000 on Junior SAT his application is given immediate attention by the Committee on Admissions. If he is not within the upper third of the class or does not have 1000 on Junior SAT, his application is held until he has completed seven semesters of high school and grades are received, as well as Senior SAT scores.

After the Committee on Admissions studies the application, the applicant is notified if he has been found "acceptable" or not. Those "acceptable" must, on or before the date specified on the acceptance, forward the required deposit—the applicant's assurance to the University that he intends to register.

Prospective students who have designated on their applications that they wish to live in campus housing will receive a contract for such accommodations. This must be properly filled in, and a deposit made. All freshmen must live on the campus, if room is available.

These two latter deposits are applicable to the student's bill at the first registration, except for the housing deposit which is retained to cover possible damage to his room during occupancy.

Let it be noted that the provisions of this bulletin are not an irrevocable contract between the student and the University. The University reserves the right to change any provision or requirement at any time within the student's term of residence. The University further reserves the right to ask the student to withdraw for cause at any time.

**DEADLINE DATES FOR APPLYING**

September Term .....	July 1
	January 1 (out-of-town) girls
January Term .....	November 20
May Term .....	March 15
June Term .....	May 15

Applications which arrive after the deadline dates mentioned above will be considered for the following term.

**NO EXCEPTIONS WILL BE MADE!**

**EDUCATION OF VETERANS**

All departments of the University have been approved by the Veterans Administration for training under United States Code, Title 38, Chapters 31, 33, 34, and 35. Credits earned during military service are accepted after an evaluation in terms of the University's standards and the course of study for which the veteran applies. An adequate counseling service is available under the direction of the Veterans' Adviser whose office is located in Room 108, St. Mary Hall.

**PHYSICAL EXAMINATIONS**

Physical examinations are required of all new full-time students. These examinations are to be performed by a private physician of the student's choice and the results submitted on the special form supplied by the Office of Admissions. The form must be returned, completed, to the admissions office for transmittal to the University Health Service to fulfill admission requirements. This must be done prior to registration. Physical examinations are not required of Police Administration students who are already in police service.

**FOREIGN STUDENTS**

All foreign students must comply with the admission requirements. In addition, the following items must be in order.

- 1) the official credentials must be in an official English translation.
- 2) the results of the TOEFL test must be submitted.
- 3) the student health record must be on file on the University of Dayton health form.

Foreign students must deposit \$2,500 with the Treasurer of the University of Dayton before the form to obtain a student visa can be issued.

Arrangements to see the Foreign Student Advisor must be made within 24 hours of the student's arrival on campus.

Other pertinent facts may be found in the pamphlet "Information for Prospective Foreign Students." This pamphlet may be obtained by writing the Director of Admissions.



## V Financial Information

### GENERAL POLICY

The tuition and fee charges of the University are set at the minimum permissible for financially responsible operation, and in general, these charges are less than the actual costs incurred. Gifts and grants received through the generosity of industry, friends, and the alumni of the University help to bridge the difference between income and costs. When need arises, the trustees of the University reserve the right to change the regulations concerning the adjustment of tuition and fees at any time, and to make whatever changes in the curricula they may deem advisable.

All fees and tuition are payable in full at the time of registration for the term, unless arrangements for payment by some deferred payment program are made with the Office of Student Accounts in advance of each registration.

No student will be registered for a new term, unless the account for the previous term is settled.

Transcript of credits and honors of graduation will be denied students whose bills have not been paid.

All checks should be made payable to the UNIVERSITY OF DAYTON.

A payment of tuition and fees made at the time of registration with a bad check will result in the cancellation of the student's registration until the tuition and fees and penalty are properly paid. The penalty fee is \$20.00.

The penalty for passing bad checks in any other area on the campus is \$5.00.

Tuition reductions are granted to some unmarried children from the same family attending classes, full-time, simultaneously, and not on scholarship, if certain conditions are fulfilled. Inquiries regarding such reductions should be made through the Office of Student Aid in advance of each registration.

**EDUCATIONAL CHARGES**

May, 1969 through June, 1970

Application Fee, payable once, upon application .....	\$ 10.00
Matriculation Fee, payable once by Full Time Students, at entrance .....	10.00
Testing and Counseling Fee, payable once at entrance.....	25.00
Freshman Orientation Fee .....	35.00

**FULL TIME COMPREHENSIVE ACADEMIC CHARGE, I & II TERMS**

Undergraduate Student, per term .....	700.00
Full Time Student Teacher (12 credit hours or less), including the supervising teacher fee, per credit hour.....	35.00
Full Time Student Teacher (13 or more credit hours), including the supervising teacher fee.....	700.00
Full Time Fine Arts Student, when taking art courses at Dayton Art Institute simultaneously, per credit hour.....	35.00
Basic University Fee—Students carrying 12 or more hours at UD or 12 or more hours combined at UD and/or an affiliated institution and Full Time Student Teachers, per term .....	50.00
Applied Music Fees — please refer to page 287	

**PART TIME UNDERGRADUATE STUDENTS, I & II TERMS****AND ALL UNDERGRADUATE STUDENTS, EACH SPLIT TERM**

Registration Fee, each Registration .....	2.00
Tuition, per credit hour .....	35.00
Tuition per Laboratory clock hour .....	22.00
Laboratory Materials and Equipment Fee each term, where applicable .....	15.00
Laboratory Breakage Deposit, each term.....	5.00 to 10.00
Basic University Fee....\$4.00 per credit hour—not to exceed \$20.00 per term	

**OTHER CHARGES**

R.O.T.C. Uniform Deposit, payable once each year, refundable .....	\$ 20.00
Service Charge for Change of Schedule per course.....	2.00
Late Registration Service Charge.....	5.00 to 15.00

Proficiency and Final Make-up Examinations.....	5.00
Graduation Fee, Undergraduate and Graduate Students.....	26.00
Books and Stationery .....	Variable

### FULL-TIME STUDENTS

A student with an academic schedule of at least twelve lecture credit hours is considered a full-time student. Students from outside the Dayton area must be full-time students. With this status and upon payment of the tuition and applicable fees he is entitled to the benefits of the various activities.

### PART-TIME DAY STUDENTS

A day student with an academic schedule of six to eleven lecture credit hours is considered a part-time student.

### SPECIAL STUDENTS

Special students, non-matriculated students, and auditors are subject to the various expenses as outlined above (see pages 46 and 47).





## CANCELLATION AND REFUNDS

Cancellation will be allowed only after the completion of the proper withdrawal forms. Students who discontinue class attendance without officially completing the withdrawal procedures during the cancellation period will be responsible for the full amount of the applicable tuition and fees. Those called to military service before the end of a given term should consult with the Bursar of the University concerning possible credits and financial adjustments.

During the four-week cancellation period for the first and second terms, the tuition charges will be made according to the following schedule:

During first week of classes.....	20%
During second week of classes.....	40%
During third week of classes.....	60%
During fourth week of classes.....	80%
During or after fifth week of classes.....	100%

During the two-week cancellation for each session of the split term the tuition charges will be made according to the following schedule:

During the first week of classes.....	35%
During second week of classes.....	70%
During or after third week of classes.....	100%

The special course and laboratory fees are not refundable nor is the University Fee for student activities.

## RESIDENCE FACILITIES FEES

Students from outside the Dayton area reside on the campus unless the residence halls are fully occupied. Meals are provided in the cafeteria assigned to service the particular residence halls. A seven day meal service is offered (three meals a day, Monday through Saturday; Sunday breakfast and noon dinner). The following rates include room rental, meal service, and bed linens; vacation periods are excluded.

# **CHARGES FOR ROOM AND BOARD** **MAY, 1969 THROUGH APRIL, 1970**

	1st Split Term May-June, 1969 Note 1	2nd Split Term June-Aug., 1969 Note 1	1st Term Sept.-Dec., 1969	2nd Term Jan.-April, 1970
<b>FULL TIME STUDENTS—WOMEN</b>				
Single Occupancy	\$75.00	\$75.00		
Single Occupancy (7 Day Meal Ticket)			\$435.00	\$435.00
Double Occupancy	60.00	60.00		
Double Occupancy (7 Day Meal Ticket)			410.00	410.00
Triple Occupancy (7 Day Meal Ticket)			385.00	385.00
Room Deposit to Cover Possible Damage (refundable)	10.00	10.00	10.00	10.00
<b>FULL TIME STUDENTS—MEN</b>				
Single Occupancy	75.00	75.00		
Double Occupancy	60.00	60.00		
Double Occupancy (7 Day Meal Ticket)			390.00	390.00
Triple Occupancy (7 Day Meal Ticket)			365.00	365.00
Room Deposit to Cover Possible Damage (refundable)	10.00	10.00	10.00	10.00
<b>MEAL TICKETS—DORMITORY STUDENTS</b>				
5 Day Meal Service	65.00	65.00		
7 Day Meal Service	85.00	85.00		
<b>OFF-CAMPUS HOUSING—U.D. OWNED</b>				
Room Only	Low 65.00	Med. 70.00	High 75.00	Low 180.00 Med. 195.00 High 210.00
Room Deposit to Cover Possible Damage (refundable)	25.00	25.00	25.00	25.00
<b>MEAL TICKETS—OFF-CAMPUS FULL TIME STUDENTS</b>				
5 Day Meal Service	65.00	65.00	165.00	165.00
7 Day Meal Service	85.00	85.00	220.00	220.00

Note 1: Applies only to Full Time students who attended first and/or second term(s).

## **ALL OTHERS—ROOM AND BOARD**

Single \$36.00 per week—(7 Day Meal Ticket) \$32.00—(5 Day Meal Ticket)  
Double 30.00 per week—(7 Day Meal Ticket) 26.00—(5 Day Meal Ticket)

NOTE: The charges for residence facilities will be increased for the year 1969-70. At this time the charges have not been determined.

Students who cannot secure accommodations in the residence halls because of limited space may make arrangements to reside in approved housing in the vicinity of the University through the Housing Office. University cafeterias are closed on Sunday evening. However, vending areas are available in the residence halls for light lunches.

During the Christmas vacation, students may continue to reside in residence halls at a nominal charge. During the Thanksgiving and Easter vacation periods, students may reside in their rooms without any additional charge. The meal ticket is honored only during the Thanksgiving vacation period.

Request for accommodations in the residence halls should be addressed to the Director of Campus Housing for men or the Dean of Women for women.

Applications for room reservations must be accompanied by a fifty-dollar deposit of which forty dollars will be credited to the student's bill for the first session of attendance. The remaining ten dollars will be held as a deposit against any room damage which may result during the occupancy.

Students who cancel room reservations prior to June 15 (for fall term occupancy), December 1 (for second term occupancy), April 1 (for the first split term occupancy), or June 1 (for the second split term occupancy), will be entitled to a refund of the housing deposit. A fifty-dollar housing deposit is required for both the fall term applicants or the second term applicants. A twenty-five dollar deposit is required for each of the two split third terms.

Those who cancel reservations after these dates forfeit the entire deposit.

All students living in residence halls are required to observe University regulations in general along with the specific requirements of each hall, and will be held responsible for any damage to their rooms during occupancy. The cost for any unnecessary damage to the various community areas (lounges, utility rooms, halls, etc.) will be pro-rated to all residents of the area of damage in cases where individual responsibility is not ascertained.

### **STUDENT FINANCIAL AID**

The financial aid program at the University of Dayton is designed to help the qualified student who is in need of financial assistance to continue his college education. Financial assistance at the University of Dayton is available in the form of scholarships, loans, grants, tuition reductions, and part-time employment. In most instances a student will be offered some combination of assistance which will include two or more of the above forms.

### **SCHOLARSHIPS**

The scholarship program at the University of Dayton has been established to recognize excellent high school achievement by incoming freshman students and

outstanding performance by upperclass students in their academic pursuits along with evidenced service to the University.

Scholarships available to incoming freshmen include:

**UNIVERSITY COMPETITIVE SCHOLARSHIPS** Available to students in all curricula. Scholarship recipients are selected on the basis of: 1) high school academic performance; 2) SAT scores; 3) activities; 4) service to the community, church and/or school; and 5) earnings and savings.

**DAYTON AREA AND MARIANIST SCHOLARSHIPS** Offered to the first and second ranking senior of Dayton area and Marianist high schools with enrollments of one thousand or more; and to the first ranking senior in schools of less than one thousand students. Full tuition for eight consecutive terms is covered.

**BUSINESS, INDUSTRY SCHOLARSHIPS** Various business, industries, civic, fraternal, and professional organizations, and foundations provide funds for many scholarship awards. Many companies and organizations in a student's hometown also provide outstanding grants to children of employees and members. Students are encouraged to investigate such offers.

### **NATIONAL DEFENSE STUDENT LOANS**

The University of Dayton participates in the National Defense Student Loan Program. These loans are intended to provide assistance for students of ability with limited financial resources who desire an opportunity for advanced study in the field of their choice.

The funds for the loans are provided by the Federal Government and the University follows prescribed guidelines in the administration of these funds.

### **STUDENT EMPLOYMENT**

More than half of today's college students hold some form of employment, part-time or full-time, to help meet educational expenses. The University provides many such opportunities on campus, and through the Placement Office, helps the students locate such opportunities off campus.

**INSTITUTIONAL EMPLOYMENT** Last year, students earned a total of more than \$400,000 for part-time work with the University's Research Institute. Others worked in campus cafeterias, libraries, and dormitories. The Placement Office helped some students find work off the campus. Such off-campus work brings the student an average of fifteen to twenty dollars a week.

**COLLEGE WORK-STUDY PROGRAM** Students who need a job to help pay for college expenses are potentially eligible for employment at the University of Dayton under federally supported work-study program.



## V Academic Regulations

### **REQUIREMENTS FOR DEGREES**

All bachelor's degrees granted by the University of Dayton require a minimum of one hundred and twenty semester credit hours. Three credits must be distributed over eight terms in point of time.

Requirements of the different degrees are listed under the various schools.

One year of residence or thirty semester credit hours — ordinarily the senior year — is a minimum requirement for any bachelor's degree.

A credit hour denotes a semester course taken one hour a week as a class period, or two or three hours a week as a laboratory period.

Students enrolled in the University as candidates for degrees should not take courses at other colleges or universities without first obtaining written permission from their respective deans. If the permission is granted, the dean will request "transient status" for such students at the institutions which they designate. The University reserves the right to refuse the acceptance of credits in transfer when this procedure has not been followed.

The Bachelor of Science in Education degree may be awarded to holders of non-professional degrees from the University of Dayton with the completion of a minimum of thirty semester credit hours prescribed by the School of Education beyond the requirements of the non-professional degree. Students who in addition to a professional degree from the University of Dayton complete all the requirements for the Bachelor of Arts or Bachelor of Science degree may be awarded that degree also. Otherwise, for a second bachelor's degree, a minimum of forty-eight semester hour credits in upper-level courses (plus prerequisites) is required. For a second associate degree, a minimum of twenty-four semester hour credits in the area of specialization (plus prerequisites) is required. Moreover, students seeking a second degree must complete, either as part of or in addition to the above minima, the prescribed philosophy and theological studies courses of the general curriculum requirements, if they have not already done so as part of their first degree.

## GENERAL CURRICULUM REQUIREMENTS

The University desires that every student develop a thorough knowledge in at least one area of study. In addition, each student should be introduced to the humanistic, cultural, scientific and aesthetic areas. To broaden his education in a meaningful manner, at least one of these areas outside the field of specialization should be pursued in greater depth. Above all, the University endeavors to embrace a philosophical and theological dimension in all areas of student development. Although courses play an important part in the accomplishment of these aims, out-of-class contact with the faculty and fellow students, various activities, and the general atmosphere on campus likewise make an important contribution.

Day students following four-year programs are required to complete successfully certain general University requirements, viz., requirements in Communication Arts, English, Physical Education, Philosophy and Theological Studies.

## INDEPENDENT STUDY PROGRAM AND HONORS COURSES

To facilitate development of each student to his fullest capacity the University offers a variety of honors courses and the opportunity to follow an independent study program.

Some of the growing list of honors courses presently offered include:

Bio. 102L	General Biology Laboratory II
Bio. 421	Biological Problems (Laboratory)
Bio. 422	Biological Problems (Library research)
Bus. 450	Business Management Honors Seminar
Chem. 499	Research
Cme. 499	Special Problems in Chemical Engineering
Cps. 498	Problems in Selected Areas
Cps. 499	Special Topics
Econ. 499	Special Problems in Economics
Edf. 440	Honors Seminar
Eng. 240-241	Literature of Western Civilization
Eng. 395	Junior Honors Tutorial
Eng. 495	Senior Honors Tutorial
Hist. 497	Honors Colloquium I. American History
Hist. 498	Honors Colloquium II. Non-American History
Mkt. 499H	Problems in Marketing
Mth. 245H	Sophomore Honors Mathematics
Mth. 246H	Sophomore Honors Mathematics
Mth. 345H	Junior Honors Mathematics

Mth. 346H	Junior Honors Mathematics
Mth. 425H	Real Analysis I
Mth. 426H	Real Analysis II
Mth. 445H	Special Topics
Phil. 402	Metaphysics Seminar
Phy. 196H	Mechanics
Phy. 207H	Electricity and Magnetism
Phy. 208H	Mechanics of Waves
Phy. 430H, 431H, 432H, 433H	Independent Research
Phy. 499	Special Problems in Physics (Honors)
Pol. Sci. 101	Introduction to Political Science
Pol. Sci. 201	American National Government
Pol. Sci. 314	International Relations
Pol. Sci. 417	History of Political Philosophy
Pol. Sci. 431	Research in Political Science
Psy. 490	Special Problems in Psychology
Psy. 491-492	Readings in Psychology
Theol. 195	Theology Honors I
Theol. 295	Theology Honors II
Theol. 395	Theology Honors III
Theol. 404	Readings in Theology
Theol. 481	Modern Catholic Thought
Theol. 495	Theology Honors IV

A number of students are afforded the opportunity to participate in an independent study program and pursue a more flexible curriculum under the direction of a designated faculty advisor.

#### Eds. 456                      Independent Study

Groups of outstanding students drawn from the many departments within the University are given the opportunity to reflect on the relationships between disciplines early in their intellectual progress. They have the opportunity to plan interdisciplinary experience involving students and selected faculty. This experience gives them the opportunity to interact with several professors identified with several disciplines during single seminar sessions.

G.E. 200H	Interdisciplinary Seminar
G.E. 400H	Interdisciplinary Seminar

Students may consult with their faculty advisors, department chairman or dean for further information.

### GRADES AND SCHOLARSHIP

A progress report of every freshman in each of his classes is submitted to the Registrar by every instructor at the middle of each term. Final grades are submitted at the end of the term and these are made part of a student's permanent record. Copies of these reports are given to the students and deans and are sent to the parents and guardians. The final grades of freshman students are also sent to their high school principals.

The official marks with their meanings and quality point values are as follows:

- A—Excellent; for each semester credit hour, four quality points are allowed.
- B—Good; for each semester credit hour, three quality points are allowed.
- C—Fair; for each semester credit hour, two quality points are allowed.
- D—Poor but passing; for each semester credit hour, one quality point is allowed.
- F—Failed. This mark indicates poor scholastic work, or failure to report withdrawal from a course. In such cases required courses must be repeated at the next opportunity. A student who receives an F in a required course may repeat the course. He may not, however, take the course a third time unless at the time of the second failure he has a cumulative point average of 2.50 or higher. Under no circumstances will he be permitted to take a course a fourth time.
- I—Incomplete. This grade may be given at the direction of the instructor to any student who, for reasons beyond his control, has not completed some portion of the work of the term, provided that the rest of the work has been of satisfactory grade. It is not to be given if the student has been delinquent in his work, that is, when work has not been completed through his own fault. A grade of I is not to be marked at mid-term. An I must be removed within thirty days from the date listed on the grade report, or it will be changed to an F on the student's permanent record card. No quality point is allowed.
- W—Withdrew. During the first three weeks of a term (or the first week and a half of a split term) a student may withdraw from a class without record. Beginning with the fourth week (or the middle of the second week in a split term) all withdrawals are recorded F, if the student withdraws because of academic difficulty. When a student finds it necessary to withdraw from a class for any reason whatsoever, it is important that he notify his Dean immediately. Financial adjustments, if allowed, will be made only from the date of notification.

**K—Credit.** This mark is used for work credited from other institutions by the Office of Admissions and for successful completion of a course. No quality point is allowed.

**X—Audit.** This mark indicates that the student has registered to audit the course. No credit hours or quality points are awarded for this mark.

**Em—Examination.** This mark indicates credit given to students registered in the University either on the basis of the advanced placement program of the C.E.E.B. or of examinations taken prior to or after admission to the University. The level of achievement which must be demonstrated by the student on these examinations is determined by the department in which the course is taught. This credit, up to a maximum of twenty-four semester credit hours, shall be assigned only on authorization of the Dean of the School or College in which the student is registered. No quality point is allowed.

No grade change of any kind is permitted after thirty days from the date listed on the grade report.

The *semester grade point average* is the total number of quality points divided by the number of semester credit hours carried by the student. In computing the *cumulative grade point average*, all grades except those for sub-college work are included; in cases where courses are repeated, both the original grades and the new grades are included. Marks of W, K, X and Em are disregarded in the computation of the grade point averages, but a course for which an F or an I is received is included in the usual manner.

## ACADEMIC STANDING

The following rules will be observed regarding academic standing:

1. To be in good academic standing a student must have a cumulative point average of (a) at least 1.7 at the end of his first and second terms, (b) at least 1.8 at the end of his third, (c) at least 1.9 at the end of his fourth term, and (d) at least 2.0 at the end of his fifth and succeeding terms. A cumulative point average of at least 2.0 is required for graduation.

2. Any student who has a semester point average of less than 1.0, regardless of his cumulative point average, will be dismissed from the University.

3. A cumulative point average below those required will *automatically* place the student on academic probation for the next term. The Registrar's office will indicate such probation on the student's permanent record.

A student on probation must follow a restricted program as follows:

- a) His course load shall be reduced by fifteen semester hours, or less in the event his available study time is reduced by remunerative employment or by other activities and responsibilities either in the University or elsewhere.



b) Although he may retain membership in extra-curricular organizations, he shall not take part as a performer, an officer, or an active participant in any extra-curricular activity or any intercollegiate meeting, conference, or athletic event.

4. To remove probation, a student in the following term must earn grades sufficiently high to attain the required cumulative point average. If he fails to do so, he will be dismissed from the School or College in which he is enrolled. He may remain in the University only if he is accepted by the Dean of another School or College.

5. No student will be put on probation more than once in the same School or College.

6. In general, if it appears from the record that a student is not meeting requirements, either scholastic or otherwise, he may be placed on academic probation or he may be dismissed from the University.

7. A student dismissed because of unsatisfactory academic standing may, after the lapse of one calendar year, submit a petition to the Dean of the School or College of his last registration for reinstatement, and be reinstated on probation if the Dean is convinced of his ability and desire to do satisfactory work.

## **HONORS AND AWARDS**

Honors and awards for scholarships are announced at the Honors Convocation.

To be graduated "With Honors" a student must have a cumulative point average for seven terms at the University of 3.5 or higher, based on 4.0. A student who has the required cumulative point average but has been in attendance at the University for less than seven terms may be graduated with honors if he is so

recommended by the faculty of the School or College in which he is enrolled and if the recommendation is accepted by the Academic Committee of the School or College. For that Academic Committee to consider such a recommendation, it is necessary that a student must have at least a 3.5 cumulative average in every institution attended. Under no circumstances may a student be graduated with honors who has taken more than half his credits elsewhere and who has not enjoyed at least a 3.5 average in the institutions he attended prior to coming to the University of Dayton.

The notation of honors is made in the commencement program, on the diplomas, on the student's permanent record, and on transcripts, as follows:

*Cum Laude*—if the cumulative point average is between 3.5 and 3.69;

*Magna cum laude*—if the cumulative point average is between 3.7 and 3.89;

*Summa cum laude*—if the cumulative point average is between 3.9 and 4.0.

Special awards for exceptional scholastic achievement are given annually through the generosity of donors. To be eligible for any of these awards a student must have a cumulative point average of at least 3.0. The awards:

*Accounting*—The Award of Excellence to Outstanding Senior in Accounting—donated by Jerome E. Westendorf '43 and Warren A. Kappeler '41.

*Arts and Sciences*—The Dean Leonard A. Mann, S.M., Award of Excellence to Outstanding Senior in the College of Arts and Sciences—donated by Joseph Zusman '65.

*Athletics Citizenship Award*—The Reverend Charles L. Collins, S.M., Award of Excellence to an athlete for outstanding citizenship—donated by Joseph Zusman, '65.

*Biology*—The John E. Dlugos, Jr., Memorial Award of Excellence to the outstanding senior majoring in Biology—donated by Mr. and Mrs. John E. Dlugos.

*Business Administration* — The Alpha Kappa Psi Scholarship Key, awarded by the Delta Nu Chapter to the male

senior with the highest cumulative point average.

*Business Administration* — The Charles Huston Brown '20 Award of Excellence to Outstanding Senior in Business Administration in memory of Brother William Haebe, S.M.—donated by C. Huston Brown '20.

*Chemical Engineering* — The Victor Emanuel '15 Award of Excellence to Outstanding Senior in Chemical Engineering—sponsored by the University of Dayton Alumni Association since 1962.

*Chemistry*—The Brother George J. Geisler, S.M., Award of Excellence to Outstanding Student in Chemistry — donated by Joseph Poelking '32.

*Civil Engineering*—The Harry F. Finke '02 Award of Excellence to Outstanding Senior in Civil Engineering—sponsored by the University of Dayton Alumni Association since 1962.

*Communication Arts* — The Si Burick Award of Excellence for Outstanding Academic and Cocurricular Achievement in Mass Media Arts—donated by the University of Dayton.

*Current Problem Award*—The Very Reverend John A. Elbert, S.M., Memorial Award to the student who best assesses a human problem in light of current psychological, philosophical and theological understanding—donated by Dr. and Mrs. Anthony Debons.

*Economics*—The Doctor E. B. O'Leary Award of Excellence to Outstanding Senior majoring in Economics—donated by Winters National Bank and Trust Company.

*Electrical Engineering*—The Thomas R. Armstrong '38 Award of Excellence for Outstanding Electrical Engineering Achievement in memory of Brother Ulrich Rappel, S.M., and W. Frank Armstrong—donated by Thomas R. Armstrong '38.

*Electrical Engineering* — The Anthony Horvath '22 and Elmer Steger '22 Award of Excellence to Outstanding Senior in Electrical Engineering—donated by Anthony Horvath '22 and Elmer Steger '22.

*Elementary Education*—The George A. Pflaum '25 Award of Excellence to Outstanding Student in Elementary School Teacher Education — donated by George A. Pflaum, Jr.

*Engineering*—The Tau Beta Pi Award for the outstanding freshman student.

*English* — The Catholic Poetry Society Award.

*English*—The Faculty Wives Club Award for excellence in composition.

*English*—The Brother Thomas P. Price, S.M., Award of Excellence to Outstanding Senior in English—donated by the U.D. Mothers' Club.

*General Excellence - Women*—The Central Women's Organization Award in both academic and extra-curricular activities. (Senior women only.)

*History*—The Doctor Samuel E. Flook Award of Excellence to Outstanding Junior majoring in History—donated by Doctor Samuel E. Flook.

*History*—The Phi Alpha Theta Scholarship Key. (Senior members of Delta Eta Chapter only.)

*Home Economics* — The Upsilon Delta Chi Award for Outstanding Achievement.

*Industrial Engineering* — The American Institute of Industrial Engineers Award of Excellence to Outstanding Student in Industrial Engineering—donated by the local chapter of the American Institute of Industrial Engineers.

*Mathematics* — The Mathematics Club Alumni Awards of Excellence in the Junior and Senior classes.

*Mechanical Engineering* — The Bernard F. Hollenkamp '39 Memorial Award of Excellence to Outstanding Senior in Mechanical Engineering—donated by Louise A. and Mrs. Lucille Hollenkamp.

*Mechanical Engineering*—The Martin C. Kuntz '12 Award of Excellence to Outstanding Junior in Mechanical Engineering—sponsored by the University of Dayton Alumni Association since 1962.

*Mechanical Engineering*—The Class of '02 Award of Excellence for Outstanding Mechanical Engineering Achievement in memory of Warner H. Kieffaber '05—donated by Michael J. Gibbons '02.

*Mechanical Engineering Technology* — The Dayton Chapter, No. 18, American Society of Tool and Manufacturing Engineers, Award of Excellence to the Outstanding Freshman in Mechanical Engineering Technology.

- Oratory*—The Mary Elizabeth Jones Memorial Award of Excellence to the First and Second Outstanding Debaters — donated by Doctor D. G. Reilly.
- Philosophy*—The Award of Excellence to the First and Second Outstanding Seniors in Philosophy—donated by Rev. Charles Polichek.
- Physical and Health Education* — The John L. Macbeth Memorial Award of Excellence to Outstanding Student in Physical and Health Education—donated by Mrs. John L. Macbeth.
- Physics*—The Sigma Pi Sigma Award of Excellence to a student majoring in Physics in memory of Caesar Castro—donated by Sigma Pi Sigma and Mrs. C. C. Castro.
- Political Science*—The Brother Albert H. Rose, S.M., Award of Excellence to Outstanding Senior in Political Science —donated by Joseph Zusman '65.
- Political Science*—The Eugene W. Stenger '30 Memorial Award of Excellence to the Outstanding Junior in Political Science—donated by Mrs. Eugene W. Stenger.
- Psychology* — The Rev. Raymond A. Roesch, S.M., Award of Excellence to Outstanding Student in Psychology—donated by Rev. Raymond A. Roesch '36.
- Scholar-Athlete*—The John L. Macbeth Memorial Award to the outstanding scholar-athlete in football and basketball. Recipient must have completed five or more terms and must have won his varsity letter.
- Student-Athlete* — The Charles R. Kendall '29 Memorial Award of Excellence for Over-achievement in academic and athletic effort—donated by Mrs. Charles R. Kendall and Friends.
- Secondary Education*—The Brother Louis J. Faerber, S.M., Award of Excellence to Outstanding Student in Secondary School Teacher Education — donated by the University of Dayton Mothers' Club.
- Sociology*—The Doctor Edward A. Huth Silver Anniversary Award of Excellence to the Outstanding Student in Sociology — donated by Joseph Zusman '65.
- Sociology*—The Margaret Mary Emonds Huth Memorial Award of Excellence to the Outstanding Senior in Anthropology — donated by Doctor Edward A. Huth.
- Sociology* — The Joseph Zusman '65 Award of Excellence to Outstanding Senior in Social Work Studies—donated by Joseph Zusman '65.
- Sociology*—The Dr. Martin Luther King Memorial Award in Human Relations for excellence in scholarship, Christian leadership, and the advancement of brotherhood among men — donated by Dr. Edward A. Huth.
- Teacher Education* — The Reverend George J. Renneker, S.M., Award of Excellence for Outstanding Achievement in Teacher Education—donated by the Montgomery County Chapter, University of Dayton Alumni Association.
- Technical Institute* — The Engineering Technician Society Award of Excellence to the graduating full-time student with the highest cumulative point average.
- Theological Studies*—The William Joseph Chaminade Award of Excellence in memory of Mr. and Mrs. George W. Dickson, to Outstanding Student in Theology — donated by Rev. John Dickson, S.M., '36.

## CLASS ATTENDANCE

### FOREWORD

It is desirable for students to attend all classes. Listening to the lectures of instructors and being involved in classroom discussions should:

1. stimulate an awareness and interest in the course topics beyond the levels acquired by textbook reading. Because textbook material is generally beneath the level of the current state of knowledge, instructors acquaint the student with new ideas and integrate this material into the course topics;
2. provide instances of the way of thinking and methodology employed by an academic discipline in formulating and solving problems,
3. serve to provide guidelines and goals in the course of study, thus lending direction to the study activities of the student.

### POLICY

For the above reasons, students are expected to attend all classes. It is felt that upperclassmen, i.e., sophomores, juniors and seniors, can be relied upon to display sufficient maturity to assume this responsibility. Let it be noted, however, that to insure the accuracy of records, every student must be present at classes during the first week of each term.

Students are responsible for being aware of the proceedings and material covered in each class period. Students must attend all announced tests and submit assigned written work on the date set by the instructor; it is recommended that the instructor announce such tests and assignments at least a week in advance. The action taken as a consequence of missing a test or an assignment will be determined by the instructor and will be based upon a consideration of the individual circumstances involved.

To assist freshmen in their transition to college responsibilities, it is felt that a policy of compulsory attendance is necessary. Therefore, freshmen will be permitted only a limited number of absences. For freshmen, the allowable number of absences in the first term or in the second term will be equal to the number of class meetings per week, i.e., three absences for a class meeting three times a week. In either half of the third term the accumulated time for a freshman to be absent from class shall not exceed the number of credit hours for the course. Normally this would mean that such a student will be permitted two absences in a three credit hour course. A student exceeding this number will not be permitted to continue in the class unless he presents justifiable reasons for his absences to the Attendance Appeals Committee. Students on the Dean's List are permitted unlimited cuts.

The handling of tardiness is left to the discretion of the instructor.

## TRANSCRIPTS

A transcript of credits may be requested from the Office of the Registrar. The official transcript may be sent to the institution or organization desiring it or to the student himself. There is a fee of fifty cents for a transcript with less than twelve credit hours. The fee is one dollar for a transcript with twelve or more credit hours. For transcripts ordered in lots of two or more, the fee is one dollar for the first copy and fifty cents for each additional copy. The first copy requested after graduation is a free copy.



