

Prof. King

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Rules and Regulations

WEST VIRGINIA
UNIVERSITY

NINETEEN TWENTY-FIVE



Published by THE UNIVERSITY
MORGANTOWN, W. VA.

JANUARY, 1925

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(First Edition)

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MORGANTOWN

ESTABLISHED FEBRUARY 7, 1867.

THE STATE BOARD OF CONTROL

403 CAPITOL STREET

CHARLESTON, WEST VIRGINIA

	TERM EXPIRES
JAMES S. LAKIN, PRESIDENT, <i>Charleston</i> -----	June 30, 1927
J. WALTER BARNES, TREASURER, <i>Charleston</i> -----	Feb. 6, 1926
JOHN SHERMAN DARST, <i>Charleston</i> -----	June 30, 1929

The State Board of Control has the direction of the financial and business affairs of the state educational institutions.

THE STATE BOARD OF EDUCATION

STATE CAPITOL BUILDING

CHARLESTON, WEST VIRGINIA

	TERM EXPIRES
GEORGE M. FORD, STATE SUPERINTENDENT OF SCHOOLS, PRESIDENT, <i>Charleston</i> -----	March 4, 1929
W. C. COOK, <i>Welch</i> -----	June 30, 1924
L. W. BURNS, <i>Martinsburg</i> -----	June 30, 1926
HOWARD N. GORE, <i>Clarksburg</i> -----	June 30, 1926
MRS. LENNA LOWE YOST, <i>Huntington</i> -----	June 30, 1927
BERNARD McCLAUGHERTY, <i>Bluefield</i> -----	June 30, 1928
EARL W. OGLEBAY, <i>Wheeling</i> -----	June 30, 1929

The State Board of Education has charge of all matters of a purely scholastic nature concerning the state educational institutions.

P R E F A C E

This pamphlet is the first attempt to collect and codify all the rules and regulations in force in the University. Since these regulations are sometimes recorded only in the minute books of the Board of Education and of the University faculty or have been formulated by various college faculties, deans and standing committees it is scarcely to be expected that this first publication of them in a new form will be accurate and complete. It is hoped however, that the publication may be useful both to the student body and to the faculty and staff. Revised editions will be issued whenever changes and corrections make it desirable, usually not oftener than tri-ennially.

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I. ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY.

1. Extracts from Chapter 45 of the Code of West Virginia.

Sec. 134. WEST VIRGINIA UNIVERSITY, NAME, LOCATION, CONTROL.

The West Virginia University, created and established by chapter one hundred twenty-three, sections seventy-six and seventy-seven, of the acts of the Legislature of one thousand eight hundred seventy-two and one thousand eight hundred seventy-three, shall hereafter remain where now located and shall continue to be known as the West Virginia University. On and after the first day of July, one thousand nine hundred nineteen, said university shall be under the control and management of the state board of education as provided in section seven of this act, and the state board of control as provided in section four of chapter fifteen-M of Barnes' Code of nineteen hundred and sixteen.

Sec. 135. POWERS AND DUTIES OF THE PRESIDENT.

The president of the university shall be president of the general faculty and of the faculties of the several colleges and departments thereof, and the executive head of the university in all its departments. Subject to the authority herein vested in the state board of education, he shall give general direction to the administrative affairs and to the scientific investigations of the university and of its several departments. And subject to the orders of the board, he shall have authority, in the recess of the board, to remove any employee or subordinate officer, who is not a member of the faculty, and supply for the time any vacancy that may occur by such removal or otherwise.

Sec. 136. THE PRESIDENT SHALL MAKE BIENNIAL REPORTS.

On or before the end of each biennial period the president of the university shall make a report to the state board of education and the state board of control showing in detail the progress and condition of the university during such biennium, and such other detailed information about the affairs and the control of the university as the said boards may request or as he may deem wise to communicate.

Sec. 137. COLLEGES, SCHOOLS, DEPARTMENTS.

In consultation with the president of the university the state board of education shall have authority to establish and to maintain

in the university such colleges, schools, departments and divisions as from time to time may be expedient, and shall provide for the organization and management of the same.

Sec. 138. ADMISSION AND GRADUATION OF STUDENTS.

The rules and regulations made by the president and faculties of the university governing the admission of students to the university, the standards of scholarship to be maintained, the conferring of degrees and the granting of diplomas, certificates and other evidences of work done by students of the university, shall be submitted to the state board of education for its approval. The rules and regulations made by said president and faculties for the general government of the university shall in like manner be submitted to said board for its approval.

Sec. 141. EXTENSION IN GENERAL.

The state board of education is hereby authorized and empowered to organize and conduct, through the organization of the different colleges, schools, or departments of the university, extension work in the form of schools, classes, lectures and other forms of instruction throughout the State, in order that the benefits of the university may reach all parts of the State.

Sec. 144. AGRICULTURAL EXPERIMENT STATION.

The State of West Virginia hereby assents to the Act of Congress approved July second, one thousand eight hundred sixty-two, entitled "An act donating public lands to the several states and territories which may provide colleges for the benefit of agricultural and mechanic arts" and to all other acts passed since that one re-enacting or amending it and accepts from the government of the United States the grants of money authorized by said Act of Congress, and assents to the purpose of said grants. The Acts of the West Virginia Legislature passed March second, one thousand eight hundred eighty-seven, establishing a department in the West Virginia University, known as the "West Virginia Agricultural Experiment Station" is hereby re-enacted for the purposes enumerated and the state board of control and the state board of education are authorized and empowered as is now provided by law to carry out the provisions of these several acts.

Sec. 146. FINANCIAL SUPPORT.

The Legislature shall make the necessary appropriations for the financial support of the West Virginia University.

(From the School Law of West Virginia, March, 1920, pages 51-53.)

2. Extract from Record of the State Board of Education.

(1) Ordered that the President, Deans, Professors, Associate Professors and Assistant Professors in all divisions of the University, the Dean of Women, Commandant of Cadets, Director of the School of Music, and the Librarian shall constitute the University Faculty. The University Faculty shall hold meetings at such times as it may fix, and shall meet at any time at the call of the President of the University. It shall be the general legislative body for the University, subject to the Board of Regents. It shall fix the entrance requirements for the various colleges and other divisions of the University. It shall determine the requirements for degrees and recommend to the Board of Regents candidates for the same, and shall have cognizance of such other matters as affect the entire University or that may be referred to it by the President of the University.

(2) The President of the University, the Vice-President (if there be one), and the deans of the various colleges shall constitute the University Council of Administration. The Council of Administration shall act upon such matters purely administrative in their nature, as may be submitted to it by the President.

(3) The President may appoint standing committees, (of which he shall be ex officio a member), from the faculty and staff of instruction of the University. These committees shall perform such duties as may be assigned to them by the President.

(4) All matters of discipline in the University shall be in the hands of the President. His decision shall be made after advising with the Dean of Women or Commandant of Cadets, or with the dean of the college or head of the division, of which the offending student is a member. The President may call as an advisor also any professor or instructor to whose work the student's offense may have any relation.

(From minutes of State Board of Regents, October 12, 1911.)

II. STANDING COMMITTEES.

1. List of Committees.

The present standing committees of the faculty are:

Entrance.

Classification and Grades.

Graduate Work.

Public Exercises.

Women Students.
University Publications.
Student Publications.
Summer School.
Social Affairs.
Student and Fraternity Standing.
Research.
Fraternities.
Sororities.
University Extension.

2. Committee on Classification and Grades.

The Committee on Classification and Grades acts upon petitions of students for reinstatement after suspension under the 50% and 60% rules, or for permission to take special examinations for the removal of conditions. It also acts upon requests of instructors for permission to change the credit value of courses already announced in the catalogue or to offer courses prior to their regular announcement in the catalogue. It also validates and records the actions of the Committees on Student Courses and Hours in each college.

3. Committee on Student Courses and Hours.

The chief function of these Committees on Student Courses and Hours is to consider petitions of students for permission to register for a number of hours greater or less than that regularly allowed in their respective colleges or for permission to substitute another course in place of one regularly required in any college.

4. Committee on Student and Fraternity Standing.

The Committee on Student and Fraternity Standing computes and publishes each semester the average grade of the members of each fraternity and sorority, of men and of women students, of the student body as a whole, and also the highest individual average grade in each college or school.

5. Other Standing Committees.

The function of the other standing committees is sufficiently indicated by their titles or is set forth in other parts of this book of Rules and Regulations.

III. DUTIES OF DEANS, CLASS OFFICERS, AND HEADS OF DEPARTMENTS.

NOTE: The duties of Deans, Class Officers and heads of departments and members of faculty in West Virginia University are in general such as are usually exercised by these officers and teachers in American Universities. Mention is made below only of a few of these duties which are of particular interest or importance locally.

1. Dean of Men.

The dean of men is the contact officer between the administration and the men students of the University. He exercises a friendly supervision over the moral, social, and intellectual life of undergraduates. He is responsible for the administration of the rules regarding absences. He is a member of the faculty committee on social affairs. The dean's office is in Martin Hall.

2. Dean of Women.

All the interests of the women students of the University are in charge of a special executive officer of the University, the dean of women. She is a member not only of the advisory board of the Student Government Association but also of the faculty social committee. The dean's office is in the Library building.

3. Deans of Colleges.

(1) The deans of the various colleges have immediate oversight of the registration of freshmen and of the work of freshmen class officers.

(2) The deans are to keep a record of the staff employed in their respective colleges. Members of the staff who are compelled to be absent from their regular University engagements should arrange with their deans regarding such absences.

(3) The deans are to prepare a list of students who are candidates for degrees in their respective colleges and present these for approval at the proper time to their respective faculties.

(4) The deans are responsible for the approval of new courses proposed in the various departments and for the preparation of announcements of the work of their respective colleges for publication in the University catalogue and bulletins.

(5) Matters of discipline are in the hands of the deans and the President together. Students liable to suspension for unexcused absences must report to their respective deans.

(6) Each dean must present a biennial report of all matters affecting his college to the President of the University and must also

present supplemental reports at other times when these are called for.

4. Heads of Departments.

(1) The head of each department in the University must keep an accurate record of the work of all major students in his department and must recommend them to the dean when they are ready for graduation.

(2) Each head of a department is responsible for the preparation of requisitions for apparatus and all other supplies needed in his department.

(3) Each head of a department is expected to present an annual report to the dean containing recommendations regarding the staff of his department.

(4) He is also responsible for the preparation of the announcements of courses offered in his department for publication in the annual catalogue.

5. Duties of Class Officers.

The duties of the class officer are as follows:

(1) He assigns the student to proper courses, and sees that prescribed work is taken in order.

(2) He supervises the selection of elective courses by the student and assists the student in planning his entire course, including both required and elective subjects, so as to avoid conflicts.

(3) He keeps a record of the work of the student and reports his registration and standing to the registrar as required.

(4) He recommends the student to the dean of his college for his degree or diploma upon completion of the work required for it.

(5) Not later than October 15 in each year each class officer must submit to his dean a provisional recommendation for graduation for each student under his care who expects to graduate by the following commencement day. Not later than February 20 the class officer must make to the dean a final recommendation for graduation for each candidate. Both the provisional and final recommendation must be made on forms furnished by the dean and must include a statement of the work already completed by the candidate and a schedule of his work for the remainder of the year.

(6) He has general oversight of the student's college life. The student will look to his class officer for advice and guidance in all matters pertaining to his work. Withdrawal from classes, changing from one class to another, etc., will always require the class officer's consent.

(7) Notice of the withdrawal or suspension of any student from the University or of his withdrawal from any class must be sent promptly by the class officer to the instructors concerned.

(8) The class officer is expected to preserve all returned class cards bearing semester grades or other notations of instructors for at least four years following the date of issue. Freshmen class officers will return their class cards to their dean's office for filing.

IV. DUTIES OF TEACHING STAFF.

1. Tenure.

All assistants and instructors in all departments of the University are appointed for a term of one year. The tenure of office of professors and associate and assistant professors is indeterminate.

2. Registration.

(1) Each member of the teaching staff at the time of his first employment must fill out a registration blank. Copies of these blanks may be obtained either from the President's office or from Professor Madison Stathers.

(2) Members of the staff should keep both the heads of their departments and the President's office informed of their local address and also of their out of town address when they are absent from the city.

3. Absence.

(1) Extended leave of absence is not ordinarily granted to assistants and instructors. Professors who desire leave of absence for any reason must make individual arrangements in each case with his dean and the President.

(2) Each member of the staff is to be present at his post in the University on the morning of the first day of registration. He is not expected to leave the University at the close of the session until all examinations in his classes have been given and the grades of all students reported.

(3) Members of the staff compelled to be absent from their regular recitation or laboratory engagements through illness or otherwise, should whenever possible inform the head of their respective departments beforehand so that arrangements can be made for securing substitutes where this is desirable.

4. Class Records.

(1) Each member of the staff is to keep accurate and complete records of the work of his students and to make reports of their

standing promptly at the close of each mid-semester and final examination period.

(2) Members of the staff are to admit students to their classes only on presentation of the proper class card issued by class officers.

(3) Withdrawal of students from courses is permitted only upon presentation of proper notice in writing signed by the class officer.

5. Care of University Property.

Members of the staff are to exercise proper care of all University property in their respective class rooms, laboratories and offices.

6. Course Hours and Credits.

(1) An instructor who desires to have published in the catalogue an announcement of new courses not previously given must have such announcements approved by the head of his department, dean of his college and the University editor before publication.

(2) An instructor who desires to offer in any semester a new course not already published in the catalogue or to give a course with credit value greater, or less than that announced in the catalogue must obtain the permission of the Committee on Classification and Grades before doing so.

(3) No courses may be scheduled at the hour of the weekly Convocation exercises, ten o'clock on Wednesday, or between twelve and one o'clock on any day.

V. ADMISSION TO THE UNIVERSITY.

1. Methods of Admission.

(1) Students are admitted to the University either by examination or on certificate from an accredited preparatory school. In the latter case the certificate must set forth the work of the student in detail. Diplomas or certificates of a general nature are not sufficient.

Candidates for admission to the University must be at least sixteen years of age. They must present certificates of good moral character and, if from other colleges or universities, must present letters of honorable dismissal.

Candidates for admission who do not present entrance certificates, or who come from other institutions of learning without letters of honorable dismissal, may, at the discretion of the registrar, be allowed to register provisionally. In every such case the registrar will make immediate inquiry of the institution from which the applicant

comes and if satisfactory certificates of credit and good standing can not be obtained the registration will be cancelled and the fees paid by the applicant will be returned. A provisional registration will not ordinarily be continued for a longer period than one month.

2. Entrance Credits.

(1) The requirements for admission to the various colleges of the University are stated in terms of units.

A unit in any subject represents the amount of work that may be done in a standard high school in a year of thirty-six weeks, with five recitation periods of not less than forty minutes each, per week. In courses where laboratory work is required, from two to three hours of laboratory work is considered the equivalent of one hour of recitation, according to the amount of outside preparation required in connection with such work.

(2) In accrediting West Virginia high schools the University follows the classification made by the state supervisor of high schools. Graduates of accredited schools receive credit for the work certified, with the understanding, however, that no student may enter any college of the University until he has credit for fifteen units, i. e., the work of a standard four-year high school course.

(3) Graduates of the state normal schools and of all other schools in good standing will receive credit for work properly certified.

(4) Certificates of entrance credits should be on the blank form prescribed by the University or on a similar form, so that credit values may be readily computed. These certificates should be sent in to the registrar at least two weeks before the applicant presents himself for matriculation. Failure to do this may result in vexatious delay in registration and may render the student liable to the payment of the \$2.00 registration fee. After the certificate has been considered by the Committee on Entrance and the credits recorded, it becomes the property of the University and is permanently filed in the registrar's office.

3. Prescribed and Elective Units.

(1) The following groups are required:

- (i) Three or four units of English.¹
- (a) Three units of another subject.
- (b) Two units in a third subject.
- (c) Four units elective.

(2) The work indicated in A must include: For admission to any college: Two units of mathematics: one of algebra

¹Students who present less than four units in English are required to elect six hours of college English in addition to the minimum number of hours required for their degree.

and one of plane geometry. For admission to the College of Law: 2 units of Latin. For admission to the College of Engineering: 1½ units of algebra, 1 unit of plane geometry, and ½ unit of solid geometry. For admission to the School of Medicine: 2 units of Latin, 1 unit of history, 1 unit of algebra, and 1 unit of plane geometry.

- (3) Work in the following subjects not to exceed the number of units placed after each subject will be accepted:

English	4 units	Science ²	
Foreign Languages ¹		Physics	1 unit
Latin	4 units	Chemistry	1 unit
Greek	3 units	Biology ³	1 unit
French	3 units	Botany ³	1 unit
German	3 units	Geology	1 unit
Spanish	3 units	Zoology ³	1 unit
Italian	3 units	General science	1 unit
Education	2 units	Physical geography	½ unit
		Physiology	½ unit
Mathematics		Hygiene and sanitation	½ unit
Algebra	1½ units		
Plane geometry	1 unit	Commercial geography	½ unit
Solid geometry	½ unit	Commercial law	½ unit
Trigonometry	½ unit		
History and Economics		Vocational subjects (not to exceed four units in all.)	
History	3 units	Agriculture	3 units
Civics and American history	1 unit	Household arts	3 units
Economics	1 unit	Manual training	3 units
Sociology	1 unit		
Music ¹ (applied)	2 units	Bookkeeping or book-keeping and commercial arithmetic	2 units
Drawing		Shorthand and type-writing	2 units
Free-hand drawing	1 unit		
Mechanical drawing	1 unit		

4. Conditional Admission.

(1) Students who have credit for fifteen units of secondary school work but who can not meet the specific requirements (see A and B above) of the college they desire to enter may register as conditional freshmen in that college. Such students must make up all deficiencies before they can be classified as sophomores.

¹Not less than two units of one foreign language will be accepted for entrance unless supplemented by further work in college in the same language to complete a minimum equivalent of two units of entrance. Six hours of college work are accepted as equivalent to one entrance unit in a foreign language.

²A group of two or three units in science may be made by combining one unit each of any of the following: physics, chemistry, botany, biology, zoology, geology.

³If a student presents either botany or zoology for entrance he can not have credit for more than one-half unit of biology; if he presents both botany and zoology, no credit in biology will be allowed.

5. Special Students.

(1) Persons who do not desire to become candidates for a degree, may, by permission of the Committee on Entrance and of the faculty or dean of the college which they wish to enter, be admitted as special students, subject to the following provisions:

(i) Special students must as a rule be twenty-one years of age or over (twenty-two in the College of Law).

(ii) Special students must satisfy at least nine units of the requirements for admission, including two units of English. (For academic requirements for admission as special students in the College of Law see the announcements of that college).

(iii) Every application for admission as a special student must be presented in writing to the Committee on Entrance and must set forth fully the applicant's reason, together with a detailed statement of the studies he desires to pursue.

(iv) Special students are subjected in all respects to the usual rules relating to registration and scholarship. They may be assigned to classes for which they apply, it being understood, however, that admission to any class rests entirely with the instructor in charge and further, that admission to any class when so granted does not necessarily imply credit for prerequisites.

6. Advanced Standing.

(1) Applications for advanced standing on account of work of college grade done before entrance to the University should be made to the Committee on Entrance not later than two weeks after the applicant's matriculation. Certificates of college credits must be presented on a separate form from the entrance credits.

(2) If no certificates are offered or if those offered are considered by the Committee on Entrance to be irregular or insufficient, the committee will arrange for an examination of the applicant. In this case the dean of the proper college will issue examination cards on which after examination the head of each department will report to the Committee on Entrance the numbers, names, and credit values of the courses, if any, for which the applicant is entitled to credit.

VI. REGISTRATION.

1. Procedure of Registration.

(1) A student who registers at West Virginia University must fill out a student's registration blank at the office of the registrar in Woodburn Hall or at the office of the dean of the college he desires to enter. The blanks of women students must be filled out in the Women's Parlor and approved by the dean of women.

(2) This registration blank is then presented to the registrar, who will issue in return a card stating the amount of fees to be paid,

the college which the student is to enter, and the name of the class officer or adviser.

NOTE: In the second semester students who have been in residence during the preceding semester need not fill out a registration blank but should report immediately to their class officers.

(3) The fees as indicated on this card must then be paid to the financial secretary at his office in Science Hall. His receipt is stamped on this card.

(4) The receipted card is then presented to the class officer designated, who will take it up, assign the student to his proper classes, prepare a study list and issue class cards admitting to these classes.

(5) These class cards are then taken to the proper instructors, who will take them up, sign the study list, and enroll the student in their classes. Cadets should obtain from the commandant in the Armory a card of good standing and a blank requisition for text books, which blank is to be filled out by the various instructors and then presented at the book store in Martin Hall.

(6) Finally the study list, properly signed by all instructors, must be returned to the class officer. Registration is not completed until this card has been returned.

(7) At the conclusion of the registration period the receipted registration cards and the study lists are to be returned by the class officer to the registrar.

(8) All students are required to register in person at the beginning of each semester.

2. Credits.

(1) A credit or semester-hour represents the amount of work done in one semester (eighteen weeks), in one recitation hour with two preparation hours a week. From two to three hours of laboratory work is considered equivalent to an hour of recitation, according to the amount of outside work assigned in connection with the laboratory hours.

(2) Fewer than ten hours in an ancient or modern language will not be counted toward any University degree, diploma or certificate unless work in the same language has been offered for entrance.

3. Maximum and Minimum Work.

(1) A maximum and minimum number of hours for which a student may register in any one semester is established for each college.

Arts and sciences -----	14 to 18 hrs.
Engineering -----	14 to 20 "
Agriculture -----	15 to 20 "
Law -----	13 to 16 "

A student desiring to do irregular work, more or less than the prescribed number of hours in any college, must obtain permission from the committee on students' courses and hours in that college. This permission is not valid until it has been reported to the Committee on Classification and Grades for approval and record. The secretary of the latter committee will notify the student of the final action taken.

(2) Registration for more than the specified maximum work shall be permitted only for the removal of conditions or better adjustment of schedules and not in any case for the purpose of shortening the time regularly required for the work of the degree sought by the student.

4. Substitution for Required Courses.

(1) A student who desires to substitute another course in place of any course prescribed in his curriculum or acquired for the degree toward which he is working, must obtain permission for such substitution from the committee on students' courses and hours in his college, but there can be no substitution from group to group.

(2) This permission must be validated by the Committee on Classification and Grades and notice given by the secretary in the same manner as set forth in the preceding section.

For groups in each college see announcements of that college.

5. Changes in Registration.

(1) The permission first of the instructor and then of the class officer shall in all cases be necessary for the withdrawal of a student from any course or for his transfer from one course to another. After the mid-semester period the permission of the committee on students' courses and hours in the college concerned must be obtained.

(2) No permission to change or discontinue a course will be granted during the week prior to the day for mid-semester reports nor during the two weeks prior to the final examination period. If a student discontinues a course without permission his standing in that course is reported to the registrar as zero.

(3) A change from one major subject to another in the same college will require the consent of the committee on students' courses and hours in that college. A change of major will not be permitted after the completion of the junior year.

(4) Students may be transferred from one college to another with the approval of the deans of the respective colleges, but in all cases such students must meet the requirements of the curriculum of the college entered.

(5) No permission to change registration is valid until the transfer card authorizing such change has been filed with the registrar.

6. Classification.

(1) The number of credits required for classification as a sophomore or second year, junior or third year, and senior or fourth year student varies in the different colleges.

	Arts and Sciences	Engi- neering	Agri- culture	Home Eco- nomics	Law	Medi- cine	Phar- macy	Public Health
Sophomore	25	28	26	25	25	26	26	26
Junior	58	68	64	58	60	62	62	64
1st yr. law								
1st yr. med.	---	---	---	---	86	---	---	---
2nd yr. law								
Senior	92	108	100	92	114	98	98	100
3rd yr. law								
2nd yr. med.	128	148	144	128	150	136	136	142
Graduation								

(2) First-year students in the College of Law and in the School of Medicine, who have completed two years of academic work, have the rank of juniors.

(3) Classification of students for publication in the catalogue will be made on the basis of the work to their credit on November 1 of each year, except in the case of students entering later in the year.

VII. EXAMINATIONS AND GRADES.

1. Method of Grading.

(1) In practically all the courses offered in the University the student receives both a preliminary or mid-semester grade and a final grade. According to the system of grading employed 100% is regarded as a perfect grade and 70% as a passing grade. The mid-semester standing of the student is based on the daily recitation grades and on a special test given during one or more regular recitation periods. Mid-semester grades are not entered on the registrar's record. The final grade is based on the class standing for the entire semester and on a written final examination to which a special period of two or three hours is devoted, except that in the second semester the manner of determining the final grade of senior and graduate students provisionally approved for graduation is left with the in-

structor. Any student not satisfied with his grade, however, has the right to take the examination with his class if he so desires.

(2) Final examinations are held during the last week in each semester.

(3) Beginning with the year 1923-1924 no students shall be eligible for graduation who has not attained an average grade of 75 in all the courses done after that time; provided, however, that any student who has completed the required number of hours for graduation but whose average is not 75 may be allowed to offer two additional hours for and in satisfaction of each point below 75 but not below 73, and three additional hours for each point below 73 but not below 70.

2. Absence from Examination.

(1) If the student attends the course throughout the semester and is absent from examination without permission, the instructor shall count the examination as zero, and report the final grade as one-half the recitation grade. If the student is absent from examination for reasons satisfactory to the instructor and has a recitation grade of eighty-five or over, the instructor may report the recitation grade of eighty-five as the final grade in the subject. If the recitation grade is under eighty-five, and the absence is for satisfactory reasons, the fact will be recorded on the student's class card and on the class officer's record, and the student may on application to the instructor obtain permission to take the examination at a later time.

3. Reports.

(1) Instructors must report all grades to the proper class officers on the class cards presented by the students at their entrance to the course. Mid-semester grades must be reported on or before the "Day for Mid-semester Reports," as announced in the calendar. Final grades for the students in each course must be reported within two days after the close of the final examination in that course. In no case should a grade be reported as "incomplete" or held over to a later time. Each class card except in cases of absence from examination as provided above, must bear a definite percentage grade. The class officers will enter these grades on their reports and present the latter to the registrar not later than the Monday following the close of the mid-semester or the final examination period.

(2) In the second semester the final standing of all senior and graduate students provisionally approved for graduation must be reported to the class officers not later than two weeks before commencement day. The class officer must report these grades to the registrar within two days. Examinations to remove any conditions

pending for these students must be taken at least one week before commencement day.

(3) At the mid-semester report period the class officer should return the class cards to the various instructors immediately after recording the grades. After the final grades have been reported and recorded at the end of the semester the class officer should retain the class cards in his files for at least four years before destroying them.

4. Conditions and Failures.

(1) If the final grade of any student for any course is below sixty, it shall be recorded as a "failure," and the student must take the course again if he desires credit for it. If the final grade is sixty or over, but below seventy, it shall be recorded as a "condition," and the student shall have the privilege of a second examination. Cards for such a second examination must be issued by the class officer at the opening of the next semester in which the student is in school and the examination must be taken within the semester at the time designated by the instructor. A condition not removed within the time prescribed becomes a failure, unless special permission to postpone the examination is obtained from the Committee on Classification and Grades. If the final grade after a second examination is again below seventy it shall be recorded as a failure.

(2) With the consent of the class officer and instructor a student in good standing may take an examination for the removal of a condition at any time designated by the instructor during the interval between the close of the semester in which the condition was imposed and the opening of the next semester in which that student is registered.

5. Reports to Parents.

(1) A report of each student's work is made at the close of each semester, either to the student himself or to his parent or guardian. A complete record is also kept in the registrar's office. The fee for making a copy of this record after the semester reports have been sent out is one dollar.

(2) In cases where a student's work is unsatisfactory as shown by the mid-semester test, a mid-semester report will also be made both to the parent or guardian and to the student.

VIII. WORK DONE OUT OF RESIDENCE.

(1) The doing of regular residence courses *in absentia* is discouraged. In cases of courses begun at the University and not completed by reason of illness or otherwise, however, permission to com-

plete the work *in absentia* under the direction of the regular University instructors may be granted by the Committee on Classification and Grades; but in such cases credit shall be given only upon report of a grade of not less than eighty per cent on final examination.

(2) The foregoing statement does not apply to University Extension Courses.

IX. SUSPENSION AND EXPULSION OF STUDENTS.

1. Low Class Standing.

(1) Any student who fails either to make a standing of seventy per cent in courses amounting to at least half of the total number of semester hours for which he is registered, or to make an average standing of at least sixty per cent. in all of his courses for any semester is suspended from the University for the succeeding semester. If, however, the failure as above is due to the abandonment of any class, or to withdrawal from the University without permission, or to absence from examination without reasonable excuse, the suspension becomes indefinite.

(2) Any student whose average standing in all studies as shown by the preliminary or mid-semester report is less than fifty per cent is suspended from the University for the remainder of the semester.

(3) If a student suspended by the operation of the above rule re-enters the University and again becomes subject to it, his suspension becomes indefinite.

2. Unexcused Absences.

See under Absences, page 22.

3. Behavior.

(1) The rules and regulations which students are required to observe are few, simple and reasonable; civil and orderly conduct; punctuality and regularity in attendance upon all required exercises; reasonable diligence in the performance of the work prescribed, and abstinence from vices.

(2) Students who find it necessary to be absent from Morgantown not be allowed to remain in the University.

(3) All matters of discipline are in charge of the President of the University in consultation with the dean of the college or head of the division of the University in which the student concerned is enrolled.

4. Unauthorized Withdrawal from the University.

See under Withdrawal, page 23.

X. ABSENCES.

1. Rules.

(1) Students are required to be present at every recitation and examination of the courses for which they are registered. Punctuality, regular attendance, and attention to the work of the class room will be largely considered in determining the class grade of the student.

(2) Students who find it necessary to be absent from Morgantown while the University is in session must secure permission, in advance from the President or the dean of men.

(3) Cadets who wish a leave of absence from duty or who desire to withdraw from the University temporarily during their term of enlistment must apply to the commandant for a furlough.

2. Reports.

(1) At the close of each day absences are reported by the instructors to the dean of men. Absence report cards are used for this purpose. Excuses for absence should be made to the dean of men within the week from the time of the absence. Women students before going to the dean of men should first present their excuses to the dean of women.

3. Penalties.

(1) When a student has seven unexcused absences the dean of men reports this fact to the dean of the college in which the student is registered and the student is suspended until the dean of his college alone or in conference with the President, restores him to good standing.

(2) Before the final examinations the dean of men reports all the unexcused absences of the semester to the instructors who give these absences consideration in making up their final grades.

(3) If a student's absences in any course, excused or unexcused, exceed twelve percent of the total number of recitations in the course he is barred from the final examination in that course unless special permission is given him to take such examination by the Committee on Classification and Grades on recommendation of the instructor and the dean of his college.

(4) "More than twelve percent of the total number of recitations in the course" is interpreted to mean three or more recitations in a one hour course, five or more in a two hour course, seven or more in a three hour course, nine or more in a four hour course and eleven or more in a five hour course.

(5) If a student is in doubt whether or not he is subject to the twelve percent rule in any course he must ascertain that fact from the instructor near the close of the semester. Students desiring special permission to take examinations from which they have been debarred under the twelve percent rule should obtain blank forms for such petitions from the dean of their college or from the office of the dean of men. Such petition forms properly filled out and bearing the signatures of the instructor in the course, the dean of the college and the secretary of the Committee on Classification and Grades, must be presented to the instructor at or before the scheduled time of the examination.

(6) In case of absences at the beginning of either semester a deduction of two percent. from the final grade in every subject is made for each exercise missed, for all absences not more than seven in number, unless such absences are excused by the Committee on Classification and Grades. If the absences are more than seven in number full credit for the course is not given, unless such absences are excused by the committee and the work missed made up to the satisfaction of the instructor. Excuses for such absences must be presented to the committee on special blanks furnished for that purpose.

XI. WITHDRAWAL FROM THE UNIVERSITY.

(1) A student desiring to withdraw from the University must apply to the President, or, in his absence to the registrar, for permission. When the withdrawal permit has been secured it must be presented by the student to his class officer, who will approve it and forward it to the registrar.

(2) Students who withdraw from the University without permission will have their grades reported as zero at the end of semester and then be indefinitely suspended.

(3) All students who withdraw from the University should also notify the office of the dean of men promptly in order that a proper record may be made in the attendance files.

XII. DEGREES.

1. Conferring of Degrees.

(1) All University degrees are conferred by the State Board of Education upon recommendation of the University faculty. Degrees are granted only once in each year at the annual University commencement.

(2) Candidates must be present in person to receive their degrees unless excused by the State Board of Education.

2. Baccalaureate Degrees.

(1) The various baccalaureate degrees conferred by the University and the number of semester hours of work required for each degree are as follows:

Bachelor of Arts (A.B.)

Regular course ----- 128 Hrs.

During his course each student must take courses in each of eight groups of subjects as shown below:

- | | |
|---|--------|
| 1. English composition (English 1 and 2) ----- | 6 Hrs. |
| English literature (English 26 and 27) ----- | 4 " |
| 2. One foreign language ----- | 20 " |
| 3. History and political science, or economics
and sociology ----- | 8 " |
| 4. Physics, chemistry, or mathematics; any one | 8 " |
| 5. Botany, zoology, geology or entomology; any
one ----- | 8 " |
| 6. Education, philosophy, public speaking; any
one ----- | 8 " |
| 7. Military science (when required) ----- | 4 " |
| 8. Electives; not less than ----- | 32 " |

including not more than 24 hours elected from other colleges and schools of the University and not more than 15 hours from any one college or school.

At least five hours must be taken in each subject offered as an elective, except that not more than eight hours of credit in related courses of less than five hours credit value each, elected with the approval of the class officer, may be offered.

Students who do not offer two units of language for entrance must do twenty-six hours of one language in college instead of twenty. Fewer than ten hours of one language will not be counted for credit unless the student has offered two units of the same language for entrance.

Combined course leading to A.B. and LL.B. ----- 124 Hrs.

Courses in College of Arts and Sciences including requirements 1 to 7 above ----- 96 Hrs.

First year courses in College of Law ----- 28 "

Bachelor of Science (B.S.)

Combined course preliminary to degree in medicine ----- 136 Hrs.

Courses in College of Arts and Sciences ----- 64 Hrs.

Courses in School of Medicine ----- 72 "

(See detailed curriculum in Announcements of School of Medicine.)

Combined course preliminary to degree in Engineering 128 Hrs.

(See detailed curriculum in Announcements of College of Engineering.)

Bachelor of Laws (LL.B.) ----- 150 Hrs.

Courses in College of Arts and Sciences ----- 64 Hrs.

Courses in College of Law ----- 86 "

Bachelor of Science in Mechanical Engineering, (B.S.M.E.)	148 Hrs.
Bachelor of Science in Civil Engineering, (B.S.C.E.)	148 Hrs.
Bachelor of Science in Electrical Engineering, (B.S.E.E.)	148 Hrs.
Bachelor of Science in Engineering of Mines, (B.S.E.M.)	148 Hrs.
Bachelor of Science in Chemical Engineering, (B.S.Chem.E.)	148 Hrs.
Bachelor of Science in Agriculture, (B.S.Agr.)	144 Hrs.
Bachelor of Science in Home Economics, (B.S.H.E.) ...	128 Hrs.
Bachelor of Science in Pharmacy, (B.S.Pharm.)	144 Hrs.
Bachelor of Science in Public Health	142 Hrs.

NOTE: Detailed curricula for the above degrees in the College of Engineering and the College of Agriculture are given in the Announcements of these colleges.

3. Requirements as to Residence.

(1) Students who come to the University from other colleges or universities are advised to make the transfer not later than the beginning of the junior year and in no case will a student who matriculates in the University later than October 1 in any year be permitted to receive a degree at the next commencement.

(2) In special cases students who desire to leave the University at the close of the junior year to enter another institution with the purpose of taking a combined course leading to two degrees or of preparing for graduate study may, upon application beforehand to the Committee of Classification and Grades, be permitted to do the work of the senior year, or a part thereof at such other institution and to receive the bachelor's degree from the University upon the presentation of the proper credits.

(3) In no case, however, will a student be granted a bachelor's degree from this University who has not done either a total of ninety hours of his work or the last thirty hours of it in actual residence at the University.

4. Graduate Degrees.

(1) The University does not confer the degree of Doctor of Philosophy, but will certify to other institutions such graduate work as may be applicable toward this degree.

(2) The University confers the following master's degrees: Master of Arts (A.M.), Master of Science (M.S.), Master of Science

in Mechanical Engineering (M.S.M.E.), Master of Science in Civil Engineering (M.S.C.E.), Master of Science in Electrical Engineering (M.S.E.E.), Master of Science in Engineering of Mines (M.S.E.M.), and Master of Science in Agriculture (M.S.Agr.).

(3) A master's degree is conferred upon the following conditions:

(i) *Candidacy.* A candidate for a master's degree must hold a bachelor's degree from West Virginia University or from another institution in which the requirements are substantially equivalent. He must have completed all the essential requirements for the bachelor's degree corresponding to the master's degree for which he applies.

(ii) *Making Up Deficiencies.* Those who wish to become candidates but lack undergraduate preparation will be admitted to graduate study, but must at once make up their deficiencies by taking the necessary undergraduate courses. On completion of such undergraduate courses they become eligible to candidacy.

(iii) *Admission of students who desire no degree.* Those who have received their bachelor's degree and wish to broaden their education without reference to a higher degree, will be admitted to graduate study without restriction as to courses.

(iv) *Admission of Seniors.* Seniors in the colleges of West Virginia University who have completed the work of the bachelor's degree but who have not yet received the degree, may have work credited toward the master's degree at the discretion of the Committee on Graduate Work.

(v) *Application for Admission.* Students who desire to register for graduate courses leading to a master's degree should submit their applications for admission to candidacy for the degree to the Committee on Graduate Work, either in person or by letter, some weeks prior to the opening of the semester in which they desire to register. Blank forms can be obtained on application. The application must be in the hands of the Committee at the time when the student presents himself for registration in the courses which he desires to take for graduate credit and not later than October 1 in the college year in which he desires to have the degree conferred.

(vi) *Choice of a Major.* In his application the student must announce his choice of a major subject and must submit a general outline of his proposed course of study. The major subject chosen must be either the same as the undergraduate major or one in which the candidate has an equivalent undergraduate preparation.

(vii) *Filing of Credentials.* No student will be admitted to graduate study until properly certified credentials from his college or university are filed with the registrar and approved by the Graduate Committee.

(viii) *The Special Sub-Committee.* If the student is accepted as a candidate for the master's degree the Committee on Graduate Work will appoint a special sub-committee of three professors, including the professors in charge of the work in the candidate's major and related subjects, whose duties shall be: (a) to arrange a specific course of study; (b) to act as advisors; (c) to examine and pass upon the thesis should one be required; and (d) to conduct the final examination.

(ix) *Recommendation of this Sub-Committee.* Not later than February 20 in each year the sub-committee of each candidate for an advanced degree at the next following commencement must make a final recommendation to the Graduate Committee containing a statement of the approved course already completed and a schedule of work for the remainder of the year. No recommendation for advanced degrees will be considered by the Graduate Committee after that date.

(x) *Term of Residence.* Time and facilities are recognized as two important essentials for bona fide graduate work. A candidate must pursue graduate courses for at least thirty-six weeks after the completion of the work for his undergraduate degree. Graduate credit is not given for work done *in absentia*, except in case of a thesis requiring research which can be conducted to advantage elsewhere.

(xi) *Program of Study.* (a) The candidate must do thirty-two hours of graduate work, which at the discretion of the department in which he has chosen his major subject may or may not include a thesis. At least ten hours, exclusive of thesis, shall be in the candidate's major subject; and any remaining hours shall be in subjects related thereto.

(b) Courses primarily designated for graduate students and distinctly senior courses open to graduates, are indicated in the catalogue, but other advanced courses and special research courses not listed in the catalogue may be credited with the approval of the Committee on Graduate Work. In rare instances advanced undergraduate courses, not regularly open to graduates, may be approved for graduate work with reduced credit; but elementary courses are never credited.

(c) The rule of the committee is to approve no course for graduate credit unless the catalogue specifically states that it is intended for graduate students.

(d) Courses given during the college year will not be accepted for graduate credit in the Summer School unless they are given such credit in the annual catalogue.

(e) No work done before the completion of the work required for the bachelor's degree will be credited toward the master's degree unless the work and courses have been regularly approved by the committee.

(f) Graduate courses completed before the filing of a schedule of graduate studies will ordinarily not be counted toward the graduate degree.

(g) The specific program of study must be presented to the Committee on Graduate Work for its approval within two weeks after the acceptance of the student's application.

NOTE—Since the principal aim of graduate study is the development of the knowledge necessary to do independent work and the promotion of the spirit of research, each candidate for a degree is expected to have a wide knowledge of his subject and of related fields of work and to pursue a course of related reading and study in addition to his university work.

(xii) *Minimum Grade.* In courses submitted for graduate work the minimum passing grade is eighty percent and no grade reported below that figure may be changed by a second examination.

(xiii) *Thesis*. A statement of the general subject of the thesis, with the written approval of the chairman of the special committee, must be furnished to the Committee on Graduate Work within six weeks after the acceptance of the student's application. The thesis shall show acceptable investigation in the major subject. It shall be prepared under the direction of the department in which the student has chosen his major and shall be submitted for approval to the special committee at least four weeks previous to the commencement day at which the degree is expected. The thesis shall be presented in such form as may be prescribed by the Committee on Graduate Work. If the thesis is approved, two typewritten or printed bound copies shall be deposited in the University Library at least one week before the degree is conferred. The usual credit for a thesis is from five to seven hours.

(xiv) *Final Examinations*. (a) The final examination of the candidates shall be oral and shall cover the major and related courses and thesis, or such part thereof as the special committee may deem desirable. This examination shall be open to the public and shall be held at least three weeks before the commencement day on which the degree is expected. The Committee on Graduate Work shall delegate one of its members to attend the examination.

(b) The special committee shall report their opinion of the thesis and the result of the examination of the candidate to the Committee on Graduate Work at least ten days before commencement.

3. Professional Degrees in Engineering.

(1) The University confers the following professional degrees: Civil Engineer (C.E.), Mechanical Engineer (M.E.), Electrical Engineer (E.E.), and Engineer of Mines (E.M.), upon graduates of the College of Engineering of the West Virginia University on the basis of practical experience and study *in absentia*, the presentation of a thesis, and on oral final examination.

(2) To be eligible a candidate for a professional degree must have been in active practice of his profession for at least five years since receiving his first degree and must have been in responsible charge of important work for at least two years, and must be qualified to design as well as direct engineering work.

(3) Application for registration as a candidate for a degree should be made not later than the first day of October in the year in which the degree is expected. Detailed regulations and registration blanks may be obtained from the Dean of the College of Engineering.

XIII. UNIVERSITY FEES AND EXPENSES.

1. Tuition and Fees.

Class officers will issue class cards only on presentation of the receipt for the proper tuition and fees, signed by the registrar and the financial secretary.

Tuition and Fees for each semester.	Residents ¹	Non-Residents
College of Arts and Sciences	Free	\$ 50.00
College of Engineering	Free	50.00
College of Agriculture	Free	50.00
College of Law	\$ 25.00	50.00
School of Medicine	25.00	100.00
Summer School	10.00	15.00
Contingent fee	15.00	15.00
Student activity fee	5.00	5.00
Medical fee	2.50	2.50
Registration fee ²	2.00	2.00
Diploma fee ³	10.00	10.00
Students' record fee ⁴	1.00	1.00

2. Refunding of Tuition and Fees.

(1) Students who withdraw from the University for good and sufficient reasons during the first two weeks of the semester will have their fees refunded upon making application to the President.

3. Cost of a Year's Work.

(1) Board and lodging may be obtained in Morgantown for from \$8.00 to \$10.00 a week. Furnished rooms may be obtained at from \$2.00 to \$3.50 a week for each tenant with two in a room. Board in private families or in students' boarding clubs costs from \$6.00 to \$7.00 a week. A student's washing will cost usually from \$10.00 to \$18.00 a year, his text books from \$8.00 to \$30.00 a year, and his college fees \$40.00 a year. Traveling expenses, clothing, and miscellaneous expenses will depend largely upon the tastes and habits of the individual. In general it may be said that the legitimate cost of a nine months' term of residence at the University ranges from \$400.00 to \$650.00, exclusive of traveling expenses.

4. Aid for Students.

(1) The Employment Bureau, organized by the University Christian Association, undertakes to assist earnest and worthy students who are dependent upon their own efforts for the expenses of their education, to obtain various forms of employment in Morgantown. Prospective students desiring such aid should write to the

¹Students are exempt from payment of tuition if at the time of their registration their parents or guardians have been residents and citizens of the State for at least one year. No non-resident student shall gain residence entitling him to reduction or exemption from tuition merely by his attendance at the University.—Order of the Board of Education.

²As a reward for prompt registration this fee is remitted to all students who procure class cards during the first three days of the first semester, and the first two days of the second semester. Students whose work is exclusively in music are excused from payment of the \$2.00 registration fee.

³The diploma fee is payable by all students at the beginning of the semester in which they expect to receive their degree or diploma.

⁴This fee is charged for furnishing a copy of a student's record in the registrar's office after the regular semester reports have been issued.

secretary of the Y. M. C. A., or of the Y. W. C. A., before entering the University, stating the kind of work desired and the nature of past experience in any occupation. The work consists largely in waiting on table, caring for rooms and lawns, clerking in stores, stenographic services, etc.

XIV. LIVING ACCOMODATIONS.

1. Living Accomodations for Women.

(1) All women in the University except those living at home are required to live in the dormitories, in sorority houses, or in rooming houses approved by the Dean of Women.

(2) Preliminary application for rooms should be made to the Dean of Women. Changes in rooming places made after the beginning of the semester may be made only with her approval.

(3) The Woman's Hall has rooms for 104 students and has a dining room which accommodates 300. The Annex has rooms for 40. Lists of approved rooming houses may be secured from the dean. Rooms may be engaged in advance either in the main dormitory or the annex, upon payment of a retaining fee of \$10. This amount is later deducted from the first semester's rent. A student who, for any good reason, desires to relinquish a room thus engaged may have the fee refunded if she gives notice before August 15.

(4) The cost of rooms in the woman's dormitories is as follows:
Woman's Hall

First and second floor front.....	\$90.00 per year.
First and second floor rear.....	85.00 per year
Third floor front	85.00 per year
Third floor rear	80.00 per year

Annex

Single room	80.00 per year
Double room	65.00 to \$75.00 per year
Board in the dining hall	6.00 per week

2. Living Accomodations for Men.

There are no University dormitories for men students. They reside either in fraternity houses or in privately operated lodging places. The Dean of Men exercises the right to disapprove of rooms not considered suitable for young men.

3. Cafeteria.

The University operates a cafeteria for men students and for women students who do not take their meals in the Woman's Hall

dining room. The scale of prices is such as to make the restaurant self supporting but not to return a profit.

4. Inspection of Boarding and Rooming Places.

Fraternity and sorority houses and private boarding and rooming places are subject to inspection and regulation by the University physician and by other University authority whenever the need for such regulation arises.

5. Information for New Students.

(1) The matter of furnishing information to new students regarding suitable boarding and rooming places is in charge of the Y. M. C. A. and Y. W. C. A. of the University. On their arrival in Morgantown new students should come directly to Woodburn Hall, where they will find complete lists of approved rooms and boarding places and also upper classmen who will help them in finding lodgings and in matriculating. During the opening days of the semester, committees from the two Christian Associations meet new students at trains and are ready to render them every assistance possible.

(2) Young men desiring information in advance of their arrival in Morgantown, may address the University Y. M. C. A., Morgantown, W. Va. Young women may address Miss Martha T. Fulton, dean of Women.

6. Rules Governing Women in the Dormitories, Sorority Houses and Other Rooming Houses.

(1) No woman may change her rooming place without permission from the Dean of Women.

(2) No woman may be absent from town or spend the night away from her rooming place without permission from the Dean of Women.

(3) During quiet hours in dormitories and rooming houses, from two to four o'clock on Monday, Tuesday, Wednesday and Thursday afternoons, freshman women shall have no engagements.

(4) Dormitories and rooming houses will close at 10:30 every evening except Sunday when they will close at 10:00 p. m.

(5) Freshman women will be allowed one engagement during the first four nights of the week terminating at 10:30 p. m. and a similar engagement on both Friday and Saturday nights. On other nights freshman women will be allowed to work in the Library. Sophomore women are allowed 10:30 engagements every night and 11:00 engagements on Friday and Saturday nights. Junior and

senior women are allowed 11:00 p. m. engagements every night during the week.

(6) Evening calling hours are permitted in the dormitories and houses, provided the quiet of the house is not disturbed.

(7) Loitering on porches after functions of any sort lasting beyond closing hours is forbidden.

(8) "Sign out" engagements are those which keep a student out after 11:00. "Sign outs" are allowed only for University parties and approved dances other than those held on University property. Women students who make "sign out" engagements must register these in the dormitories and rooming houses upon slips provided for that purpose before 7:00 p. m. on the evening of the engagement. During the first six weeks of school "sign out" engagements are not permitted.

(9) There shall be no riding or motoring within city limits after 10:00 p. m. nor outside city limits after 9:00 p. m. except in the company of a chaperon.

(10) Women students who go canoeing or boating must be off the river by 9:00 p. m.

NOTE: Rules 3 to 9 above are made by the Women's Student Government Association.

XV. HEALTH SERVICE.

(1) All students of the University pay a medical fee of \$2.50 each semester, in return for which they receive free drug service from the department of pharmacy of the University, and free medical attention, including minor surgery (specialties excepted) from the University physician.

(2) A separate building is provided for this service containing the office and consultation rooms of the University physician, a treatment room, a kitchen, a small ward of three beds, an isolation room for communicable diseases, and the quarters of the University nurse.

(3) Students wishing to avail themselves of the Health Service are expected to call at the office of the University physician. His office hours are 9 to 12 and 2 to 5 daily except Sunday.

(4) If students are unable to leave their rooms the physician will attend them at their residences and may be summoned by telephoning 475 during office hours or 1295 at other times.

(5) The services of a registered nurse regularly employed by the University, are also available when needed but the University does not provide or pay for the services of private nurses.

(6) The University physician makes frequent sanitary inspections of the buildings, closets, kitchens, and laboratories on the campus.

XVI. ATHLETICS.

1. Organization.

The department of athletics, as now organized, is under the supervision of a director. Football, baseball, basketball, wrestling, track and tennis teams are organized and trained each season. All University athletics are under control of the athletic board.

2. Athletic Board.

(1) This board is composed of the director of athletics, two other members of the University faculty, two alumni of the University and two students.

(2) The faculty members of the board are appointed by the President of the University and serve during his pleasure. One faculty member is designated as the chairman of the board. He is the executive officer of the board and has no vote except in case of a tie.

(3) The alumni members are elected by the athletic committee of the Alumni Association and serve during its pleasure. Not more than one alumni member shall be a resident of Monongalia County.

(4) The student members of the board are elected by the student body by ballot. One member in full standing in the junior class, a candidate for a degree, is elected to serve two years at a poll held not later than June 1 of each year. All details of their elections are in the hands of the Inter-Class Council in consultation with the President of the University.

3. Eligibility Rules.

(1) No student is permitted to represent the University in any athletic contest who, while a candidate for a bachelor's degree, has participated in intercollegiate contests during four previous years.

(2) Students taking post-graduate work—that is, all degree-bearing graduates of this or other universities—are ineligible.

(3) No student who, while a candidate for a bachelor's degree, has participated in any branch of intercollegiate athletics for any other college or university will be permitted to represent this University during the following year.

(4) No student who is not regularly registered and a candidate for a bachelor's degree and who is not taking at least the regularly required minimum amount of work in the college in which he is enrolled,

shall be eligible to participate in any branch of intercollegiate athletics.

(5) No student who enrolls later than two weeks after the opening of the semester shall be eligible to participate in any branch of intercollegiate athletics during that semester.

(6) No student will be allowed to participate in athletic contests unless he maintains at all times a general average of at least 70 percent in all his scholastic work.

(7) No student who has not attended the University for one collegiate year is eligible to compete on varsity teams.

4. Managers.

(1) There is a student manager for each of the sports on the intercollegiate program. Freshman students are eligible to become candidates for assistant managerial places. At regular meetings of the athletic board two students are elected from among the candidates and designated as assistant student managers and it is their duty to aid the student manager during the following season, after which the board will elect one of them to serve as student manager the next year. A student manager has therefore at least junior standing during the year of his service. Recently the board ruled that there shall be three assistant managers of football and that assistants in all sports are to have charge of freshman squads as well as work under the direction of the student manager.

5. Captains.

(1) Captains of the teams are letter-men in good standing and at the time they serve must be classified as either juniors or seniors. Captains are elected by vote of all men who have participated for any length of time in not less than two regularly scheduled intercollegiate games or one intercollegiate track meet. The meeting for the election is presided over by the director of athletics. The election must be ratified or declared void by the athletic board.

6. Award of Letters.

(4) Awards for participation in athletics are granted in the following sports under the terms designated below:

Major sports—Football, baseball and track.

Minor sports—Basketball, wrestling and tennis.

The letters "W. V." for football, baseball and track are Old Gold in color on a blue ground, block style, seven inches high. For all other sports the letters "W. V." are Old Gold in color on blue ground, block style, five inches high.

(2) A man who earns his letters for a second time in any branch of sport is awarded a sweater. A man winning letters three times in football or baseball is presented with a miniature gold ball symbolic of that sport.

(3) Student managers who have satisfactorily performed the duties of their position are awarded the regulation letters for their sport, except that such letters shall have a small bar underneath.

(4) The right to wear the letters "W. V." is granted to the following:

(i) Football—Members of the squad in good standing who have participated in at least half the regularly scheduled intercollegiate games; provided that member has been in the game for the equivalent of at least one quarter.

(ii) Baseball—Members of the squad in good standing at the end of the season who have participated for at least three full innings in one half of the regularly scheduled intercollegiate games. A "pinch hitter" who makes a hit shall be considered as having participated in that game. Battery men, pitchers and catchers, who have participated for at least three innings in one-fourth of the games of the season.

(iii) Basketball—Members of the squad in good standing at the end of the season who have participated in one-half of the regularly scheduled intercollegiate games, or in one-third of the games inclusive of the three most important contests of the season, same to be designated by the athletic director at the beginning of the season in an organization meeting; providing that a man must have been in the contest for at least the equivalent of one half.

(iv) Track—Members of the squad in good standing who win one first or two second places, or one second and two third places in a dual intercollegiate meet, or who win one first or one second place or two third places in an intercollegiate meet where three or more colleges are entered.

(v) Wrestling—Members of the squad who take part in one-half of the regularly scheduled meets.

(vi) Tennis—Members of the squad who take part in one-half of the regularly scheduled meets.

(5) The athletic board may, at its discretion, grant letters to a man who does not fulfill the above qualifications, for signal service to the team and University in any branch of athletics. The board may also refuse to grant letters to a man who shall have shown himself unworthy in the judgment of the board, even though he fulfilled the requirements.

7. Special Awards.

(1) Small gold stars are awarded for unusually meritorious athletic service, such stars to be worn on the upper left hand side of the sweater above the letter "V."

(2) The right to wear stars is given to the following:

(i) Captains of all teams.

(ii) Men who have won their letters four times in sports in

which they are eligible to compete four years and to men who have won their letters three times in sport in which they are eligible to compete three years.

(iii) Letter-men in track who break a West Virginia track or field record—it being understood that a star may not be awarded in the same event more than once in any one season.

(iv) Letter-men in tennis and wrestling who compete in every match of the season and win all matches, it being understood that tennis men must compete in both singles and doubles matches throughout the season.

(v) Letter-men in football on a team which wins the annual games from the University of Pittsburgh and Washington and Jefferson College.

(vi) Letter-men in baseball and basketball on a team which wins eighty-five percent of all scheduled intercollegiate games and at the same time has the highest standing of all the so-called "tri-state" college teams.

(vii) Stars are also awarded by the athletic board for athletic services of distinction not covered by the above regulations.

(viii) Letters and special awards are presented publicly at a convocation period.

8. Physical Education for Women.

Physical education is required of all freshman women throughout the college year. Three hours a week is devoted to indoor and outdoor exercise and to lectures on hygiene. A credit of one hour for each semester is given to those who satisfactorily complete the work.

XVII. MILITARY TRAINING.

1. Required Work in Military Science.

(1) Military training is prescribed for all regular male students in the University below the rank of junior unless such students are more than twenty-three years of age upon their entrance to the University. Certain exceptions to this requirement are stated below.

(2) Enrollment in the Division of Military Science or appointment as a state cadet does not render the student liable for military service either to the State or to the United States government.

(3) A unit of the Reserve Officers' Training Corps was established at the University in 1916. An Engineer Unit, Senior Division of the Reserve Officers' Training Corps, was established in 1919.

2. Extract from Chapter Forty-five of the Code of West Virginia.

Section 140. *Military Training.* Male students of suitable age in the university shall be required, under such regulations as the State Board of Education shall prescribe, to enroll in the department of

military science. Said students shall serve for the time required by said regulations and shall be entitled to such special privileges and immunities as the State Board of Education may determine. The State Board of Education shall have authority to accept appropriations, material and other benefits from the Federal Government on account of any federal law providing for aid to the West Virginia University for giving instruction in military science and to co-operate as far as practicable with the Federal Government for such purpose.

3. Order of the State Board of Education.

The following order has been adopted by the State Board of Education:

(1) Ordered that all male students, with the exceptions hereinafter named, enroll themselves in the Division of Military Science and follow diligently the course of instruction provided therein. Proficiency in this course shall be required for graduation.

(2) Practical and theoretical instruction shall be given four hours per week throughout the school year to all students except those in the advanced class who will be required to take five hours per week. A credit for one hour shall be given for each semester's work satisfactorily completed. Such credit shall be included in the computation of the student's standing at the end of each semester.

(3) Every student enrolled in the Division of Military Science, shall at the time of his enlistment, deposit with the financial secretary of the University \$10.00 to cover any loss or damage of books or government property occasioned through fault or neglect on the part of the cadet. This sum will be refunded to the cadet at the expiration of the school term upon presentation to the financial secretary of certificate of property clearance.

(4) The following classes of students shall not be required to enroll themselves in the Military Division, but may elect to do so:

(i) All students who are citizens of a foreign country and do not intend to become citizens of the United States.

(ii) All students who at date of entrance in the University are more than twenty-three years of age.

(iii) All graduate students.

(iv) All students whose studies are entirely in the School of Music.

(v) All students who are taking only the short course, or the special winter course, or agricultural extension work in the College of Agriculture.

(vi) All students who at the time of their matriculation are classified as juniors or seniors in the various colleges, and all who have completed two years' service in the military division.

(vii) All students who are physically unable to perform military duty.

(5) A board, to be known as the military and gymnasium board,

shall be composed of the commandant of cadets, the director of physical training, and a surgeon of the corps of cadets, designated by the President. This board shall act upon claims for exemption from military service.

(6) Students who claim exemption under any one of the first six cases must, within seven days after their registration in the University, present to the commandant, in writing, their request accompanied by such evidence as is relied upon to support the request. A failure to make the request within the stated time shall bar the student from claiming exemption.

(7) Applicants for exemption on the ground of physical disability shall be carefully examined by a surgeon of the corps. A fee of one dollar to be paid to the examining surgeon shall be charged for such examination.

(8) Students exempted under the seventh case shall, upon recommendation of the military and gymnasium board be required to register for such physical training as they can take until they have earned a credit equal to that given for the prescribed military work.

(9) In none of the preceding cases shall the student absent himself until his application has been acted upon.

(10) It shall be the duty of the commandant to notify the chairman of the committee on classification and grades whether the military and gymnasium board exempts a student or recommends that he be required to register for other work in place of military drill.

(11) Whenever the cause for exemption shall no longer exist, it shall be the duty of the student to present himself for drill at the next drill period.

(12) Students may appeal from the decision of the commandant of cadets or the military and gymnasium board, in which case the appeal shall be decided by the council of administration.

(13) All cadet officers taking military instruction as an elective shall be, as to their tuition fees, on the same basis as State cadets.

4. Other Regulations Concerning Cadets.

(1) A uniform for each cadet is furnished by the Government. The cadet is required to wear this uniform at drill and instruction.

(2) Cadets who are bona fide residents of West Virginia are known as State cadets. A State cadet is allowed free stationery and the use of text books to the value of \$10.00 a year. If he graduates from any department of the University while a member of the cadet corps he is allowed to retain his text-books.

(3) Cadets who are members of the military band receive the same allowances as State cadets.

XVIII. THE LIBRARY.

1. Library Hours.

(1) The Library is open daily during semesters and summer school from 7:50 a. m. to 9:50 p. m. except Friday evenings when it is closed at 8 o'clock. It is open for reading and study from 2 to 5 p. m. on Sundays, but no books are lent for home use. During vacation periods it is open from 8 a. m. to 12 each week day. It is closed July 4th, Thanksgiving Day, and December 25th.

2. Borrowing.

(1) Students of the University may have the privilege of borrowing books from the Library upon presenting a card from their class officer or their athletic book and signing a Library registration card. After the registry card has been signed the Librarian will issue a Borrower's card and assign a number to each student. The record of books borrowed by any student is kept by means of the number assigned to him.

(2) Usually not more than two books may be borrowed at one time, except by members of the faculty. In case a student is making a study of some subject and additional works are needed for home use exception is made in his favor.

(3) Books may be kept for a period of two weeks and, in many instances, may be renewed for a period of two weeks longer. If however, they are not returned, or renewed, at the expiration of the two weeks period there is a fine thereafter of two cents per day.

(2) Books borrowed from the Library are subject to recall if they are needed for use in connection with class work. All books lost or injured must be replaced or property damages paid.

3. Reserved Books.

"Reserved" books are those set aside for use in connection with class work, and are to be read in the library building. They may, however, be borrowed for home use at 9:30 in the evening, after the proper record has been entered, and returned by 8:30 the following morning.

4. Faculty Privileges.

(1) Upon request borrower's cards are issued to all members of the University faculty. They have access to the stack room and other collections in the Library building, and may borrow as many books as are needed for use in connection with their work. Library books, however, should be returned when no longer needed, and all

should be returned, or checked with the record at the Library, at the end of each semester.

5. Use of Library by the Public.

(1) Any person not a member of the University may have the privilege of the Library by securing as guarantor a responsible citizen, or by depositing a guaranty fund of three dollars. This deposit will be returned when the privileges of the Library are no longer desired.

6. Package Library.

(1) A collection of clippings from newspapers and magazines, and pamphlets, known as the "package library" is now maintained by the Library for the benefit of high school students, women's clubs, professional, and business men. Material from this collection may be borrowed by persons in distant parts of the state, for a period of two weeks, upon payment of postal charges for mailing a package to their address and again back to Morgantown.

XIX. UNIVERSITY BOOK STORE.

1. Purpose of the Book Store.

The University maintains a book store in the basement floor of the Law Building for the purpose of furnishing paper and blue-books for University examinations, office supplies for use in various University offices, and books for the use of students.

2. Blue Books.

Yellow paper and blue-books for examinations are supplied upon written request of the head of the department concerned. Such requisition should state definitely the number of sheets or books needed and the purpose for which they are to be used.

3. Supplies.

Supplies for the use of departments and offices will be issued only on presentation of requisition or bill in triplicate, bearing the O. K. approval of the president's office. Requisitions should be made to "*West Virginia University Book Store*" and should give the name of the department for which the supplies are intended. Requisitions must not be signed or receipted before they are presented.

4. Book Orders.

Books for the use of various classes in the University will be

ordered by the Book Store on presentation of book orders which may be obtained at the store or at the president's office. These orders should state the number of books wanted and give the author, title and publisher of the same. Order should be signed by the head of the department but should also show the name of the particular instructor for whose classes the book is intended.

5. Free Text-books for Cadets.

The members of the cadet corps are entitled to a certain amount of free text books. To secure such books they should present a cadet book order to be filled out and signed by the instructors concerned. Blank cadet orders may be obtained from the department of Military Science.

6. Suggestions to Instructors.

Instructors are asked to observe carefully the following points, thus facilitating the operation of the Book Store.

(1) Orders for new books needed at the beginning of the semester should be delivered to the Book Store at least a month beforehand. In all cases orders should be presented two weeks before the new book is needed.

(2) Prompt notice should be given of any intention to change text books or to discontinue use of books in stock.

(3) Where instructors are aware of the publication of a revised edition of text books in stock they are to give prompt notice of the same.

(4) Instructors from time to time should visit the Book Store and check up on the books in stock used in their respective departments and thus endeavor to prevent either a shortage of books in current use or an over accumulation of dead stock.

7. Remainder Stocks.

All books left in stock at the close of any semester will be kept for future use unless the instructor whose class has been using the book notifies the store that such use has been discontinued.

XX. PUBLIC EXERCISES.

1. The Convocation.

(1) The University Convocation is held every Wednesday morning at ten o'clock in Commencement Hall, under the direction of the Chaplain of the University. No classes or other University exercises

are held at this hour, and opportunity is afforded for all members of the University, both instructors and students, to attend the meeting. The hour is occupied by lectures and addresses, discussion of student interests and problems, and the consideration of questions relating to the general University welfare.

(2) In connection with the weekly convocation brief devotional exercises are held. The singing at these exercises is in charge of the Director of the School of Music. Attendance is entirely voluntary.

2. Freshmen Lectures.

Students in the freshman class are required to meet once each week on Wednesday afternoon for a lecture or discussion. At these meetings problems of college life and the proper orientation of the new student are taken up. At present the freshmen are divided into three groups: women students under the direction of Dean Fulton; men in the College of Arts and Sciences and the College of Agriculture under the direction of Dean Stone and Dean Callahan; and men of the College of Engineering under the direction of Dean C. R. Jones.

3. Commencement Exercises.

(1) The annual Commencement of the University is held in June. Public exercises are held in Commencement Hall at 10 a. m. All candidates for degrees and all members of the faculty are expected to be present at these exercises in academic costume.

(2) At 10:30 a. m. on the Sunday preceding commencement the Baccalaureate Sermon is delivered in Commencement Hall. All candidates for the bachelor's degree are expected to be present on this occasion also in academic costume.

XXI. USE OF BUILDINGS AND UNIVERSITY PROPERTY.

1. Smoking Forbidden.

By order of the Faculty and the State Fire Marshall smoking is forbidden in all University buildings.

2. Care of Property.

Students and members of the University staff are expected to exercise reasonable care in the use of all University property. Students guilty of defacing buildings, walls, sidewalks, or grounds of the University or of intentionally disfiguring, breaking or removing

furniture, apparatus, books or other University property will be subject to severe discipline.

3. Deposit for Breakage.

Students using property of the U. S. government in the Division of Military Science and Tactics, and those in various laboratory courses where expensive or fragile apparatus is used are required to make a deposit to cover breakage and other loss. The unexpended balance of the deposit is returned to the student at the close of the semester.

4. Meetings and Public Exercises.

Persons desiring to use Commencement Hall for meetings or public exercises must secure a permit from Louis Black, of the Committee on Public Exercises. Permission to use the Armory for similar purposes must be obtained from the Commandant of Cadets. Permission to use other rooms in the University must be obtained from the head of the department in charge or from the Superintendent of Buildings and Grounds.

XXII. ORGANIZATIONS.

1. Christian Associations.

(1) The University Young Men's Christian Association is a voluntary association of college men for the purpose of promoting and directing widely varied student activities for a religious motive. Through its national and international organization it joins in fellowship with students around the world. Membership is open to all men of the University.

(2) The Young Women's Christian Association is an organization for a similar purpose. Membership is open to all women enrolled in the University.

(3) An important feature of the work of each association is the maintenance of an employment bureau which enables a number of young men and women to find sufficient work to pay their expenses in college.

(4) Each association employs a secretary, and students desiring information regarding employment, or other activities of the associations, should address one or the other of these officers.

2. Honor Societies.

(1) *Phi Beta Kappa*. The Alpha of West Virginia Chapter of

the Phi Beta Kappa Society is established at the University. Stated meetings or public exercises of the Society are held twice annually: the anniversary meeting on December 5, and the annual meeting during commencement week. The honor of membership may be conferred upon candidates for the degree of Bachelor of Arts who have maintained a high scholarship rank during their college course; also upon members of the faculty and alumni of the University, and upon distinguished citizens of the state.

(2) *Sigma Xi Club.* The national organization of the Society of the Sigma Xi is represented in the University by the Sigma Xi Club of West Virginia University. The purpose of the national society and of the local club is the encouragement of scientific research.

(3) *Tau Beta Pi.* The West Virginia Alpha chapter of the national engineering honor association of Tau Beta Pi was established in the College of Engineering in 1922. Students who rank in scholarship among the upper one-eighth of their class are eligible to election in their junior year and all who rank among the upper one-fourth of the class are likewise eligible in their senior year. These together with alumni and honorary members constitute the chapter.

(4) *Alpha Zeta.* The West Virginia chapter of Alpha Zeta, the national agricultural honor fraternity, was instituted in the College of Agriculture in 1921. Sophomores and upper classmen who maintain high standing in scholarship and rank among the upper two-fifths of their respective classes are eligible to membership.

(5) *Phi Epsilon Omicron.* The Lamda Chapter of Phi Epsilon Omicron, one of the national professional organizations in home economics, was established at the University in November, 1923. Its purpose is to promote the moral and intellectual development of its members; to help develop leadership; and to advance home economics. Membership is open to juniors and seniors in home economics who rank in the upper two-fifths of the class in scholarship.

3. List of Other Student Organizations. (January 1, 1925.)

- (1) Greek Letter Fraternities and Societies.
 - Alpha Gamma Rho.
 - Beta Theta Pi.
 - Delta Tau Delta.
 - Delta Kappa Psi (Local).
 - Delta Sigma Rho (Debating).
 - Kappa Alpha.
 - Kappa Sigma.

Kappa Psi.
 Phi Kappa Psi.
 Phi Kappa Sigma.
 Phi Delta Lambda (Local).
 Phi Alpha Pi (Local).
 Phi Sigma Kappa.
 Phi Beta Pi (Medical).
 Phi Delta Phi (Law).
 Phi Sigma Nu (Local, medical).
 Phi Lambda Upsilon (Chemical).
 Pi Lambda Phi.
 Sigma Phi Epsilon.
 Sigma Chi.
 Sigma Nu.
 Sigma Pi Psi (Pharmacy).
 Sigma Delta Phi (Local).
 Tau Kappa Epsilon.
 Tau Delta Theta (Local).
 Tau Theta Rho (Local).
 Theta Chi.
 Areopagus (Inter-fraternity).

(2) Greek-letter Sororities.

Alpha Xi Delta.
 Alpha Delta Pi.
 Chi Delta Phi (Local).
 Chi Omega.
 Delta Gamma.
 Kappa Kappa Gamma.
 Pi Beta Phi.
 Pan-Hellenic (Inter-sorority).

(3) Campus Societies.

Sphinx (Senior).
 Mortarboard (Senior Women).
 Mountain.
 Scabbard and Blade (Military).
 Rhododendron (Junior Women).

(4) Departmental Organizations.

English Club.
 Seo Beowulf Gedryht.
 Dramatic Club.
 Greek Club.
 French Club (Entre Nous).

Education Club.
Press Club.
Matrix.
German Club (Schiller Verein).
Philosophy Club.
The Grange.
University Choir.
Scientific Society.
American Society of Civil Engineers.
American Institute of Electrical Engineers.
American Institute of Mining and Metalurgical Engineers.
American Society of Mechanical Engineers.

4. Rules Relating to Fraternities.

The Committee on Fraternities and the Committee on Sororities are constituted in accord with the following order of the Board of Education:

(1) No social fraternity or sorority, or other local organization of any kind other than those now in existence in the University, shall be established without the consent of the University Council of Administration. Application for this consent shall be made by a petition signed by all of the students interested.

(2) No student shall be initiated into any fraternity or sorority, nor reside in any fraternity house, until such student has been in residence at the University one full semester, and has received credit on the records of the University for not less than twelve semester hours of work done in the University classes in one semester with a general semester average of not less than 75, nor shall any student be initiated into any fraternity or sorority who has not full college standing.

(3) Each fraternity at the beginning of each scholastic year shall designate two of its members as a committee to represent the fraternity in all matters calling for conference with the President of the University or University authorities. Each sorority shall likewise select a committee of two to represent it in such conferences. Each fraternity or sorority shall certify to the registrar the names of the members chosen for its committee within two weeks after the opening of the fall semester of each year.

(4) The President of the University shall appoint a member of the faculty as a faculty representative for each fraternity and in making such appointment he shall consult with the committee of each fraternity provided for in Rule 3. He shall in like manner appoint a faculty representative for each sorority. Wives of members of the faculty may be appointed by the President as faculty representatives of sororities.

It shall be the duty of the faculty representatives to keep in touch with the life and work of the fraternity or sorority, and to be the representative of the University under the direction of the President in all matters that may arise between the University and the fraternity or sorority. The faculty representatives of fraternities shall constitute a general committee of the faculty on fraternities, and the faculty representatives of sororities shall constitute a like committee on sororities.

(5) No person who is not a student of the University shall be initiated into any fraternity or sorority without the permission of the University Council of Administration.

(6) All efforts of fraternities or sororities to secure new members commonly known as "rushing" shall be under such regulations as may be agreed on by the fraternities and sororities. In the event of no agreement by fraternities or sororities, such regulations shall be made by the faculty committee on fraternities or faculty committee on sororities in consultation with the fraternity or sorority committees, as provided in Rule 3 of this order. When approved by the Council of Administration such regulations shall be in full force and effect.

(7) No student may become a charter member of a fraternity or a sorority who has ever failed in any course taken at the University or who has any conditions not made up.

5. Faculty Organizations.

(1) Among the more important of the organizations within the faculty are the following:

(i) The West Virginia University Branch of the American Association of University Professors.

(ii) The West Virginia University Scientific Society.

(iii) The Faculty Club. (See appendix, page 74.)

(iv) The Campus Club. (A social organization made up of members of the staff and their wives and husbands, meeting twice each month.)

XXIII. PUBLICATIONS.

1. List of Student Publications.

(1) The Athenaeum, a tri-weekly college newspaper, is published by the students, who elect the editorial staff.

(2) The College Annual, The Monticola, is published by the junior class.

(3) The West Virginia Agriculturist, an illustrated monthly magazine, is issued by the students of the College of Agriculture.

All student publications are under the supervision of a faculty committee on student publications.

2. Regulations Governing the Publishing of the Monticola.

(1) "*Monticola*" *Publication Board*. As a sub-committee of the Faculty Committee on Student Publications there exists the "Monticola" Publication Board. This board consists of seven members, two chosen by the chairman from the Faculty Committee on Student Publications, the editor and the business manager of the previous year's annual, the editor and the business manager of the present year's annual and the president of the Student Council. This board is directly responsible for each year's annual, and each member has equal voting power. The editor and the business manager for the present year, however, are the agents of the board in carrying out its decisions. This board elects its own chairman and meets at least once each half-semester, and oftener if necessary, upon call of the chairman.

(2) *Selection of Editor and Business Manager*. The editor and the business manager of the "Monticola" are selected in the following manner: During the first week of May of each year the "Monticola" Publication Board sits for the purpose of examining candidates for the positions of editor and business manager. Eligibility for either office rests on the following requirements: (1) The candidate shall be a member of the junior class, in good standing in the University; (2) The candidate shall have served the preceding year as an assistant on the staff he now wishes to head; (3) the candidate shall submit an expository essay in which he discusses the merits and defects of the annual he has already helped to produce and his plans for publishing the annual of the following year. The board selects the heads of the editorial and the business staffs by ballot and undertakes to fill the positions with the best trained and most competent candidates. The editor and the business managers thus elected shall choose their own staffs, from the junior class as far as this seems desirable. In selecting the editor, the board shall give special consideration to the originality, the reliability and the quantity of editorial work already to the credit of the candidate. In selecting the business manager, the board shall give special weight to the quantity of advertising sold and the number of subscriptions obtained during his year of understudy.

(3) *Liabilities, Salaries and Profits*. The editor and the business manager assume responsibility for the publication of the best yearbook possible, within the limits of the approved budget, and must

assume liabilities for a sum of money not to exceed \$1,000, to be equally borne. Each head of the two staffs shall furnish a bond acceptable to the board for the sum of \$500, which must be duly executed not later than the first of October of the college year in which it is proposed to publish the book. Not later than October 1, the editor shall draw up detailed specifications and the business manager prepare an itemized budget covering all sources of anticipated revenue and proposed expenditures. These specifications and this budget shall be forthwith presented to the board but not adopted by the two heads of staffs until given majority sanction by the board. Among other items of the budget shall be a business margin of not less than 5 percent of the estimated business for the year, and also two items, each of \$250, as salaries allowed each of the heads of the two staffs for his services. These stipends shall be paid only after all financial obligations incurred in connection with publishing the book have been paid. If the profits of the business fall below \$500, whatever balance there is shall be equally divided among the editor and the business manager. If the profits exceed \$500 the amount in excess of \$500 shall be conserved by the board as a foundation fund for future business. If there are no profits, the extent of the liability to be assumed by the editor and the business manager shall not exceed \$250 each. The aim of the board is to pay the heads of staff reasonably but to put the bulk of the proceeds of the business in the book, so that it will represent the University most adequately.

3. Regulations Governing the Publication of the Athenaeum.

(See rules of the Student Body. Appendix, page 72.)

4. University Publications.

The following publications are now issued regularly at the University:

(1) The West Virginia University Bulletins, issued monthly during the College Year. The series includes the Catalogue of the University, the Announcements of the various separate colleges and schools and the quarterly Alumni Bulletins.

(2) The various bulletins and circulars of the Agricultural Experiment Station.

(3) The bulletins of the College of Engineering.

(4) Circulars of the Agricultural Extension Division. These include the Farmers' Club Series, the Farm Women's Club Series, and the 4-H Suggestions Series.

(5) The West Virginia Law Quarterly, the official publication of the West Virginia Bar Association, edited by the faculty of the College of Law.

(6) The West Virginia Science Bulletin, issued annually by the West Virginia University Scientific Society.

XXIV. STUDENT SOCIAL LIFE.

1. The Committee on Social Affairs.

(1) The social life of students in the University is under the general supervision of a faculty committee on social affairs. This committee has supervision of every social function given by the University or by any organization within it including fraternities, sororities and other student societies. Such social functions as balls, dances, picnics, excursions, dinner parties and receptions are supervised by this committee. The committee approves all dance programs, supervises the issuance of invitations for functions of a general University nature, and sees that all social affairs held in the University are properly conducted. The committee has authority to regulate the amount spent for music and the total cost of social functions; to require fraternities and other organizations to submit expenses of social functions for audit; to draft regulations in regard to leaving halls during the progress of social functions; to exclude undesirable guests from social functions, and to formulate special or general regulations from time to time as to who shall be eligible to attend social functions. The committee consists of nine members, two of whom are students elected by the student body.

(2) At the beginning of each year the chairman of the committee designates one member of the committee to supervise each of the following: cadet dances, Pan-Hellenic dances, University dances, fraternity events, and sorority events. Such other sub-committees are designated as may be needed from time to time. The Dean of Women approves chaperons for University functions where these are required.

(3) At the beginning of each school year each organization giving social functions appoints one of its members to represent it before the social committee. As early as possible in the year these representatives have a meeting with the social committee for the purpose of discussing general problems of University social life and of determining the calendar of social events for the year. Permission for social functions may be granted in full meeting of the social committee or by the chairman on recommendation of the proper sub-committee. The social representatives are expected to confer fre-

quently with the proper sub-committee regarding the social activities of the groups they represent.

2. Places Where Social Events May be Held.

(1) The determination of places where University social events may be held is governed by the following regulation of the Board of Education:

"No indoor social function shall be given by the University or any of its departments or organizations in any other places than in University buildings. Houses occupied by chartered fraternities or sororities and the University leased dormitories shall be considered University buildings."

(2) Fraternity and sorority parties are given in chapter houses except when, by special permission by the social committee, they are held in other University buildings. During the rushing season, by special permission sorority parties may be given at the houses of patronesses living in Morgantown.

(3) Recognized societies of the University having no houses of their own may hold social events in approved University buildings. Permission to hold functions in the Armory must be obtained from the commandant of cadets as well as from the social committee.

3. Time of Social Events.

(1) The following regulation of the State Board of Education governs times at which University social events may be held:

"No social affairs at night of which dancing is a feature shall be permitted to continue longer than one o'clock a. m. This hour is allowable only in formal or full program affairs. Ordinary parties, dances, etc., must be closed not later than eleven thirty p. m. Picnics, excursions, etc., boat rides, etc., extending into the night must be so arranged that the return to the University shall not be later than eleven thirty, p. m."

(2) Social events are held only on Friday or Saturday evenings or on the evening preceding a holiday. No social events are held during the first six weeks of the school year.

(3) Each fraternity and sorority may hold each semester, one party, generally called a semester party, which shall close not later than eleven thirty p. m.

(4) Fraternities and sororities may also keep open houses once a week on either Friday or Saturday evening, continuing not later than ten-thirty, provided no general University function is scheduled for that evening.

(5) The expenses of open houses must be kept at a minimum.

Music for dancing must cost not more than twenty dollars and no elaborate refreshments are to be served.

(6) Dinners at noon on Sundays and small dinners continuing not later than eight o'clock, may be given on authority of the fraternity social representative but such dinners must be properly chaperoned and be reported to the social committee. Dinner parties continuing later than eight o'clock require permission from the social committee.

(7) Picnics, excursions, boat rides, etc., are limited to day light hours. Under exceptional circumstances where an early return to the University is impractical exceptions may be made by the committee but such affairs must be so arranged that the return to the University shall not be later than 11:30 p. m.

4. Favors.

No favors are to be presented to guests at any University social function.

5. Payment of Bills.

Organizations or individuals giving social functions are bound strictly to the payment of all bills.

6. Permit Cards.

All requests for permission to hold social functions must be made on cards provided for that purpose which can be secured from the chairman of the committee.

XXV. PRIZES.

1. Rules Governing Prizes.

Awards for prizes in the University are made in accordance with the following rules:

(1) No manuscript in whole or in part, shall be submitted in competition for two prizes.

(2) Only students pursuing courses leading to baccalaureate degrees are eligible for any prize offered, except for the James F. Brown prize.

(3) No student shall be eligible to enter any contest who has not been a resident student in the University for at least one semester preceding the semester in which the contest is to be held, and who, unless he be a competitor for the James F. Brown prize, is not a resi-

dent student in good standing in the University in the semester in which the contest is held.

(4) No successful contestant may become for a second time a competitor for the same prize.

(5) If in any contest the judges find no manuscript of sufficient merit, there shall be no award of that prize for that year.

(6) Students who intend to compete in any essay-writing contest must notify the chairman of the Committee on Prizes not later than March 15. Three typewritten copies of each essay must be in the hands of the chairman of the committee not later than May 15.

(7) The conditions upon which the awards in the several contests are made may be learned upon application at the President's office, or to the members of the committee on prizes.

2. List of Prizes.

The more important prizes offered in the University are:

(1) *The Bryan Prize in Political Science.* The Hon. William J. Bryan has given a sum of money, the annual income of which is to be offered as a prize to the student in the University who shall write the best essay on some subject in the science of government. The amount of the prize for the present is \$21.00. The subject assigned for the year 1924-25 is, "Remedies for the Evils of the Direct Primary."

(2) *The Tax Commission Prize.* The members of the State Tax Commission of 1902, W. P. Hubbard, Henry G. Davis, John K. Thompson, L. J. Williams and J. H. Holt, gave the sum of \$1,350, later increased by unawarded sums to \$1,500, the income of which is to be used annually as a prize for the "best original work bearing on matters of taxation in West Virginia." The conditions of competition are determined by the Council of Administration. The amount of the prize at present is \$90.00. The subject assigned for 1924-25 is, "Should West Virginia Classify Property for Purposes of Taxation?"

(3) *Chi Omega Sorority Prize.* The local chapter of the Chi Omega Sorority offers an annual prize of \$20.00 to be awarded to the woman student who achieves the highest standing in Economics 1. The prize is offered to encourage interest in the study of economics among women students. To be eligible the student must have registered for at least fourteen hours of work for the semester.

(4) *Alpha Theta Zeta Sorority Prize.* Alpha Delta Pi, a sorority, offers an alumni prize of ten (\$10.00) dollars, to be awarded to the woman student who shows most ability in applying her knowledge of sociology to social service work. Success in some definite form of social service work, done under competent supervision, is the

basis of award. The award of this prize is made under the supervision of the professor of sociology.

(5) *The James F. Brown Prize.* Mr. James F. Brown, an alumnus of the University, "with a desire to stimulate the young men of the state to fuller consideration of the 'inalienable rights' of mankind, and especially those guaranteed by the Constitution of the State and of the United States," has contributed to the University the sum of five thousand dollars to be invested and the income to be "used as a prize for the best essay or paper each year on the subject of the individual liberties of the citizen as guaranteed by the constitution." The income may be given as a single prize, or it may be divided into a first and second prize. For the present the award will be made as a single prize, \$300.00 in amount. Any senior or any graduate of any college of the University, within one year after receiving any bachelor's degree, may compete for this prize, but no holder of any graduate degree may become a competitor. The subject assigned for 1924-25 is, "Freedom of Speech Under Our Constitutions."

(6) *The Cassell W. Mowrey Memorial Prize.* In memory of Cassell W. Mowrey, a former member, Brooke's Inn of Phi Delta Phi offers a prize of \$20.00 in gold to be awarded annually to the member of the first year class of the College of Law who attains the highest scholastic standing for the year. Only candidates for the LL.B. degree are eligible for this prize.

(7) *Inter-Fraternity Scholastic Trophies.* (a) Arleigh Lee Darby, Professor of Romance Languages, offers a silver cup known as the Inter-Fraternity Scholastic Trophy. It is awarded at the end of the year to the fraternity having the highest average scholarship standing for that year and remains in the possession of that fraternity during the following year. The cup becomes the permanent property of the fraternity that first wins it five times.

(b) Aaron Arkin, formerly Professor of Pathology and Bacteriology, offers a silver cup to be called the "Inter-Sorority Scholastic Trophy." This prize will be awarded at the end of the academic year to the sorority having the highest average scholarship standing for the year. It will be in possession of that sorority for the following year. The cup will become the permanent property of the sorority that first wins it five times.

XXVI. REQUISITIONS AND EXPENSE ACCOUNTS.

1. Requisitions.

(1) All purchases of equipment, apparatus, supplies, books, printing, etc., are made on requisitions addressed to and approved by the State Board of Control.

(2) Such requisitions must be made out by the head of the department or division of the University for whose benefit the purchases is to be made, in triplicate, on blanks furnished for the purpose, and must be presented to the President for approval and forwarding to the office of the State Board of Control.

(3) Should the requisition be granted the maker of it will receive from the Board through the President's office either a "notice of purchase" if the articles desired have been bought by the Board or an "approval letter" if some further action of the maker of the requisition is required.

(4) Upon the arrival of the articles purchased the maker of the requisition should check the items actually received against those found in the notice of purchase and the shipper's invoice and then return both the invoice and the notice of purchase with either his "O. K." or a notation of errors or discrepancies written on it to the office of the financial secretary of the University.

2. Emergency Requisitions.

(1) Requisitions for amounts not exceeding \$20 may be presented directly to the Financial Secretary of the University who will order the items wanted provided that it appears that the demand for them is urgent and could not have been foreseen in time to permit of a requisition through the regular channel.

3. Expense Accounts.

(1) No expenses incurred by members of the staff of the University while traveling in the interests of the University or in other ways will be paid by the state unless permission to incur such expense shall have been previously obtained through a requisition to the State Board of Control as explained above.

(2) All accounts for such expenses must be itemized on blanks for that purpose obtainable at the president's office, sworn to before a notary public, and presented to the President or the Financial Secretary for forwarding to the Board of Control.

XXVII. BUREAU OF RECOMMENDATION.

(1) The Bureau of Recommendation, under the direction of the department of education, has for its aim:

(i) To keep a record of the students or alumni of the University who wish to teach, to gather information as to their academic and professional qualifications and personal fitness for school work,

and to recommend for vacancies those who seem most likely to prove themselves efficient.

(ii) To keep a similar record of alumni who wish to be transferred to other positions.

(iii) To assist boards of education and other school officials in securing teachers, and to co-operate with teachers' agencies in placing graduates of the University.

(2) Students desiring recommendation for positions as teachers should take at least twenty hours in education. Those desiring recommendation for a position in a normal school or as principal or superintendent of schools should take at least thirty hours in education.

(3) No student is assured of a position. General letters of recommendation are not given to students. Information obtained from professors and others is regarded as confidential. No charge is made for any services rendered. Blanks for registration will be furnished on application. The following is the committee on recommendation: President Trotter, Professors Hill, Cavins, Assistant Professors Pollock and Breck, and Professor Deahl, secretary.

XXVIII. HIGH SCHOOL AND SUPERVISOR'S CERTIFICATES.

(1) Graduates from the University with not less than twenty semester hours in education are recommended to the State Superintendent of Schools for high school and for supervisor's certificates in accordance with the following regulations:

(i) No courses in education will be counted as part of the twenty hours unless approved by the Department of Education.

(ii) Persons who have received advanced standing in education must do at least ten semester hours in regular college courses. These courses must not repeat those taken in another school and they must be advanced work.

(iii) Only a limited number of hours done in the summer school may be counted toward certification.

(iv) Candidates for certification must demonstrate their fitness for recommendation by successful teaching in Education 10 or 22.

(v) For the supervisor's certificate not fewer than five hours must be taken in administration and supervision.

APPENDIX

NOTE: The matter contained in this and the following pages is not part of the official rules and regulations of the University but is published for the information of staff and student body.

A. CONSTITUTION OF THE ALUMNI ASSOCIATION.

Constitution of the Alumni Association of West Virginia University, adopted at the Thanksgiving meeting, 1921.

ARTICLE I

Name.

The name of this organization shall be The Alumni Association of West Virginia University.

ARTICLE II

Purposes.

The purposes of this Association shall be to unite the Alumni in closer bonds of fellowship, to stimulate loyalty of the Alumni to their Alma Mater and her ideals, to achieve unity of purpose and action among the Alumni in promoting the interests, influence and usefulness of the University, to foster the spirit of co-operation with it in carrying out proposals looking towards its progress and welfare, and to encourage liberal education.

ARTICLE III

Membership.

Membership in this association shall include all degree men and graduates of the State University, and also all former regularly matriculated students of the University, not in attendance at the time of application.

ARTICLE IV.

Year.

The year for the Association shall begin on the University Commencement Day.

ARTICLE V.

Membership Dues.

The annual dues shall be three dollars (\$3.00), payable in advance, the payment of which is a condition precedent to the enjoyment of any right or privilege of membership herein; and the payment of which shall entitle each member to receive the regular publication of the Association free of charge.

ARTICLE VI**Meetings.**

This Association shall meet annually, at the University, on the day preceding Commencement Day and designated "Alumni Day," and may meet, at other times, at the call of the Alumni Council. The members present at any meeting shall constitute a quorum.

ARTICLE VII**Officers.**

The officers of the Association shall be a President, a Vice President, a Treasurer, and an Alumni Council of six members.

ARTICLE VIII**Election of Officers.**

The officers herein provided for shall be elected at the annual meeting and hold office until the adjournment of the next annual meeting, or until their successors are elected, except that the officers elected upon the adoption of this constitution shall hold office until the Alumni meeting in 1922, and provided that the term of office of the members of the Alumni Council shall there-after be for a term of two years, and three of said six members elected at said annual meeting shall be elected for one year only. A majority of votes shall be necessary to the election of officers, including the Alumni Council.

As soon as the annual meeting convenes, the President shall appoint a special committee on nominations, consisting of three members, which committee shall receive all nominations offered for any office or for membership in the Alumni Council, and shall report to the Association, recommending not more than three names for each office, but nominations may be made from the floor. After nominations have closed, the election of officers shall proceed.

ARTICLE IX**Duties of Officers.**

The President, Vice President and Treasurer shall perform the usual duties of their respective offices. The President shall also be chairman, ex-officio, of the Alumni Council, with the right to vote therein, and shall, with the approval of the Alumni Council, appoint all standing committees.

The Alumni Council shall have charge and control of the executive administrative and financial affairs of the Association, including any publication issued under its auspices. The Alumni Council shall select the Alumni Secretary and prescribe his duties and, if paid by the Association, shall fix his compensation. The Alumni Council shall also have the following powers and duties:

(a) They shall present at each annual meeting a report of the activities of the Association, and of its various committees and agencies, during the preceding year.

(b) They shall constitute a Board of Visitors, and as such, shall visit and inspect the University, at least once a year, and shall report their findings to the Association at its annual meeting, a copy of which report shall be furnished the State Board of Education and the State Board of Control.

(c) They shall organize and conduct Forums, open to members hereof in different places in the State, at such times as they may de-

cide upon; which Forums shall consider ways and means of advancing the interests of the University.

(d) They shall make such arrangements as they deem advisable for the celebration of Commencement; for the annual meeting of the association; for the conduct of gatherings of the Alumni; for the management of all affairs which require organized effort or participation by the Alumni; for the proper representation of the Alumni at functions and ceremonies.

ARTICLE X

Standing Committees and Their Duties.

There shall be the following standing committees, each composed of five members of the Association, appointed as hereinabove provided, whose term of service shall end on the commencement day next following their respective appointments, to-wit:

- A Committee on Memorials.
- A Committee on Scholarships.
- A Committee on Publications.
- A Committee on Athletics.
- A Committee on Alumni Day Entertainment.

ARTICLE XI

Memorials.

The Committee on Memorials shall encourage the erection of such memorials, tablets, monuments or other works of art as shall suitably constitute a visible reminder of the services which have been rendered, and of the achievements which have been attained, by former Alumni, now deceased, in which their Alma Mater may well take pride; especially in offices, civil and military and scientific, religious, scholastic and professional fields.

ARTICLE XII

Scholarships.

The Committee on Scholarships shall foster liberal education by striving to create Scholarships or prize funds, the principal or issues from which may be available to aid or inspire undergraduates to seek or attain the highest standards of learning; to solicit gifts for such purposes, with such conditions as the donor may prescribe, and they shall devise practical methods for the accomplishment of such objects. All funds so realized shall be under the custody and control of the Alumni Council.

ARTICLE XIII

Publications.

The Committee on Publications, under the general direction of the Alumni Council, shall issue such publications as the available funds may permit, having for its primary object the dissemination among the Alumni of information respecting the needs and progress of the University, the activities of members of the Association, and the stimulation of interest in a practical program of united service to the State.

ARTICLE XIV

Athletics.

The Committee on Athletics shall promote the various athletic enterprises of the University, in the name of the Association, by such means as will encourage the development of wholesome inter-collegiate contests, varied in form, but governed by the spirit of courage and true manhood. Any funds which may be received by this Committee, solely for athletic purposes, may be disbursed by it, directly without accounting therefor. This Committee shall appoint the Alumni representatives upon the Athletic Board of the University.

ARTICLE XV

Entertainment.

The Committee on Entertainment, at the direction of the Alumni Council, shall plan and execute the details of all entertainments and social functions of the Association and shall endeavor to make Alumni Day attractive to the Alumni, full of activities and reunions, and a time of annual pilgrimage for every member.

ARTICLE XVI

The Alumni Secretary and His Duties.

The Alumni Secretary shall be selected from the membership of the Association, shall give his full time to it, and shall have the following duties, to-wit:

(a) He shall prepare and maintain a complete list, alphabetical and by classes, of all Alumni, together with a biographical record and such genealogical notes pertaining to each member as may be practical, and shall act as necrologist.

(b) He shall conduct the correspondence between the members and the various agencies of the Association.

(c) He shall edit all publications of the Association.

(d) He shall render such service to the officers, the Alumni Council and the Standing Committees, within the scope of their respective purposes, as he may be requested to perform.

(e) He shall undertake to organize each Class, heretofore or hereafter graduated, and to maintain Class organizations and fellowship.

(f) He shall organize and foster such Local Alumni clubs as may be practical and useful.

(g) He shall devise such plans, activities and functions as shall effectuate the purposes of this Association.

(h) He shall try to bring each member into close and active relations with the established agencies of the Association, and the University, its ideals, needs and program.

(i) He shall report in writing to the Association, at its Annual Meeting, what he has accomplished, and make recommendations for the ensuing year.

ARTICLE XVII

Class Organizations.

Each Class which has graduated shall perfect a class organization and select a Secretary who shall be the executive officer of the class. He shall keep in communication with each member of the class, and

inform the Alumni Secretary of the activities of each member of the class. The class shall be the unit, so far as practical, in promoting the purposes of the Association.

ARTICLE XVIII

Local Alumni Club.

Existing Alumni Clubs of the University are recognized as affiliated with this Association, and other such clubs may be organized, subject to the approval of the Alumni Council.

ARTICLE XIX

Funds.

All funds (except Athletic Committee donations) shall be in the custody of the Treasurer and shall be disbursed by him only upon the order of the Alumni Council. At the annual meeting of the Association, the accounts of the Treasurer shall be audited by a special committee, appointed by the President.

ARTICLE XX

Order of Business.

The order of business at the annual meeting shall be:

1. Registration of members present.
2. Minutes of previous meeting.
3. Appointment of Committee on Nominations.
4. Report of Treasurer.
5. Report of Alumni Secretary.
6. Report of Alumni Council.
7. Report of Standing Committees.
8. Report of Special Committees.
9. Unfinished business.
10. New business.
11. Report of Committee on Nominations.
12. Election of Officers and Alumni Council.
13. Adjournment.

ARTICLE XXI

Amendments.

This Constitution may be amended by a two-thirds vote of the members present at any annual meeting: provided thirty days notice of the proposed amendment has been given to the Alumni Council.

B. WOMEN'S STUDENT GOVERNMENT ASSOCIATION.

All women students of the University whose homes are not in Morgantown, whether they live in the Women's Hall, in sorority houses or in rooming houses in town, are members of the Student Government Association. The purpose of this association is to regulate all matters pertaining to the student life of its members, to further in every way the spirit of unity among the women of the University, to increase their sense of responsibility, and to be a medium for maintaining a high scholastic standard.

The officers of the association include a president, vice-president, secretary, and treasurer. Representatives from each class, and house-presidents, with the officers, constitute an executive board, which fixes all rules of the association and enforces penalties for their violation. The officers and members of the executive board are elected annually by the association. The board is responsible to the faculty advisory board of the association for all matters pertaining to the social life of the students. This advisory board consists of the dean of women and two other members of the faculty appointed by the President of the University.

In 1921 the association was admitted to active membership in the Intercollegiate Association of Student Government for Women Students.

CONSTITUTION

ARTICLE I

The name of this Association shall be the Women Students Association of West Virginia University.

ARTICLE II

The object of this association shall be to regulate all matters pertaining to the student life of its members; to further in every way the feeling of unity among women students; to increase their sense of responsibility; to co-operate with the president and faculty; and maintain a high standard of scholarship and life.

ARTICLE III

All women registered in the University shall be members of this association. The following class of women students may be exempt from social restrictions: First, those living with their parents or guardian; second, those making written application to the general board asking permission—(a) those women students who are over 25 years of age, (b) those women students who are living with near relatives.

ARTICLE IV.

Section 1. The president and vice-president shall be elected from the incoming senior class from those students living under social restrictions. A campus chairman shall be elected from the incoming senior class of those women students living with parents or guardian; a secretary from the incoming junior class; a treasurer from the incoming sophomore class; a house representative from each house with not fewer than 10 women students; a class representative from each class. The Y. W. C. A. president and the Athletic board president.

Section 2. These officers shall be divided into two groups. (1) A judiciary board, consisting of the first vice-president and the house representatives. (2) A general board consisting of all officers. (3) The town board shall be composed of one representative from each house where more than 2 and less than 10 girls reside. The president of this board shall be elected from and by this group, and shall represent them on the judiciary board. (4) One girl shall be appointed by the president to represent on the town board those girls where there are two or less in a house. This girl shall be responsible

for collecting sign-outs, reporting cases to the town board, and visiting once a month, or oftener, those houses which she represents.

ARTICLE V

Section 1. The duties of the president shall be to call all general meetings and preside over general board meetings. She shall be ex-officio member of the judiciary board, and sit on the Student Council without a vote. She shall appoint the secretary of the judiciary board from the house representatives other than the Hall and the Annex.

Section 2. First Vice-President. The duties of the first vice-president shall be to assume the duties of the president in her absence, to preside at all meetings of the judiciary board and to exercise general supervision over those women students who live under social restrictions but who room in places where there is not allowed a house representative. See Article IV.

Section 3. Campus Chairman. The duties of the campus chairman shall be to look after the welfare of women students living with parents or guardians. She shall be responsible for all social functions coming under the jurisdiction of the Women Students' association.

Section 4. General Secretary. The duties of the general secretary shall be to take minutes of the general board meetings and all called meetings of all women students; to post all notices of meetings and names of officers and members of general and judiciary boards after each election; to be responsible for averaging and sending notices to those students who fail to make an average of 80 percent every nine weeks, to send slips of restricted girls to house representatives and house chaperones.

Section 5. Secretary of Judiciary Board. The duties of the Judiciary board secretary shall be to take minutes of all meetings of the Judiciary board; to keep a card index of all women students; and to send out notices of all restrictions to the girls restricted and to the house representative and house chaperone.

Section 6. Treasurer. The duties of the treasurer shall be to sit on the General board and to keep, collect and expend the money of the Association upon order of the General board. It shall be the further duty of the treasurer to collect dues at registration at the office of the financial secretary and to make a report at each meeting. She shall collect all fines imposed on late members.

Section 7. House Representative. She shall call a meeting of all women in her house, reading, distributing and explaining the constitution. She shall appoint a responsible person to assume her duties at any time during her absence. She shall keep a record of freshmen's nights out in the houses where freshmen live. She shall be responsible for closing of her house at specific time. It shall be her further duty to appoint proctors when she sees fit and to give permission which would not ordinarily be obtained from the Judiciary board.

Section 8. The duties of the General board shall be to hold a meeting once a month and discuss campus problems of the Women Students' association; to plan for all social functions of the association; to work constructively for the betterment of the women students; and to enforce all rules of the association and to make decisions and act in all matters not provided for by the Judiciary board.

Section 9. The duties of the Judiciary board shall be to hold a meeting once a week to fix and enforce penalties for violations of the

rules of the association, and to issue special permission for special attractions the first four nights of the week, Monday, Tuesday, Wednesday and Thursday.

Section 9. The duties of the town board shall be to hold a meeting once a week, to hear and discuss their cases, making recommendations to the Judiciary board.

ARTICLE VI

Section 1. Nominations shall be made by a nominating committee which shall be appointed by the president. It shall consist of five seniors, the president, two members of the General board, one of which must be from the Judiciary board and two members at large. The nominations made by the nominating committee shall be kept secret until announced at the regular meeting for election when further nominations may be made from the floor.

Section 2. Officers shall be elected by ballot at a meeting held the third week in March each year to serve the following year. A two-thirds majority of those present is necessary to elect.

Section 3. Class representatives shall be elected by ballot by their classes at the end of the regular meeting for election. Freshman representatives shall be elected at the beginning of the year. The nominating committee will nominate the representative. Other nominations may be made from the floor.

Section 4. The house representatives shall be elected by the women students in the house. The nominating committee shall nominate the representatives, and further nominations may be made by the house.

Section 5. No women shall be eligible to vote who have not paid their dues for the entire year previous to the election.

Section 6. No woman shall be eligible to office whose scholastic and social standing are not satisfactory to the advisory board of the association.

Section 7. Classified music students shall be eligible to hold office in the association.

Section 8. All new officers of the General board and the Judiciary board shall be elected not later than the close of the third week of March.

ARTICLE VII

Section 1. There shall be two formal meetings of the association each year at or near the beginning of each semester at call of the president or at the request of at least ten of the association. Members are expected to attend.

Section 2. The General board shall meet once a month or oftener at the call of the President.

Section 3. The Judiciary board shall meet once a week or oftener at the call of the vice-president.

ARTICLE VIII

Section 1. The necessary funds of the association purposes shall be supplied by a tax of 50 cents per semester upon each member.

Section 2. The disbursements of funds shall be under the direction of the general board.

Section 3. The treasurer shall issue a statement of finances at the meeting of the association in the second semester.

Section 4. A fine of 50 cents shall be imposed upon those mem-

bers of the executive board who are absent from meetings without permission from the president.

ARTICLE IX

Section 1. The constitution may be amended by a two-thirds vote of the members present at any meeting, and with unanimous vote of the executive board.

Section 2. Proposed amendments must be posted on bulletin board two weeks previous to being submitted to vote.

C. CONSTITUTION AND BY-LAWS OF THE STUDENT BODY.

PREAMBLE

We, the Faculty of the Student Body of West Virginia University in order to promote a common understanding, to provide for the orderly conduct of the affairs of the University Community, to elevate the standards of scholarship, to increase College spirit, and to organize and systematize all interclass relations, and class customs and privileges, do mutually establish and agree to this Constitution for the regulation of the Student Body.

CONSTITUTION

ARTICLE I

The Student Body.

All persons pursuing the regular courses offered by the University and fully matriculated are *ipso facto* members of the Student Body and entitled to a vote in all its proceedings.

ARTICLE II

Officers of the Student Body.

Section 1. The officers of this Student Body shall be: (1) President, who shall be ex-officio President of the Student Council, (2) Members of the Student Council, (3) Editor-in-Chief of the Athenaeum, (4) Managing Editor and Member of the Athenaeum Editorial and Reportorial Staffs, (5) Business Manager of the Athenaeum, (6) Assistant Managers of the Athenaeum, (7) Managers of the various University Athletic teams, (8) the two Students members of the Athletic Board of Control, (9) the two Student members of the Social Committee, (10) five Student members of the Publications Board, and (11) the officers of the University Debating Council.

Section 2. These officers shall be elected according to a method prescribed by appropriate by-laws to be hereafter enacted.

ARTICLE III

The Student Council.

Section 1. The governing board of the Student Body shall be the Student Council, which is hereby created.

Section 2. The Student Council shall consist of (9) nine mem-

bers, of whom the President of the Student Body shall be ex-officio member and President. There shall be one member from the Senior Class, one from the Junior Class, one from the Sophomore Class and one from the Freshman Class of the University, who shall be respectively the Presidents of such classes. There shall be four members elected by the Student Body at large. Of these four members, two shall be elected to serve during their Senior year, and of these, one shall be a woman student; two shall be elected to serve during their Junior year, and of these, one shall be a woman student.

Section 3. No person shall become a member of the Student Council whether by appointment or election who shall, at the time of his or her election or appointment have more than three failures of record against him or her. No person shall be a member of the Student Council in two capacities.

Section 4. No person not of good moral character shall be appointed or elected a member of the Student Council.

Section 5. The President of the Student Body and ex-officio President of the Student Council shall be chosen from the Junior class to serve during his or her Senior year.

Section 6. The terms for which members of the Council shall be elected or appointed shall be one College year.

Section 7. Members of the Council, except the President of the Freshman class shall be elected on Wednesday after the first Tuesday in May of each year.

Section 8. The President or any member of the Student Council may be removed for cause upon the filing with the Student Council of a removal petition containing the bona-fide signatures of three-fifths of the members of the Student Body. Vacancies brought about by removal from office or by any cause shall be filled by the body which elected the previous incumbent in which case a special election is to be held in such manner as may hereafter be prescribed by appropriate by-laws.

Section 9. The Student Council shall have power to review the official acts of all other officers of the Student Body and summarily to dismiss any such officer found incompetent or in neglect of duty. The power of reviewing the acts of officers includes auditing and inspection of accounts of all officers handling funds of the Student Body.

Section 10. The Student Council shall have power to summon any member of the Student Body before it.

Section 11. The Student Council shall have power to provide for and make regulations governing all interclass relations and contests. It shall by appropriate action establish and perpetuate University traditions.

Section 12. The Student Council shall be considered a standing executive committee of the Student Body and shall carry out all actions resolved upon, the appointment of occasional or temporary committees being hereby forbidden.

Section 13. All actions of the Student Council shall be considered actions of the Student Body, and shall be binding upon the Student Body except as hereinafter provided in Article VI.

Section 14. The first regular meeting of the Student Council in any college year, shall be held within two weeks of the opening of such year. The regular meeting shall thereafter be held throughout the college year on the second Monday of each calendar month. Special meetings shall be had at any time at the call of the President. The Council shall have power to determine its own rules of procedure

except it shall not take any action when less than five members are present.

Section 15. The Student Council shall make announcement in the Athenaeum of all its actions which affect the Student Body as a whole.

Section 16. The Student Council may levy equally on the four classes for all necessary expenses of the Student Council.

Section 17. The Student Council shall at its first regular meeting of any college year, appoint one of its own members to act as Secretary of the Student Council and of the Student Body. Such officer shall keep full and complete records of all meetings of the Council and of the Student Body.

Section 18. The Student Council shall, at its first regular meeting of any College year, appoint one of its own members to act as Treasurer of the Council and the Student Body. Such officer shall keep full and complete account of all money handled, reporting receipts and disbursements to the Council at its last regular meeting of any college year and shall transmit any balance to any successor in office, taking final receipt therefor.

Section 19. The Student Council shall have power to enact by-laws appropriate for the regulation of its own affairs and those of the Student Body. Such by-laws must not conflict with provisions of this Constitution.

Section 20. Before any by-laws may be passed or any amendment of an existing by-law made, such proposed by-law or amendment shall have been proposed in writing at a regular or special meeting of the Student Council and it shall then lie upon the table until the next regular or special meeting of the Council, when it may be voted upon and passed, provided that the regular or special meeting at which same shall be passed shall be held not less than one week after the regular or special meeting at which the same shall have been proposed. And it is further provided that before such proposed by-law or amendment may be voted upon same shall be given publicity by one publication in the Athenaeum. And should a petition in accordance with Article VI be filed with the Council in the meantime, such proposed by-law or amendment shall not be voted upon and passed unless and until the same shall have been acted upon favorably by the Student Body as provided in said Article.

Section 21. Election of officers which the Student Body may properly elect shall be held under the control of the Student Council in a manner to be prescribed by appropriate by-laws.

Section 22. Nominations of candidates for such offices shall be by primary elections in a manner to be prescribed by appropriate by-laws.

Section 23. The members elect of the Student Council shall sit without right to vote at the last meeting of the outgoing Council in any college year.

ARTICLE IV

Powers and Duties of the President of the Student Body.

Section 1. The President of the Student Body shall preside at all meetings of the Student Body. The President may call meetings of the Student Body whenever he may see fit, and shall call such meetings whenever the Student Council may direct or whenever one hundred (100) members of the Student Body may so petition in writing. He shall be entitled to a vote in the proceedings of any such meetings in case of a tie vote.

Section 2. The President of the Student Body shall be ex-officio

President of the Student Council, shall preside at its meetings and shall be entitled to a vote in the proceedings of the Council in case of a tie vote of that body. The President may call special meetings of the Student Council whenever he may see fit and shall call such meetings at the written request of two (2) members of the Student Council.

Section 3. If the President be temporarily unable to perform his duties, whether as President of the Student Body or as President of the Council, the man representative of the Senior Class shall act as President pro-tempore.

ARTICLE V

Meetings and Powers of Student Body.

Section 1. Meetings of the Student Body shall only be held upon a call in regular printed form signed by the President thereof. Such regular printed form must be posted upon bulletin boards of the University at least twenty-four hours in advance of the time set for such meeting.

Section 2. At meetings of the Student Body, twenty per cent (20%) of the members thereof shall constitute a quorum for the transaction of business.

Section 3. At such meetings any matters of general interest may be discussed and any action not inconsistent with this Constitution or the bylaws of the Student Body that may be in force may be taken. The Student Council shall be an executive committee to which shall be referred for action all matters passed upon by the Student Body. Occasional or temporary committees shall not be appointed.

Section 4. At meetings of the Student Body, Roberts' Rules of Order shall be recognized as authority upon all points not covered by this Constitution or the by-laws of the Student Body that may be in force.

ARTICLE VI

Referendum.

Section 1. All actions taken by the Student Council shall be considered and shall have the effect of actions of the Student Body. But should at any time a petition signed by twenty per cent (20%) of the Student Body be filed with the Student Council taking exception to any action or proposed action of the Student Council, such action or proposed action shall be submitted to a properly called meeting of the Student Body and same shall then be voted upon by ballot. And if a majority of the votes cast shall be favorable to the action or proposed action of the Student Council same shall become effective immediately. But should a majority of the votes cast be against the action or proposed action of the Student Council same shall be void.

ARTICLE VII

Election and Power and Duties of Minor Officers of the Student Body.

Section 1. Any or all members of the Student Body, with the restrictions hereinafter noted, shall be eligible to appointment or election to the office of (1) Editor-in-Chief of the Athenaeum, (2) Managing Editor and Members of the Athenaeum Editorial and Reportorial Staffs, (3) Business Manager of the Athenaeum, (4) Managerial Staff of the Athenaeum, (5) Managers of the various Athletic teams, (6) the two student members of the Athletic Board of Con-

trol, (7) the two student members of the University Social Committee, and (8) the officers of the University Debating Council.

Section 2. Such of the above named officers as the Student Body is entitled to elect shall be elected on Wednesday after the first Tuesday in May of each year, in the manner to be prescribed by appropriate by-laws, to hold office for terms hereinafter specified.

Section 3. The managers of the various University Athletic teams shall be elected by the Athletic Board of Control as now provided by the Constitution and by-laws of that Body. Their qualifications and duties shall be as now prescribed.

Section 4. There shall be two male members of the University Athletic Board of Control elected from the Student Body at large. Of these one member shall be elected at the regular Student Body election of each year to serve for a term of two college years next succeeding. He shall be at the time of election a member of the Sophomore class and at the time of his first year's service must be a regularly enrolled candidate for a degree and a member of the Junior class. The duties of such members shall be as now prescribed by the Constitution and by-laws of the Athletic Board of Control.

Section 5. There shall be two student members of the University Social Committee to be elected from the Student Body at large. Of these, one member shall be a man and the other a woman student. Of these, one member shall be elected at the regular Student Body election of each year to serve for a term of two college years next succeeding. Each shall be at the time of election a member of the Sophomore class, and at the time of his or her first year's service must be a regularly enrolled candidate for a degree, and a member of the Junior class.

Section 6. The two student members of the University Social Committee shall sit with that committee on all matters that may properly come before it and shall be entitled to a vote in its proceedings.

Section 7. The University Debating Council is hereby made an organ of the Student Body and shall be entitled to represent it in all matters pertaining to inter-collegiate debating. Its officers are hereby made officers of the Student Body. They shall be elected as prescribed by the Constitution and by-laws of that Body and their powers and duties shall be as now thereby prescribed. Such officer or officers of that organization as handle funds shall submit the same to audit as prescribed in Article III, Section 8 hereof.

Section 8. Any vacancies which may occur in any of the offices mentioned in this Article shall be filled by the body which elected or appointed the previous incumbents of the said offices, in a manner to be hereafter prescribed by appropriate by-laws.

ARTICLE VIII

The Athenaeum—The Publications Board.

Section 1. There is hereby created a Publications Board for the general supervision and control of "The Athenaeum," which shall be and continue to be the official organ of the Student Body. This Board shall consist of (1) five Student Members, who shall be the five members of the Student Council elected from the Student Body at large, (2) one Faculty Member, to be the director of the courses in Journalism or some other member of the Faculty who in the opinion of the President of the University is better qualified, and (3) one Alumnus Member to be elected or appointed by the Alumni Association, as it may provide.

Section 2. The Editor-in-Chief, together with the Publications Board shall supervise the technical details of its publication.

Section 3. The Publications Board, in advance of the Student Body election of each year, and in a manner to be provided by appropriate by-laws to be hereinafter enacted, shall nominate two candidates for each of the following offices: (1) Editor-in-Chief, (2) Managing Editor, and (3) Business Manager of the Athenaeum. From among such nominees the Student Body at its regular election shall elect the officials designated, to serve throughout the College year next succeeding their election. It is provided, however, that if one hundred students, by petition to the Publications Board, shall have filed the name of an additional candidate for any one of the said offices, the name of such additional candidate shall be placed on the official ballot for the said Student Body election. Any such additional candidate shall have the qualifications which may have been prescribed by the Publications Board for its own nominees for the office in question.

Section 4. The Editor-in-Chief, the Managing Editor and the Business Manager shall appoin such officials to assist them as they and the Publications Board may consider necessary from time to time.

Section 5. The Publications Board shall have the power to fix the duties and compensation of the various officials provided for in Sections 3 and 4 hereof.

Section 6. The Publications Board shall have power to remove for incompetence or neglect of duty any official whom, as hereinbefore provided, it has power to nominate. In case of such removal the Student Council shall provide for a special election, as hereinbefore provided in the case of vacancies in other Student Body offices, to fill the vacancy thus created. For such special election the Publications Board shall make nominations as hereinbefore provided.

ARTICLE IX

Class Organization and Elections.

Section 1. Not later than one week after the beginning of any College year the Freshman class shall be convened by the President of the Junior class, at which time the University customs and traditions shall be explained to the class by some member of the Student Council, and until permanently organized, the Freshman class shall meet only at the call of the President of the Junior class, who shall preside at such meetings. Not earlier than two weeks nor later than three weeks after the beginning of such College year, the Freshman class shall again be convened by the President of the Junior class at which time a permanent organization shall be effected and a President elected, who will immediately become ex-officio a member of the Student Council.

Section 2. Class organization may be informal and each class may prescribe its own rules of procedure except that Presidents for the Sopomore, Junior and Senior years of any class shall be elected not earlier than Wednesday after the first Tuesday of May in each year and not later than May 15th of each year, to hold office throughout the next succeeding College year. Such officers shall be ex-officio members of the Student Council for such year.

ARTICLE X**County Clubs.**

Section 1. The informal organization of the Student Body into groups on the basis of the residence of the respective members, by counties, is hereby authorized and encouraged. Such groups, if organized shall have each a President and Secretary-Treasurer. They may prescribe their own rules of procedure. They shall include among the purposes of their organization: (1) Organized support of the University in the respective counties represented, particularly with a view to increasing popular interest in every activity of the University and the attracting of prospective students to West Virginia from time to time; (2) Friendly association and the social welfare of their individual members while on the campus.

Section 2. The Presidents of the various County Clubs which may be organized shall meet by groups according to senatorial districts of the State of West Virginia and shall elect one of their own number from each senatorial district to a central committee, which shall constitute a "Greater West Virginia Committee." This committee may be convened from time to time by the President of the Student Body, with the consent of the Student Council, for the consideration of problems affecting the various County Clubs.

ARTICLE XI**Amendments.**

This Constitution may be amended by a ballot vote of two-thirds majority of those present at any regularly called and constituted meeting of the Student Body. No such amendment shall be adopted, however, until same shall have appeared in the Athenaeum at least seven days in advance of the meeting at which same shall be voted upon. If adopted and accepted by the faculty, such amendment shall become operative immediately after such final acceptance.

BY-LAWS

ARTICLE I**Nominations and Elections.**

Section 1. The regular elections of the Student Body shall be held on Wednesday after the first Tuesday of May of each year, as specified in the Constitution.

Section 2. At least 14 days in advance of each election, primaries shall be held; and any and all candidates receiving 40 or more votes shall be considered as candidates for general election and their names shall then be submitted to the Registrar of the University and if such candidates be declared eligible for the respective offices for which they stand, their names shall be posted upon bulletin boards of the University or published in the Athenaeum at least eight days in advance of date of such election. And at the general election only ballots cast for properly nominated candidates shall be counted.

Section 3. The voting at the Student Body election shall be by ballot. A printed ballot shall be provided by the Student Council upon which shall be printed the names of all properly nominated candidates with the respective offices for which they stand. These ballots shall

be distributed by members or representatives of the Student Council on the University campus between the hours of 8:00 a. m. and 12:00 m. on the regular election day provided in the Constitution of the Student Body. Each student shall receive one and only one ballot. The ballot box shall be in charge of two members or representatives of the Student Council. The same shall be placed in Commencement Hall. Ballots shall not be distributed within 100 feet of this ballot box. Those in charge of the ballot box shall have each a full and accurate list of all members of the Student Body. Whenever any members of the Student Body shall have voted once, his or her name shall be checked off the list by those in charge of the ballot box. And he or she shall not be allowed to vote again. In case, however, any member of the Student Body shall have defaced his or her ballot, those in charge of the ballot box shall issue to him or her another ballot in exchange for the ballot so defaced, which defaced ballot shall at once be destroyed. The ballot box shall be maintained open for the reception of ballots from 8:00 a. m. to 5:30 p. m. of the regular election day. At no time while the ballot box is open for the reception of ballots or while containing ballots, shall it be permitted out of the custody of members or representatives of the Student Council.

Section 4. The ballot box shall be provided by the Student Council, and shall be of such form that those in charge of it cannot see how the ballots deposited in it may be marked.

Section 5. At any election of the Student Body, no one person shall be a candidate for two offices.

Section 6. The votes cast at such elections shall be counted by the Student Council within twenty-four hours after the closing of the ballot box, at a special meeting of the Council. But should any member of the Council have been a regularly nominated candidate for any office at a given election, such member shall not participate in the count of the votes for that office.

Section 7. A plurality vote shall be sufficient to elect to any office.

Section 8. The results of such election shall be published in the first issue of the Athenaeum after the count of the votes.

Section 9. In case of a tie vote there shall be a special election held in such manner as the Student Council may direct.

Section 10. The ballots cast in any regular election shall be preserved in the custody of the Student Council for two weeks after such election. During this period any candidate may demand and have a recount, at which a person designated by him may be present and sit with the Student Council without the right to vote. At the same time, the opposing candidate shall have the right to designate a person to sit in similar manner.

ARTICLE II

The Athenaeum.

Section 1. There shall be at least 28 issues of the Athenaeum per semester if published bi-weekly. If weekly, then there shall be a minimum of 30 issues per College year.

Section 2. Provided that the subscription price of the Athenaeum be hereafter collected by the University as part of the Activity fee of every enrolled student, there shall be at least forty-four per cent of the column inches of each issue of the Athenaeum devoted to reading matter.

Section 3. The Publications Board may require a financial report from the Business Manager once per month and may at this time

determine the amount of space to be devoted to advertising during the ensuing month.

ARTICLE III

The Freshman Class.

Section 1. The Freshman class shall provide itself with officers, including cheer leader, as hereinbefore provided.

Section 2. The Freshman class must attend all intercollegiate athletic contests and be seated together.

Section 3. The Freshman class must attend the weekly University convocations and be seated together.

Section 4. The Freshman class must likewise attend all Student Body meetings, rallies, "thuses" and parades which may be held at the call of the President of the Student Body, or of the Council. In the case of such meetings the class shall be seated together. In the case of parades, the class shall march as a unit and in the rear of the procession.

ARTICLE IV

Individuals.

Section 1. The individual Freshman must at all times perform his share of the duties hereinbefore required of the Freshman class.

Section 2. Freshmen must learn all West Virginia University songs and yells, and must be able to repeat them at any time after two weeks from the opening of the college year.

Section 3. Freshmen must participate in all songs, cheers or other demonstrations of college spirit at athletic contests, or the other University assemblies and functions hereinbefore referred to, whether under the leadership of their own or the University cheer leaders.

Section 4. Freshmen must not display about their persons during their first semester any preparatory school insignia or letters of any kind.

Section 5. All male Freshmen must provide themselves with the official Freshman cap. The same shall be worn at all times when in and about Morgantown, and in civilian clothes during the first semester of any Freshman class. Freshmen, however, shall uncover when entering and shall remain uncovered while in and about University buildings.

Section 6. All Freshmen women must provide themselves with and wear at all times when in and about Morgantown during the first semester some distinctive insignia; e. g., arm bands composed of the West Virginia University colors. Such insignia, however, are not required to be worn on Sundays or at evening social events.

Section 7. Freshmen must wear black ties and socks exclusively.

Section 8. Freshmen must not smoke while on the campus.

Section 9. Freshmen must use the walks on the campus. Short cuts must not be taken.

Section 10. Freshmen must not congregate about the entrances of the University buildings or on the campus walks.

Section 11. Freshmen must give way to upper classmen, alumni and instructors in the halls of University buildings, on the stairs and on the campus walks.

Section 12. Freshmen must give their seats to upper classmen, alumni or instructors who may so desire at any public meetings held in University buildings.

D. THE FACULTY CLUB.

The Faculty Club of West Virginia University was formally organized March 10, 1921. Any member of the instructional, administrative or Experiment Station staff of West Virginia University may become, by election and payment of dues, an active member of this club. Wives or husbands of regularly elected members may enjoy the privileges of the club without payment of membership dues.

The object of the club is to promote friendliness, fellowship, and good will among its members and to further the interest of education generally. The officers consist of a president, four vice-presidents, a secretary and treasurer. These officers form an executive committee.

In January, 1924, the Faculty Club took up its quarters in the three story building at the corner of High and Willey Streets. The dining rooms of this club house seat sixty persons. There are also social rooms which offer ample facilities for informal social life and several rooms on the third floor which are rented to faculty members.

The initiation fee of the Club is \$5.00. Those who board regularly at the club house pay \$5.00 membership dues each semester and those who do not board regularly at the club house pay a membership fee of \$2.50 a semester. No special assessment can be voted upon Club members except by an affirmative vote of two-thirds of the entire membership.

Members of the Summer School faculty may enjoy the privileges of the Club except voting without the formality of election and without the payment of initiation or membership fees.



