



LIBRARIES

UNIVERSITY OF WISCONSIN-MADISON

The green book : regulations for the guidance of undergraduate students. August, 1923

[Madison, Wisconsin]: [University of Wisconsin-Madison], August, 1923

<https://digital.library.wisc.edu/1711.dl/ZN6S3YZWNK2QJ83>

This material may be protected by copyright law (e.g., Title 17, US Code).

For information on re-use, see

<http://digital.library.wisc.edu/1711.dl/Copyright>

The libraries provide public access to a wide range of material, including online exhibits, digitized collections, archival finding aids, our catalog, online articles, and a growing range of materials in many media.

When possible, we provide rights information in catalog records, finding aids, and other metadata that accompanies collections or items. However, it is always the user's obligation to evaluate copyright and rights issues in light of their own use.

F9029
U58
GR

9/12

THE UNIVERSITY OF WISCONSIN

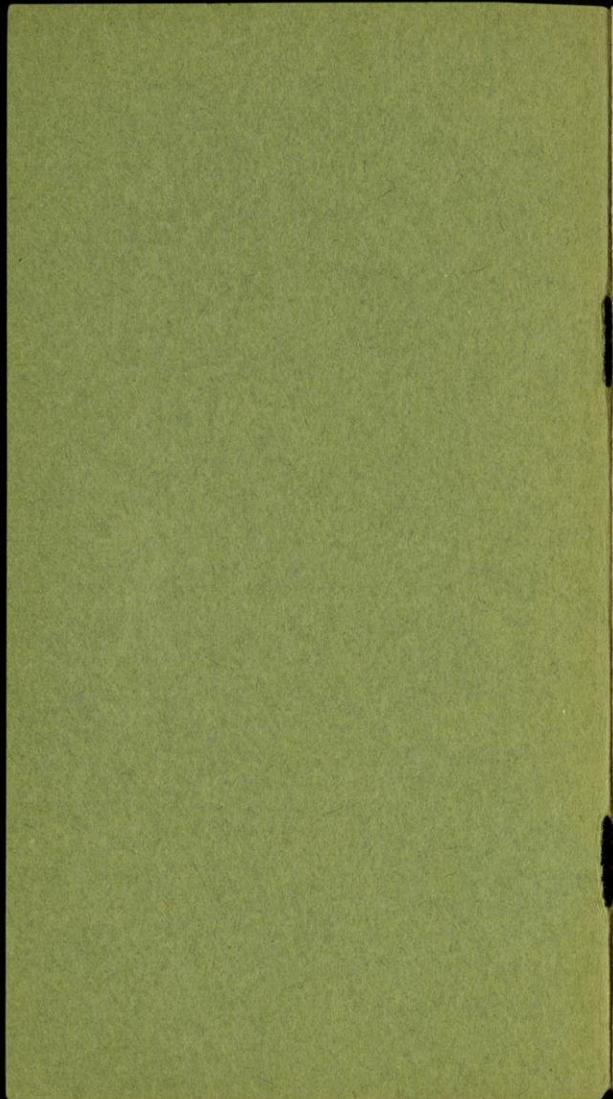
THE GREEN BOOK

REGULATIONS FOR THE GUIDANCE OF
UNDERGRADUATE STUDENTS

All students should become
familiar with the con-
tents of this booklet.

F9029
U58
GR

August, 1923

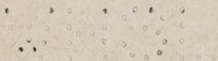


THE UNIVERSITY OF WISCONSIN

THE GREEN BOOK

REGULATIONS FOR THE GUIDANCE OF
UNDERGRADUATE STUDENTS

All students should become
familiar with the con-
tents of this booklet.



August, 1923

CALENDAR—Academic Year 1923-24

First Semester

Sept. 20-22 Th.-S (noon).....Early registration days (freshmen may secure class assignments beginning Friday, Sept. 21)
Sept. 24-25 M-TuRegistration days; examinations for admission
Sept. 26....WClass exercises begin
Sept. 29....S*Special examinations for removal of conditions
Nov. 29....Th (only).....Thanksgiving Day; legal holiday
Dec.19-Jan.2 W(noon)-Th(8am) Christmas recess
Jan. 12....S*Examinations for removal of conditions
Jan.27-Feb.6 M-WFinal examinations

Second Semester

Feb. 7-8... Th-FRegistration days for new students
Feb. 11.... MClass exercises begin
Feb. 22.... FWashington's Birthday; legal holiday
April 9-15.. W-Tu (incl.)....Spring recess
April 19.... S*Examinations for removal of conditions
May 30.... FMemorial Day; legal holiday
June 9-17.. M-TuFinal examinations
June 16-17 M-TuExaminations for admission
June 20-23. F-MCommencement exercises

Summer Session 1924

June 28.... SRegistration day
June 30.... MClass exercises begin
July 4.... FIndependence Day; legal holiday
August 8.. FFinal examinations

*See pp. 12-13 of this booklet.

DIRECTORY OF ADMINISTRATIVE OFFICERS

President

EDWARD A. BIRGE, 158 Bascom Hall

Dean of Men

S. H. GOODNIGHT, 22 South Hall

Dean of Women

F. LOUISE NARDIN, Lathrop Hall

Secretary of the Faculty

C. A. SMITH, 151 Bascom Hall

Registrar

W. D. HIESTAND, 158 Bascom Hall

Committee on Loans and Scholarships

Chairman—J. E. OLSON, 60 Bascom Hall

College of Letters and Science

Dean—G. C. SELLERY, 2 South Hall

Junior Dean—F. W. ROE, 3 South Hall

Assistant Dean—H. GLICKSMAN, 3 South Hall

Committee on Advanced Standing

Chairman—C. A. SMITH, 151 Bascom Hall

Directors of Schools

Education—V. A. C. HENMON, 123 Bascom Hall

Music—C. H. MILLS, 22 Music Hall

Directors of Courses

Chemistry—J. H. MATHEWS, 153 Chem. Bldg.

Commerce—W. A. SCOTT, 406 Sterling Hall

Humanities—C. R. FISH, 123 Library

Journalism—W. G. BLEYER, 33 South Hall

Pharmacy—E. KREMERS, 303 Chemistry Bldg.

College of Engineering

Dean—F. E. TURNEAURE, 111 Engr. Bldg.

Assistant Dean—A. V. MILLAR, 208 Engr. Bldg.

College of Agriculture

Dean—H. L. RUSSELL, 101 Agr. Hall

Assistant Dean—J. A. JAMES, 105 Agr. Hall

Director of Course in Home Economics—ABBY L.
MARIATT, 119 Home Economics Bldg.

Law School

Dea —H. S. RICHARDS, Law Building

Medical School

Dean—C. R. BARDEEN, Clinical Building

Graduate School

Dean—C. S. SLICHTER, 157 Bascom Hall

Summer Session

Director—S. H. GOODNIGHT, 22 South Hall

REGULATIONS FOR THE GUIDANCE OF UNDERGRADUATE STUDENTS IN ALL COLLEGES

These regulations and instructions are published for the guidance of undergraduate students. They should be regarded not as arbitrary rules, but as normal laws essential to the healthy life of the University. Every student is bound both by reason and by loyalty to observe them.

Enrollment by a student in the University does not relieve him from the duties and responsibility of citizenship.

Students are expected to answer promptly notices from class advisers and other University officers. Failure to do so, or to send satisfactory excuse for such failure, will be sufficient cause for dropping a student from the University.

REGISTRATION

1. Registration Days. The two days preceding the beginning of instruction at the opening of the first semester and the Thursday and Friday preceding the first Monday of the second semester are the regular registration days. **Students may register, however, beginning Thursday of the week prior to the regular registration days in September, and are urged to do so, where possible, in order to avoid congestion on the regular days.** For the second semester, students arrange their schedules and register in accordance with a specified program, the details of which are published before the close of the first semester. Students are not admitted to classes unless completely regis-

tered. Complete registration consists of (1) filling out necessary cards for the Registrar; (2) **PAYING FEES TO THE BURSAR**; (3) arranging schedule of studies with adviser.

2. New Students. New students must make application for admission to the Registrar and secure from him permission to register. This should be done by corresponding with the Registrar several weeks before the opening of the semester.

3. Advanced Standing Students. Students who have had work in other institutions of collegiate rank (including normal schools) and who wish to enter the College of Letters and Science, must submit official transcripts of their records to the Advanced Standing Committee. Those who wish to enter the College of Engineering must submit their records to the Dean, and in the case of the College of Agriculture to the Assistant Dean. Permits to enter will be issued only by the above mentioned officers, not by the Registrar.

4. Re-entered Students. Former students in good standing will register and pay their fees in the regular way and will proceed at once to their advisers to arrange their schedules for the semester. But if they have attended another institution since they were in residence here, they must present official transcripts of their work in that institution to the Advanced Standing Committee or Dean (see 3 above) before attempting to register.

Former students not in good standing may register only upon permission of the dean of the college concerned. A student who has been dropped from any college or school of the University may enter another college or school only upon the recommendation and approval of the deans of the colleges or schools concerned.

5. Adult Special Students. Persons twenty-one years of age or over, who do not have all of the requirements for admission and are not candidates for a degree may be admitted to the College of Letters and Science or the College of Agriculture upon giving satisfactory evidence to the Registrar that they are prepared to take advantageously the studies open to them. Such students are normally required to select their studies only from courses open to freshmen. If they desire, however, to take one study to which only advanced students of these colleges are regularly admitted, they must show special preparation or aptitude for it and must secure permission from the dean in advance. This privilege of admission is granted in the College of Engineering only to such students as are able, on examination, to meet all the entrance requirements in mathematics or who have completed their preparatory mathematics in the Extension Division of the University and present a certificate therefrom, duly approved by the chairman of the Department of Mathematics. The privilege of admission on the adult basis is rarely granted in the Law School and then only to students who can meet the regular entrance requirements of the College of Letters and Science.

Candidates applying for admission on the above basis are required to present to the Registrar in advance of their coming an official detailed statement of their preparatory studies for evaluation and approval. They should not go to the expense of coming to Madison unless the Registrar, after he has seen their records, advises them to come for a personal interview.

Students will not be admitted, save in exceptional cases, directly from the secondary schools to the status of adult specials; nor will graduates of accredited schools be permitted to enter as adult specials, since they

are required to qualify for regular matriculation.

Before beginning their junior year, students admitted on the adult basis must have fully satisfied all entrance requirements. When all entrance requirements have thus been absolved, such students may continue work in the University, will receive regular classification, and may be accepted as candidates for a degree.

6. Fees and Tuition. Tuition is free to residents of the state. Tuition for nonresidents is fixed by statute at \$62 a semester.* The incidental fee for all students is \$15 a semester, which includes an infirmary fee of \$3.

All fees must be paid at the beginning of each semester. Until this has been done, the student will not be considered regularly matriculated and cards entitling him to admission to classes will not be issued.

7. Late Registration. An additional fee of three dollars for the first day and twenty-five cents for each day thereafter must be paid by students who pay their fees after the prescribed registration days.

8. Mail Address. As soon as a student has completed his registration he should notify possible correspondents of his Madison street address in order to avoid long delays in receiving mail addressed in care of the University.

9. Refunds. From students entering after one-half of a semester or term shall have elapsed, only one-half of the prescribed tuition and fees shall be collected. If a student withdraws from the University at any time within eight weeks after registration, he is entitled to receive refunds on the following basis:

* Provisions for remission of nonresident tuition in certain cases are given under Wisconsin Legislative Scholarships. For detailed information consult the Chairman of the Committee on Loans and Scholarships.

Within 2 weeks.....	80 per cent
Within 4 weeks.....	60 per cent
Within 6 weeks.....	40 per cent
Within 8 weeks.....	20 per cent
After eight weeks there is no refund.	

HONESTY

Students are expected to hold to the strictest standards of honesty in all their relations to the University. Dishonesty of any sort in these relations is considered a serious offense. The work upon which a student is judged by his instructor must be wholly his own, performed in accordance with such rules and instructions as may be laid down for each course or any part thereof. A plea of ignorance of such instructions cannot be accepted. This applies to all forms of University work, and both giving and receiving help in any manner contrary to the above principle are regarded as dishonest.

All cases of apparent dishonesty in relation to university work are tried by the University Committee on Discipline and conviction carries severe punishment. The names of all students found guilty are read to the University Faculty at its regular meetings and are also reported to the Board of Regents. The names of flagrant violators are published in the University daily newspaper.

ATTENDANCE

Students are required to be present at the opening of the semester and to remain until the exercises of the semester are finished. **It is expected that every student will be present at ALL of the exercises at which he is due.** If at any time a student is absent, he must satisfy his instructors that such absence is for good and sufficient cause.

Students absent, without excuse, from a recitation immediately preceding or follow-

ing Thanksgiving day or the Christmas or spring recess will not be permitted to enter the semester examination in that study, but must take an incomplete, which may not be written off, as a rule, until the date set for the regular examinations for the removal of conditions (see pp. 12-13). The same rule applies to absences at the opening of the second semester. Excuses for absence from such recitations must be obtained from the dean of the college to which the student belongs. This rule applies to graduate students reciting in undergraduate courses and to undergraduates in all colleges.

SYSTEM OF ADVISERS

Upon being admitted to the University each student is assigned to a member of the faculty who acts as his adviser. The duties of the adviser are to assist the student in selecting his courses so as to meet the requirements and secure a well-rounded education. The responsibility for the selection of courses rests, in the final analysis, upon the student and it is not the province of the adviser to refuse approval of a course which the student is entitled to elect. Similarly, it is the primary duty of the student to meet the requirements of his course in their proper order, so that he may not, in his senior year, find himself unable to graduate. It is the duty of the adviser to assist the student in interpreting the requirements and to oblige him to meet them in their proper order.

At the opening of each semester the student is required to consult his adviser concerning his choice of studies, and the adviser must sign the student's election card before he is permitted to enter classes. The student should study the time-table of classes for himself, carefully watching the footnotes so that he may avoid electing a course which will not give him any credit.

Freshmen in all colleges are expected to confer with their advisers at some time during the third week of the first semester, in order to report upon the condition of their work and to have their plans finally approved for the semester.

GRADE POINT SYSTEM

In order to receive a degree the student must gain not only the number of credits required in the course which he is pursuing, but his studies must reach a certain average of excellence. This standard is fixed by the grade point system, which requires for graduation from any course as many grade points as credits. The following table shows the University scale of grading, together with the number of points per credit for each grade:

Percentage	Grade	Points per credit
93-100	Excellent (A)	3
85- 92	Good (B)	2
77- 84	Fair (C)	1
70- 76	Poor (D)	0
60- 69	Condition	0
Below 60	Failure	0

It is not the policy of the University to give students information regarding their numerical grades.

The maximum number of points that can be secured by a student graduating in a course which requires, for example, 120 credits, is 360; the minimum, 120. **It is evident that an average grade of C is necessary for graduation.** Students who, by reason of poor grades, fall behind in the required number of points, are ineligible for graduation. Thus a student may readily determine his relative progress.

STUDENT HONORS

Excellence in scholarship is recognized by the faculties of the several colleges in the publication of sophomore and senior honors based on the number of credits and points earned. A full description of the basis of these awards is included in the general catalog of the University, which should be consulted for further information.

EXAMINATIONS

Examinations are held at the close of each semester. No special examination will be given except by authorization of the faculty.

DEFICIENCIES

1. Failures. A student who has failed in a course must repeat it in class as soon as the study is repeated in the University schedule; studies in which a student has failed take precedence over all others in the arrangement of his program. A failure cannot be made good by correspondence study or in another institution. (See under Colleges of Letters and Science and Engineering for special regulations pertaining thereto.)

2. Conditions. A condition must be made good by passing a special examination during the student's next semester of residence following that in which the condition was incurred, or it becomes a failure and the subject must be repeated in class. (See above.) If a student repeats in class a subject in which he has incurred a condition, he is excluded from taking the condition examination and must complete the subject in the regular way. Former students not in residence are permitted to enter condition examinations only in case they left the University in good standing. No grade points are awarded for conditions made good. (See under Colleges of Letters and Science and Engineering.)

Regular examinations for the removal of conditions incurred during the first semester are held on the first Saturday following the spring recess and for those incurred during the second semester or summer session on the second Saturday following the Christmas recess. **A student who desires to take such an examination must make application to the Secretary of the Faculty not later than seven days prior to the date thereof.**

A special examination for the removal of conditions incurred during the second semester or summer session will be held on the first Saturday of the first semester. **A student who desires to take this examination must notify both the Secretary of the Faculty and the department concerned on or before the first day of classes (Wednesday), so that questions may be prepared.** Unless such notice is received by both Secretary of the Faculty and the department, no arrangements for examination will be made and the student will be required to wait until the time for the regular condition examination.

A conditioned student may take the special examination at the opening of the semester or the regular one after the Christmas recess, but he may not enter both. If he is unable to pass the examination which he enters, the condition becomes a failure.

3. Incompletes. (See special regulations under each college.)

4. General. Any student whose record is unsatisfactory may be warned, placed on probation, or advised to withdraw. If his record shows marked deficiencies he is liable to be dropped from the University.

FRESHMAN ENGLISH

Every student entering the University is examined as to his ability to express himself in clear, correct, idiomatic English. Those who fail to pass this test will be required to take an elementary course in the subject. If

students whose preparation in English composition is found to be deficient do not make up such deficiency in one year, they are under penalty of being dropped from the University. Upon the completion of the required six credits of work in freshman English, a provisional pass mark is given; if at any time later in his course a student is reported as deficient or careless in English composition, he may be required to take additional work in that subject. In this connection a Committee on Student English has recently been appointed with supervisory powers over such students as show weakness in courses outside of the English Department, no matter to what class they belong. (See bulletin issued by the Committee.)

EXTRA-CURRICULAR ACTIVITIES

The extra-curricular activities of students are under the control of a faculty committee, called the Committee on Student Life and Interests.

The following rules are in effect from the first day of registration for the regular year until the close of the Summer Session.

SOCIAL LIFE

Section 1. No person who is not officially connected with the University may be an active member of any student organization bearing the name of the University.

Section 2. All organizations bearing the name of, or representing the University, must have the approval of the Committee on Student Life and Interests. This approval will be given only upon recommendation of the Student Senate for men's organizations and of the Self-Government Association for women's organizations.

Section 3. Subject to the control of the Faculty, this Committee may make such rules and regulations for the government of student organizations as it deems advisable.

Section 4. Students occupying dormitories, and members of all fraternities, sororities, house clubs, and other student organizations occupying permanent quarters for social or living purposes shall adopt house rules.

Section 5. On or before November 1, a copy of such house rules shall be presented to the Chairman of the Committee on Student Life and Interests for the approval of the committee.

Section 6. The house rules of each group of men must prohibit gambling and drinking in the house or upon the property of the organization.

Section 7. All parties, receptions, mixers, and smokers shall be held either on Friday evening, Saturday evening, or the evening before a legal holiday (not on the evening before a half-holiday, nor on the evening of a legal holiday, unless the legal holiday falls on Friday or Saturday), and shall close at or before midnight. But each organization may **ONCE** during the year hold a one-o'clock party, on first securing the permission of the Chairman of the Committee on Student Life and Interests. Permission will not be given for a one-o'clock party to be held on Saturday night, nor for one o'clock commercial dances.

Section 8. All functions at which both men and women are present must be properly chaperoned, and the names of the chaperons must be registered in the office of the Committee on Student Life and Interests **FOUR** days before the function. The authority of the chaperons must be recognized by all present. In case of large functions it is required that a committee be appointed to assist the chaperons in the performance of their duties. Women students may not attend public dances. Permission to hold subscription or commercial dances open to students must be secured from the Committee on Student Life and Interests. Managers of

such dances must exclude all persons except students, and must employ approved paid chaperons.

Section 9. During periods when lectures and examinations are not being held, the Chairman may give permission for parties on any night except Sunday; such parties may extend to one o'clock, except on Saturday night.

Section 10. All parties held outside the city of Madison shall conform to the following requirements:

a. The participants shall return to the city not later than midnight.

b. They shall be properly chaperoned, and the names of the chaperons shall be presented in writing to the chairman of the committee not less than four days prior to the time of the holding of such parties.

ADMISSION INTO FRATERNITIES AND SORORITIES

1. Only members of the University may be pledged or initiated.

2. Freshmen shall not be rushed or pledged until regularly enrolled in the University. Regular enrollment includes registration and the payment of semester fees.

3. There shall be no ostentatious rushing at any time.

4. No freshman shall lodge in a fraternity house during his first semester in this University.

5. No student shall be initiated by a fraternity while he is on probation.

6. No freshman shall be initiated by a fraternity until he shall have completed one full semester of work, at least 14 credits, in this University.

7. A student entering with advanced standing from another institution is eligible for initiation only if he is allowed at least 30 hours credit and is not admitted on probation.

8. No fraternity or sorority may initiate a student without first obtaining a certificate of approval. Certificates are issued by the Dean of Women for women and by the Dean of Men for men.

PUBLIC EXHIBITIONS

1. Any student organization which desires to give a public performance must receive the authorization of the Committee on Student Life and Interests for such performance and for the date on which it is to be held. Such authorization must be obtained before announcements or preparations are made. The event will then be placed upon the calendar.

2. All rehearsals of student dramatic and musical performances in which women participate must be properly chaperoned.

3. Proposals relative to trips outside of Madison must be submitted to the Committee for its approval at least six weeks before the contemplated trip.

4. The following regulations apply to Union Vodvil:

a. The participation of women students shall be limited to members of organizations which exist for a recognized artistic end, and to acts chosen and presented by such an organization, or by a combination of such organizations.

b. All acts in their final form—songs, dances, costumes, properties,—shall be seen by the full board of censors at least one week before the show.

c. The board of censors shall consist of the following:

The Subcommittee on Dramatics, including ex-officio members and, at the option of the Union Board, one man and one woman chosen from the University Faculty by the Union Board.

ELIGIBILITY

I. Eligibility requirements for participation in intercollegiate contests of any character (excepting athletic contests under the rules of the Inter-Collegiate Conference Athletic Associations—see page 22), for participation in any public performance or trip, for representing the University in any public way, for membership on the Student Senate, Women's Judiciary Committee, Union Board, Badger Board, Cardinal Board of Control, Forensic Board, or Athletic Board, for S. G. A. office, Union Board committee chairmanship, or for any office or position of trust in the gift of any class (including prom and play managers, committee chairman, etc.), or for a position upon the staff of any student publication, are as follows:

1. One year of residence in this University and at least 28 credits.

Exceptions:

- (a) Only one semester shall be required of sophomores, juniors, and seniors for intercollegiate debating and oratory, publications, and for musical and dramatic events.
- (b) There shall be no residence requirements for freshman class officers, class athletic teams, nor for participants in freshman forensic events.
- (c) Freshmen who comply with rules 2 and 3 may, **in their second semester**, try out for positions for which they hope to be eligible in their sophomore year (publication staffs, committees, etc.)
- (d) Freshmen who comply with rules 2 and 3 may, **in their second semester**, participate in departmental activities on the campus, e.g., foreign language plays, etc.

2. Regular enrollment and a present program of at least the minimum required for full work in the course which the student is taking, not less than fourteen credits in any case. The reduction of a student's program below fourteen credits automatically excludes him. (Adult specials, carrying full work, are not debarred by this rule).

3. Grade points at least equal to credits for the preceding semester; no unsatisfied failure, condition, incomplete, probation, or disciplinary penalty incurred either during the academic year or the Summer Session.

Exception: Candidates exempt from residence requirements. (See 1, b).

4. Certification of eligibility by the Committee on Student Life and Interests. The committee will consider exceptional cases upon their merit.

II. No student shall participate in more than one major dramatic or musical activity in one semester.

III. In the case of women the following regulations shall apply:

(a) Participation in Madison performances only, except as out-of-town performances may be requested by a department of the University Faculty for activities supervised by such department.

(b) Approval of University Medical Adviser.

IV. These eligibility rules do not apply to office or membership in social or religious organizations, literary societies, or societies conducted by any department. They apply to membership in the band, orchestra, and choral union only in case of out-of-town trips.

Nothing in these rules shall be construed as abrogating any portion of the Intercollegiate Conference Rules concerning athletic eligibility.

PHYSICAL EDUCATION

The Department of Physical Education has the management of all athletic, aquatic, and gymnastic activities.

1. Requirements. Physical training is required of all freshmen and sophomores, including special students, throughout the college year, four periods a week for women and from one to four periods a week for men, depending upon which of the following options is chosen:

1. Physical education, four periods a week.
2. Physical education, two periods a week.
Military science, three periods a week.
3. Physical education, one period a week.
Military science, three periods a week.

Option 2 reduces by one the number of elective credits required for graduation in any course.

All students, both men and women, are required to be able to swim a distance of fifty yards by the end of the sophomore year.

No student may be excused from the prescribed training during the first two years except by permission of the Director of the Gymnasium. All applications for deferments must be made at the office of the Director; in no case will permission be granted to defer work for more than one semester at a time, and no deferred work will be allowed to extend into the senior year.

Credits to the extent of eight for women and from two to eight for men must be secured in physical education by the satisfactory completion of the regular courses. These credits are determined on the basis of attendance, effort, the attainment of certain standards of organic development, motor proficiency, and knowledge of the principles and practices of efficient living.

Election of specialized sports and exercises may be made by students as soon as they have

attained the minimum standard of vigor, development, and skill. This will usually occur at the end of the first year. Freshmen who have attained the required standard at the time of entrance may elect their exercise under Course 2 (see catalog).

For the purposes of this department the college year is divided into three seasons: **Fall**—October and November; **Winter**—December, January, February, March; **Spring**—April, May and June. During the Fall and Spring all activities are conducted out of doors so far as the weather will permit. Regular indoor exercise is confined to the winter months.

Men students will provide themselves with suitable clothing for indoor and outdoor activities. The regulation suit consists of white sleeveless shirt, white running trousers, supporters, and rubber-soled shoes. For elementary athletic activities, prescribed for all men who have attained the requisite standard of vigor, students will require heavy shoes, stockings, short heavy trousers, and negligee shirt or jersey.

A uniform gymnasium suit is required for women; this can be purchased in the fall in Madison.

The locker and laundry fee is \$2.00 per semester.

2. Physical Examinations. The organic condition, stage of physical development, and degree of motor efficiency attained by each entering student is determined at the opening of the college year by the following series of examinations and tests:

(1) A complete medical examination given under the supervision and direction of the University Medical Adviser. The findings of this examination, together with the recommendations of the Adviser, are furnished the Department of Physical Education and appropriate modifica-

tions in prescriptions of physical exercise are made in accordance therewith.

(2) A thorough physical examination made by members of the staff of the Department of Physical Education at the same time as the medical examination. This examination includes a limited number of the essential measurements of the body, strength tests, and a careful search for abnormal deviations of form, structure, and function.

(3) A series of tests in typical activities to determine the individual's motor efficiency as shown by his agility, muscular control, physical judgment, and posture.

An endeavor is made to determine the student's exact organic condition with a view to outlining for each a proper regimen of exercise, diet, rest, and work. Students are classified on an organic scale and are permitted to engage only in the sports and games for which their physical condition fits them.

No student is permitted to participate in competitive games either of an intercollege, interdepartment, or interclass grade unless he is physically fit as determined by the examinations described.

All members of intercollegiate teams are subject to the supervision of the medical members of the staff and every precaution is taken to prevent overtraining, exhaustion, or unnecessary strain.

At the time of registration each freshman is assigned a date for his examination. This appointment takes precedence over all other assignments or engagements. Students failing to report will be suspended from all University activities until examination is made.

All candidates for football or other teams must be examined and secure examiner's permit before reporting for practice with their squads.

3. Tournaments and Contests. The University is a member of the Inter-Collegiate Conference Athletic Association and maintains representative teams in all intercollegiate sports.

The requirements for membership on an intercollegiate team are as follows: One year's residence at this University; regular enrollment and a program of not less than 14 credits; no unsatisfied failure, condition, or incomplete; a weighted average of at least 77 for the preceding semester.

The intercollegiate sports are under the government of the Athletic Council, a committee of eight members, appointed by the President, six of these being members of the faculty, one student member (president of the Athletic Board), and one alumnus member.

Interclass and intercollege tournaments and contests for men are conducted in all games and sports. Their conduct and management are in the hands of the Athletic Board composed of twelve students elected by the entire body of men students.

Similar tournaments and contests in games and sports suitable to women and confined to the women students of the University are conducted and managed by the Women's Athletic Association.

All tournaments and contests are subject to the supervision of the Department of Physical Education.

4. Voluntary Exercise. All students are urged to secure at least one hour of recreative exercise each day and the facilities of the entire department are open for this purpose whenever not required for prescribed activities. Advice and direction may be secured by any student at any time. All advance practice courses are open to any student fitted to take them.

STUDENT HEALTH

The office of the Medical Adviser is established for the medical supervision of the students at the University. Each student on entering the University is required to have a medical examination made at the University Clinic. The purpose of this examination is to enable the Medical Adviser to give advice as to the extent of the scholastic or physical activities which the student may wisely undertake, to recommend individual medical supervision if this be needed, or to recommend withdrawal from the University if this seems best for the student's own interest or that of his fellow students.

After this medical examination and after matriculation at the University the student may consult the office of the Medical Adviser at any time when in need of medical advice or care. It is earnestly desired that all cases of student illness be promptly reported at this office whether or not professional service is desired. This is important from the standpoint of the protection of the health of all in attendance at the University.

A careful examination is made of the physical condition of those who consult the members of the staff. Where it seems advisable the family physician is notified for further advice and consultation.

Illness affecting the general welfare of the University community is treated by the members of the staff, but students requiring care along special lines (major surgery, diseases of the eye, ear, etc.) are referred to specialists.

A student infirmary is maintained for the hospital care of cases requiring such care. Those requiring major surgery, however, are referred to a hospital especially designed for such work. The student infirmary is not equipped for cases of this character.

No special charges except for cost of materials, such as X-ray plates, are made for medical care or supervision. An infirmary fee is assessed against each student in order to cover the cost of hospital care of students cared for at the University Infirmary. This fee does not provide for hospital care except at the University Infirmary and does not provide for the payment of such fees as may be charged by specialists not full time members of the staff of the Medical Adviser.

DEPARTMENT OF MILITARY SCIENCE AND TACTICS

OBJECT AND SCOPE OF INSTRUCTION

The object of the military instruction is to train students for the performance of the duties of commissioned officers, should their services be needed by the country. The instruction is necessary in order to prepare them to perform these duties intelligently and enables them to be thus partly trained with the least practicable interference with their civil careers. It is hoped that by this system there may be available, in time of national emergency, an increased number of educated men, trained to a certain extent in military science and tactics, to officer and intelligently lead the units of the large armies upon which the safety of the country will depend.

The basic courses in the Department are optional for freshmen and sophomores (as indicated below), and the advanced courses are elective for juniors, seniors, and graduate students.

Freshman-Sophomore Options (four semesters' work required.)

1. Physical education, four periods a week.
2. Physical education, two periods a week.
Military science, three periods a week.
3. Physical education, one period a week.
Military science, three periods a week.

Option 2 reduces by one the number of elective credits required for graduation in any course.

The courses provide the ground work upon which to build military character and proficiency, and are designed to develop the greatest possible initiative on the part of the student. They also provide that the cadet officers and noncommissioned officers shall participate in the administration and training and share the responsibilities therefor.

Uniforms and equipment, with the exception of such textbooks as may be designated by the Professor of Military Science and Tactics, will be furnished to the student by the Department. Students are required to make a deposit with the Bursar in order to insure the University against losses of property issued by the Department.

Detailed information as to the advanced courses is given in the announcements of the University, copies of which may be secured from the Registrar. Other information is given in "Regulations of the Military Department," copies of which may be obtained from the Commandant.

RATING AS DISTINGUISHED COLLEGE

Institutions whose students have exhibited the greatest application and proficiency in military training and knowledge during the academic year are designated annually by the War Department as "distinguished colleges and honor schools." The University of Wisconsin, hav-

ing been thus designated for the year 1923, is authorized to recommend two Honor Graduates of the Department for appointment as second lieutenant in the United States Army.

RESERVE OFFICERS' TRAINING CORPS

The Department of Military Science and Tactics comprises Infantry, Field Artillery, Signal Corps, and Ordnance units of the Reserve Officers' Training Corps, organized under the National Defense Act of June 3, 1916. This act provides for a progressive course of military training consisting of two years' basic and two years' advanced work. Three hours a week are required in the basic course.

Upon the completion of the sophomore year of the basic course, those students who are selected for further military training by the President of the University and the Commandant may elect to take the work of the advanced course. This necessitates a written agreement on the part of the student that he will continue the work, taking it five hours a week until the end of his college course, and attend one summer camp of not more than six weeks' duration. Upon the execution of this agreement, the War Department furnishes to members of the advanced course, in addition to uniforms and equipment, commutation of subsistence at the rate of about \$10.00 a month for twenty-one months. Students are paid at the rate of \$21.00 a month while attending advanced course camps. All transportation to and from the camp and the expenses at camp are paid by the government.

Upon the satisfactory completion of the advanced course, together with such camp training as may be prescribed, graduates who are twenty-one years of age are eligible for appointment by the President of the United States as members of the Officers' Reserve Corps.

SPECIAL REGULATIONS FOR THE COLLEGE OF LETTERS AND SCIENCE

REQUIREMENTS FOR DEGREES

1. General Conditions. Each student is required to take class and laboratory work to the amount of 14-16 credits per semester, in addition to physical education and military science in the case of students who are required to take these exercises. A student who desires to elect fewer than 14 credits must secure permission in advance from the Dean. A student in the first semester of his attendance is not permitted to elect more than 16 credits except by vote of the Executive Committee. In case of a student of longer attendance, the adviser may approve the election of as many as 18 credits per semester provided the student has received no grade lower than B for the preceding semester. In the Medical Science Course the student may take as many as 18 credits per semester without special permission, but only 16 credits will be counted toward graduation if any grade falls below B.

2. Requirements for B. A. degree. (General Course). Every freshman must take English 1a and 1b, excepting that students receiving a grade of A in the first semester's work are not required to take the second semester of the course. A course in English literature, English 33, 2 credits throughout the year, is required of all students, to be taken in the sophomore year. (English 30, 3 credits, throughout the year may be chosen as an alternative.) For graduation there must be presented work in foreign language as given in the following paragraph; and two

of the three subjects:—mathematics, 8 credits; science, 10 credits; history, 6 credits.

Foreign Language: Thirty-two credits in one, two, or three of the foreign languages listed below are required for graduation. These credits may be secured partly in high school and partly in the University, or wholly in the University. High school work is accepted on the basis of four university credits for one unit up to a total of six units, or twenty-four university credits. In general, students are required to take a minimum of eight credits in one foreign language in college. Any student, however, who presents more than six units for entrance will be allowed to count the additional unit or units toward the total requirement of thirty-two credits, provided he passes a special examination, given by the college, upon four units of his high school work in one language. This examination will normally be given before the Christmas holidays in the first semester of the student's freshman year.

If the requirements are met in two or three foreign languages the student must have at least four units of high school work, or sixteen college credits, or the equivalent in combined high school and college work, in one language.

One high school unit in language will be accepted only in case the student successfully continues this language in the college for at least one semester. Similarly, a single semester of a language will not be accepted as satisfying part of the language requirements.

A student, therefore, who has two years of high school language needs twenty-four additional credits for graduation; if he has three years, he needs twenty credits, etc.

French, German, Greek, Hebrew, Latin, Norse, and Spanish may be offered either for entrance or graduation.

All these requirements must be worked off steadily during the first two years; they may not be postponed.

3. Requirements for B. A. degree (Course in Humanities). The student shall satisfy the requirements in each of the following five groups: (a) English composition and literature, 12 credits (see 2 above for details); (b) foreign language and literature, three of the following to be absolved by combining high school units and college credits: Latin, 24 credits; Greek, 14 credits; a reading knowledge of French; or of German; (c) economics, history, or political science, 10 credits, including at least six in history; (d) natural science, 10 credits; (e) mathematics or philosophy, 12 credits.

All these requirements must be worked off steadily during the first two years; they may not be postponed.

4. Requirements for Ph. B. degree (General Course). Freshmen must take English; those who do not elect foreign language in their freshman year must offer 10 credits of English composition (English 1 and 2); those who elect foreign language in their freshman year must take English 1a and 1b (3 credits per semester for two semesters). For graduation there must be presented (1) a total of 20 credits in science and mathematics in year courses (e. g. 10 credits in each or 20 credits in one), and (2) two of the three following: philosophy or mathematics, 10 credits (mathematics, however, may not be taken both here and in (1) above); history, 10 credits; foreign language, 14 credits (not more than 8 of these may be in a beginner's course).

All these requirements must be worked off steadily during the first two years; they may not be postponed.

5. Maximum credits allowed in one department (regular Letters and Science).

All work not included in the required studies of each course is elective. The candidate must have accumulated in college at least 80 credits for work done **outside of any one department, provided** that in these 80 credits shall be counted, for purposes of this section:

1. Any teachers courses up to and including 4 credits;
2. First and second year work (not exceeding 14 credits) in a second foreign language in the same department.

6. Foreign Language Requirements in Professional Courses. In the *Medical Science Course* the language requirements are as follows:

(a) A knowledge of elementary Latin (defined as equivalent to at least two years of high school Latin).

(b) Two years of foreign language in college, and a reading knowledge of French or German. This reading knowledge shall be determined by the respective departments, and will ordinarily involve six credits beyond French 1b and four credits beyond German 2b as a prerequisite to the examination.

In the *Course in Physical Education* students who present two units of foreign language or less are required to secure 14 credits in one language. Students who present four units are required to secure eight credits in one language.

In the *Courses in Industrial Education and Applied Arts* there are no fixed requirements in foreign language, unless foreign language is elected to meet the curriculum. See catalog, pp. 296-298.

In the *Course in Commerce* and the *Course in Journalism* the foreign language requirements are the same as for the B. A. (General Course); see 2 above.

In the *Course in Chemistry* and the four-year *Course in Pharmacy* second year German

and first year French are required for graduation.

All these requirements must be worked off steadily during the first two years; they may not be postponed.

GRADE POINT REQUIREMENTS

A student in any course requiring 120 academic credits for graduation must secure at least 60 grade points and 60 credits in order to absolve the academic requirements of the first half of his four-year course, and *thereafter* must secure at least 60 grade points and 60 credits in order to absolve the academic requirements of the second half of his four-year course. In other words, the credits in excess of 60 required to secure the 60 grade points necessary for the first half of the four-year course will not be counted toward graduation.

A student in any course requiring more than 120 academic credits for graduation must similarly secure at least half his grade points and half his credits in order to absolve the requirements of the first half of his four-year course, etc.

A student must have at least 25 grade points and 25 credits before he may become a sophomore, at least 58 grade points and 58 credits before he may become a junior, and at least 88 grade points and 88 credits before he may become a senior.

(See also general statement of grade point system, page 11.)

ELECTION OF STUDIES

1. Assignment Committee. All students who enter an elementary course of which there are two or more sections, must have their programs pass through an assignment committee for determining the section they

may enter. All freshmen and sophomores are required to take class work at 8:00 in the morning, at some afternoon hour, and on Saturday, unless they elect subjects which are not scheduled at these times.

2. Change of Studies. Students may make changes in their schedules of studies up to five o'clock on Saturday of registration week. This rule applies to both semesters. Students are not permitted to make later changes in their elections of studies without approval from the Executive Committee. Requests for changes will be considered only when accompanied by the student's written statement of his reasons, together with the adviser's written approval or disapproval.

3. Studies Dropped. Students are not permitted to drop a study without written permission of the Executive Committee secured through the adviser in advance. Students who drop a study without such permission will receive a failure in that study, and may be subject to further discipline by the Faculty.

4. Reduced Programs. Students who are largely self-supporting should have reduced programs; they carry full programs at their peril.

5. Election of Studies in Other Colleges. The regulations permitting juniors and seniors who are candidates for the degree of B.A. or Ph.B. (General Course) to elect studies in other colleges require careful attention. See catalog, 1922-23, pages 134ff. It is to be noted, first, that it is only candidates for these degrees who are eligible. It is to be noted, further, that a student, to be eligible, must have already completed the required studies of his course, exclusive of the major; that is, the English, foreign language, science, history, and mathematics, or such of them as are included in his course. It is to be noted, finally, that the particular election in the other college

(unless it be in the Law School) must be approved in advance by the Dean of the College of Letters and Science in order to be valid. Not more than five credits may be elected in either semester of the junior year.

Candidates for the B.A. or Ph.B. (General) degrees may elect law on the terms stated in the preceding paragraph, or they may elect 26 credits in the law school which shall be counted as 30 credits toward the Letters and Science degree. These law credits shall be distributed over the four semesters of the junior and senior years, not more than 16 credits being taken in either year. The student shall satisfy all requirements respecting a major subject, and all other conditions shall be fulfilled as stipulated above.

6. Pre-Legal Courses. The student who expects to enter the Law School after two years of work in this college (60 credits plus physical education, etc.) is held to meet the specific requirements of one of the B.A. or Ph.B. (General) courses, and must meet these requirements like students who expect to graduate with one of these degrees. He is to register in one of these courses for the two years and if he chooses the B.A. course must complete his English, two of the three subjects—science, mathematics, and history, and his foreign language to the extent of at least three credits per semester for each of the four semesters, unless he completes it earlier. Similarly in the Ph.B. (General) course the specified English, science, mathematics, or philosophy, etc., have the right of way over all other subjects for the two years.

7. Transfers within the University. Students transferring to one of the general courses from a professional course or from another college of the University, can receive no more than 15 credits per semester toward

graduation for work already done, except in semesters where all standings are at least B.

Students transferring are in general required to remove a condition or failure incurred in any course or courses in their first college, provided they can credit the course in question in this college. If the course is one which cannot be credited in this college the condition or failure will be cancelled by the Executive Committee, on application, after the student has done a semester's satisfactory work in this college. Doubtful cases should be promptly referred to the Executive Committee.

INCOMPLETES

Incompletes are given to students who have carried a course successfully until near the end of the semester and have then been compelled to quit work on account of illness or other causes **beyond their control**. Incompletes are not given to the students who stay away from examinations unless they prove to the instructor that they were prevented from attending as indicated above. In default of such proof they will be failed or conditioned; even with such proof, if their term work has convinced the instructor that they cannot pass, they will be failed or conditioned. A student may not graduate with an incomplete in a course taken in the second semester of his senior year.

A study marked incomplete must be completed during the first semester of the student's residence at the University following that in which the study is taken. If not so completed, it will lapse into a failure unless the time for finishing it has been extended by the Executive Committee.

CONDITIONS

(See general statement, page 12.)

The usual way of removing a condition is by

a successful final examination taken within the period fixed by the rules. If, however, in a course involving both laboratory and class room work, the condition has been incurred on account of unsatisfactory laboratory or report work, it may be removed by absolving such substantial requirements as the instructor in charge of the course may prescribe. When such a condition (in a course involving both laboratory and class room work) becomes a failure, the student may pass the course by repeating that portion of it (laboratory or class room work) in which the condition was originally incurred, provided the instructor in charge authorizes this arrangement in advance.

FAILURES

(See general statement, page 12)

Commencing with courses taken during the academic year 1921-22, students in this college are required to repeat failures only in the case of courses chosen to satisfy specific requirements for a degree, a teachers certificate, a major subject, or a special course. It is the rule, however, that a course, once elected, which will meet a requirement thereby becomes a requirement, so far as this regulation is concerned. Finally, seniors incurring any failure in their last semester of residence must remove the failure in the regular way. This exemption does not in any wise alter the eligibility rules (see page 18); i. e., **students who desire to participate in extra-curricular activities must clear their records of failures in the regular way.**

ADVISERS

(See general statement, page 10)

The same adviser acts for the student's freshman and sophomore years. The student selects his major study at or before the beginning of his junior year, at which time a member of the department in which his major is chosen becomes his adviser.

SPECIAL REGULATIONS FOR THE COLLEGE OF AGRICULTURE

REQUIREMENTS FOR DEGREES

1. General Requirements. Each student in the Long and Middle Courses is required to take class and laboratory work to the amount of 16-18 credits per semester, in addition to physical education and military science in the case of students who are required to take these exercises. A student who desires to elect less than 16 credits must secure permission in advance from the Executive Committee of the College. A student in the first semester of his attendance is not permitted to elect more than 18 credits except by vote of the Executive Committee. In case of a student of longer attendance, the adviser may grant permission for the election of as many as 20 credits per semester, providing the student has received no grade lower than B for the preceding semester.

In the Course in Home Economics the requirements are 14-16 credits per semester, with a possibility of extra work up to 18 credits under the conditions specified above.

Seniors must carry a regular minimum schedule regardless of the number of credits required for graduation, except by permission of the Executive Committee.

2. Language Requirements. All students in the Course in Home Economics must take 8 credits of second-year university language. The prerequisite is two years of high school language or its equivalent. Students entering with four years of a single language or five years of two languages may substitute electives for language.

ELECTION OF STUDIES

1. General Requirements. All freshmen and sophomores are required to take class work at 8:00 in the morning, at some afternoon hour, and on Saturday, unless they elect no subjects scheduled at these times. Students electing subjects in the College of Letters and Science must conform to the Assignment Committee rule (see page 32).

2. Change of Studies. Students may make changes in their schedules of studies up to five o'clock on Saturday of registration week. This rule applies to both semesters. Students are not permitted to make later changes in their elections of studies without approval from the Executive Committee. Requests for changes will be considered only when accompanied by the student's written statement of his reasons, together with the adviser's written approval or disapproval.

3. Studies Dropped. Students are not permitted to drop a study without written permission of the Executive Committee secured through the adviser in advance. Students who drop a study without such permission will receive a failure in that study, and may be subject to further discipline by the Faculty.

4. Election of Studies in other Colleges. Students in the Long Course must elect from studies offered in some other college or school of the University not less than 10 credits nor more than 40 credits. These credits are in addition to studies, such as English and chemistry, which are required in this course but are taught by the College of Letters and Science.

Students in the Middle Course may elect only 6 credits outside of the College in addition to those required.

ADVISERS

(See general statement page 10).

The same adviser acts for the student's freshman and sophomore years. The student selects his major study at or before the beginning of his junior year, at which time a member of the department in which his major is chosen becomes his adviser.

GRADE POINT REQUIREMENTS

In the Long Course a student must have at least 26 grade points and 26 credits before he may become a sophomore, at least 60 grade points and 60 credits before he may become a junior, and at least 95 grade points and 95 credits before he may become a senior.

In the Course in Home Economics a student must have at least 25 grade points and 25 credits before she may become a sophomore, at least 58 grade points and 58 credits before she may become a junior, and at least 88 grade points and 88 credits before she may become a senior.

(See also general statement of grade point system, page 11.)

INCOMPLETES

A study marked incomplete must be completed not later than the close of the semester in which the subject is next repeated in the schedule. If not so completed, it will lapse into a failure unless the time for finishing it has been extended by the Executive Committee.

SPECIAL REGULATIONS FOR THE COLLEGE OF ENGINEERING

REQUIREMENTS FOR DEGREES

Each student is required, in the first semester of his attendance, to take class and laboratory work to the amount of 15-17 credits, in addition to physical education and military science, unless the Faculty grants him permission to carry less work. In case of a student of longer attendance, the adviser may grant permission for the election of not more than 2 credits of work in addition to the amount normally required, providing the student has received no grade lower than 80 for the preceding semester.

ELECTION OF STUDIES

1. General Requirements. All freshmen and sophomores are required to take class work at 8:00 in the morning, at some afternoon hour, and on Saturday unless they elect subjects which are not scheduled at these times. Students electing subjects in the College of Letters and Science must conform to the Assignment Committee rule (see page 32).

2. Change of Studies. Students may make changes in their schedules of studies at any time during the first two weeks of either semester. Students are not permitted to make later changes in their elections of studies without approval from the student's adviser committee. Requests for changes will be considered only when accompanied by the student's written statement of his reasons, together with the adviser's written approval or disapproval.

3. Studies Dropped. Students are not permitted to drop a study without written permission of the student's adviser committee, secured through the adviser in advance.

Students who drop a study without such permission will receive a failure in that study, and may be subject to further discipline by the Faculty.

ADVISERS

(See general statement, page 10).

A new adviser is assigned at the beginning of the sophomore year, at which time the student must choose his professional course of study; new advisers are assigned for each succeeding year.

GRADE POINT REQUIREMENTS

A student must have at least 26 grade points and 26 credits before he may become a sophomore, at least 60 grade points and 60 credits before he may become a junior, and at least 100 grade points and 100 credits before he may become a senior. (See also general statement of grade point system, page 11).

DEFICIENCIES

1. Failures. If a failure is received in a study which is specifically required in the course in which the student seeks a degree, he must repeat the study, and ordinarily at the first opportunity in his attendance at the University. Repetition may be postponed by the student's adviser once, but not twice. If the study is an elective in the course in which the student seeks a degree, he need not repeat it, but he must submit equivalent credits from any subject which is an acceptable elective in the course. **This exemption does not in any wise alter the eligibility rules (see page 18); i. e. students who desire to participate in extra-curricular activities must clear their records of failures in the regular way.**

2. Conditions. The regular method of absolving a condition is by passing a condition examination, but the instructor may prescribe a more suitable method in laboratory, drawing, or report courses, or in any particular case. (See pp. 12-13 for general regulations governing condition examinations).

3. Incompletes. An incomplete must be absolved during the next semester of a student's attendance at the University or it lapses into a failure, unless the time for finishing is extended by the student's adviser committee.

A student who receives an **incomplete** or a **condition** must inquire of the instructor, not later than the seventh day of the following semester, for instructions as to the method by which the incomplete or the condition may be absolved.

INDEX

Admission to fraternities and sororities	16
Adult special students	7
Advanced standing students	6
Adviser system	10
Attendance	9
Calendar	2
Conditions, removal of	12
Deficiencies in academic work.....	12
Directory of administrative officers	3
Eligibility rules	18
English requirement	13
Examinations	12
Extra-curricular activities	14
Failures, removal of	12
Fees	8
Fraternities, admission to	16
Grade-point system	11
Health	24
Honesty in academic work	9
Honors in academic work	12
Incompletes, removal of	13
Late registration, fine for	8
Medical examination and advice	24
Military science and tactics	25
New students	6
Physical education	20
Physical examinations	21
Public exhibitions, eligibility for.....	17
Re-entered students	6
Refunds	8
Registration	5
Reserve Officers' Training Corps	27
Social life	14
Sororities, admission to	16
Tournaments and contests	23
Tuition	8
Voluntary exercise	23

College of Letters and Science

Advisers	36
Assignment Committee	32
Change of studies	33
Conditions, removal of	35
Dropped studies	33
Election of studies	32
Election of studies in other colleges.....	33
Failures, removal of	36
Foreign language requirements	31
Grade-point requirements	32
Incompletes, removal of	35
Pre-legal courses	34
Reduced programs	33
Requirements for degrees	28
Transfers within the University	34

College of Agriculture

Advisers	39
Change of studies	38
Dropped studies	38
Election of studies	38
Election of studies in other colleges	38
Grade-point requirements	39
Incompletes, removal of	39
Requirements for degrees	37

College of Engineering

Advisers	41
Change of studies	40
Condition, removal of	42
Dropped studies	40
Election of studies	40
Failures, removal of	41
Grade-point requirements	41
Incompletes, removal of	42
Requirements for degrees	40

