

C  
Il6uInfo

1937/38

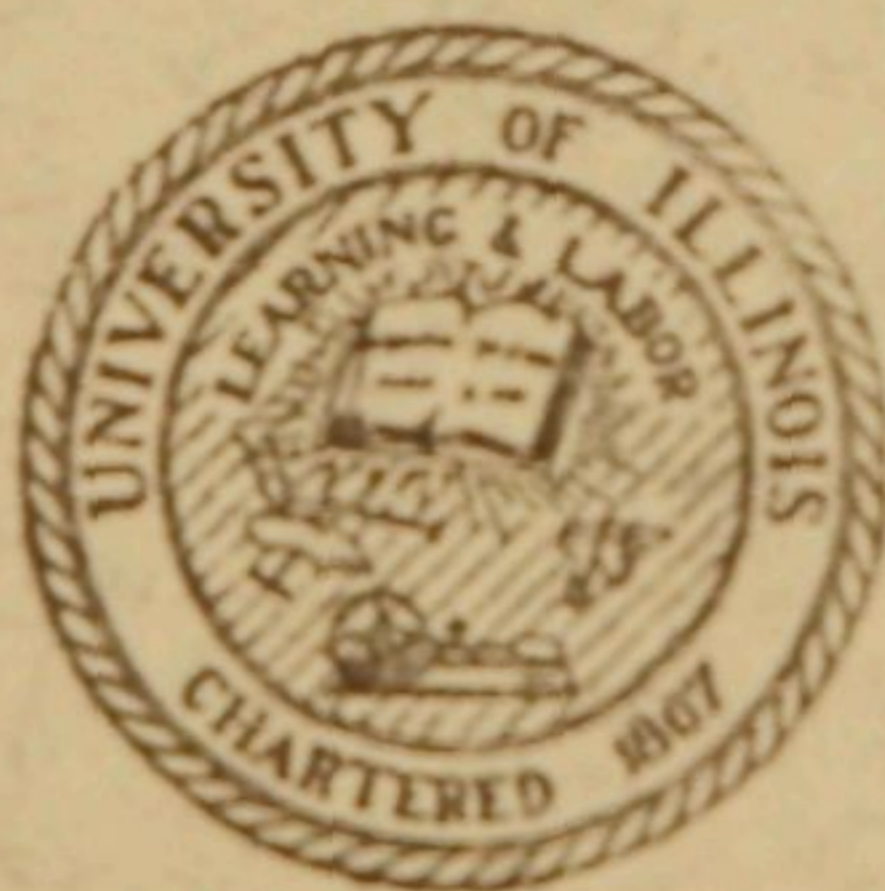
UNIVERSITY OF ILLINOIS

INFORMATION

FOR

UNDERGRADUATE  
PROFESSIONAL  
STUDENTS

CHICAGO PROFESSIONAL  
SCHOOLS



THE LIBRARY OF THE  
DEC 7 1939  
UNIVERSITY OF ILLINOIS

1937-1938

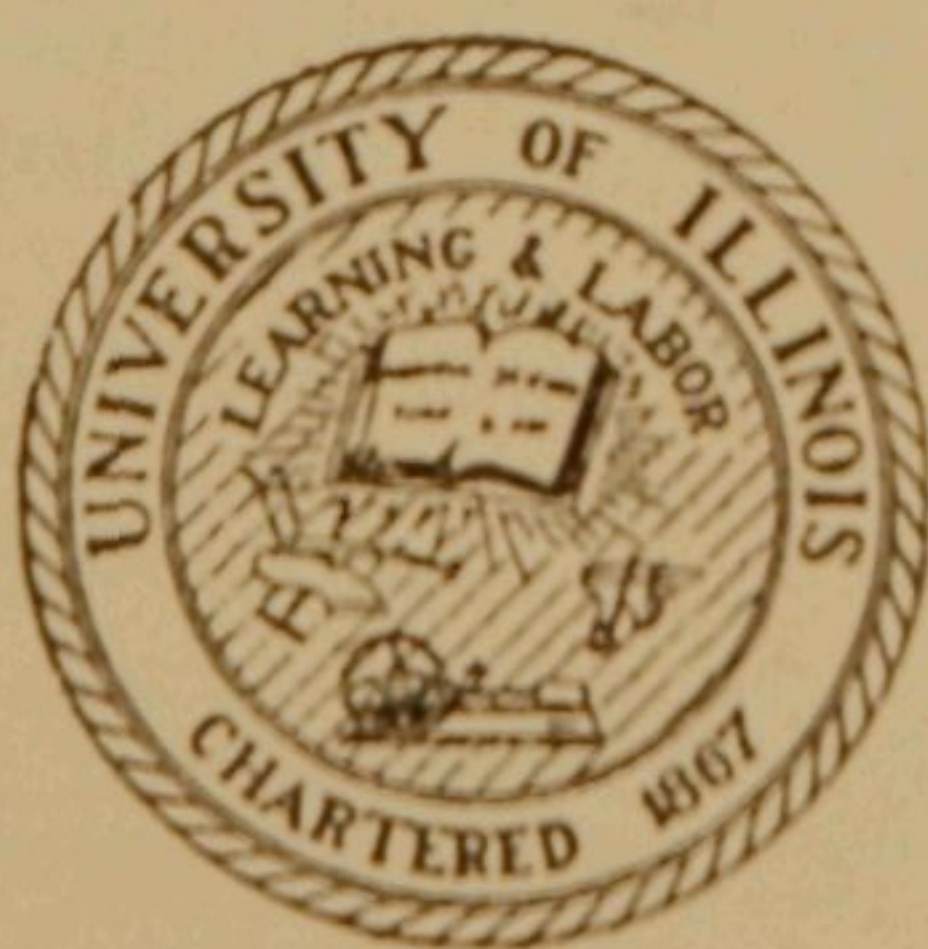
UNIVERSITY OF ILLINOIS

INFORMATION

FOR

UNDERGRADUATE  
PROFESSIONAL  
STUDENTS

CHICAGO PROFESSIONAL  
SCHOOLS



THE LIBRARY OF THE  
DEC 7 1939  
UNIVERSITY OF ILLINOIS

1937-1938

## CONTENTS

	Page
Registration.....	3
Fees.....	4
Students in Debt to the University.....	4
Refunds.....	4
Students Dropped.....	4
Classification of Students.....	5
Required Subjects Take Precedence.....	5
Credit Forfeited by Repetition of a Course.....	5
Credit in Courses from Which Students Have Been Excluded for Dishonesty.....	5
Changes in Study-Lists.....	5
Withdrawal from Courses after Eight Weeks.....	5
Semester Examinations Required.....	5
Examination Books.....	6
Significance of Grades.....	6
Transcript of Records.....	6
Examination of Absentees.....	6
Special Examinations.....	6
Reports.....	7
Removal of Failures.....	7
Raising of D Grades.....	8
Definition of "Hour".....	8
Probation (College of Dentistry).....	8
Refusal of Further Registration on Account of Poor Scholarship.....	8
Rules Regulating Readmission of Students Dropped for Poor Scholarship (College of Medicine)....	9
Requirements for Graduation.....	9
Leave of Absence.....	10
Suspension of University Exercises.....	10
Absence Before and After Vacations.....	10
Repeated Absence.....	11
Dropping from Courses for Absences.....	11
Discipline.....	11
Suspended Students.....	12
Organizations.....	12
Smoking, Intoxicating Liquors, etc.....	12
Injuring Property, Civil Offenses, etc.....	13
Advertising in University Buildings.....	13
Closing Time for Buildings and Meetings.....	13
Entertainment and Social Functions.....	13
Use of University Rooms by Student Organizations	13
Rules Regulating Class Organizations and Elections	13
Authorization for Undergraduate Organizations...	15
Affiliation with National Organizations.....	15
Residence in Club Houses.....	16
Initiations.....	16
Fraternity and Social Functions.....	16
Meetings During Class Hours.....	16

C  
IlGu Info  
1937/38  
INFORMATION

FOR  
UNDERGRADUATE PROFESSIONAL  
STUDENTS

CHICAGO PROFESSIONAL SCHOOLS

---

These regulations are to be taken, not as arbitrary rules but as necessary to the proper organization and operation of the University. Every student of the University is, therefore, bound both by reason and by loyalty to observe them, since upon them depends the free and healthy activity of the institution whose benefits he seeks.

In connecting himself with the University, the student neither loses the rights nor escapes the responsibilities of the citizen.

1. Registration Days

The Monday preceding the beginning of instruction at the opening of each semester is reserved for registration. The registration begins at 8:00 a. m. and closes at 4:00 p. m. Students are not admitted to classes unless registered. Students may not register by proxy.

2. Late Registration

Registration is not permitted after 12:00 noon of the Saturday following registration day, except where arrangements are made in advance with the Dean.

A late registration fee of \$5.00 is charged all former students registered later than the registration day. A student is not registered until his fees are paid. Therefore a student who does not pay or arrange his fees on the registration day is charged the late registration fee.

3. Registration Procedure

A student must obtain a registration card at the office of the Dean of his college. He should fill out this card in accordance with instructions which will be given him at the time and then pay his fees at the

Business office in the College of Medicine Building. Having paid his fees he should register at the office of the Dean of his college.

#### 4. Fees: Payable in Advance

All fees are payable in full at the time they are assessed. This rule applies to laboratory fees as well as to incidental and tuition fees. Under certain conditions, students may arrange for the payment of their fees in installments, in which cases a service charge of ten per cent of the amount not paid on registration days is assessed, this charge to be not less than \$1.00 or more than \$3.00.

#### 5. Students in Debt to the University

A student who is in debt to the University at the end of any semester for fees or charges is not permitted to register in the University again, and is not entitled to receive an official statement of his credits, until his indebtedness has been discharged.

#### 6. Refunds

In case a student withdraws from the University within ten days after the beginning of instruction the total amount of his fees except the matriculation fee is refunded. After ten days and before the expiration of one month a refund of three-fourths of the tuition and laboratory fees is made. After one month and before the expiration of two months a refund of one-half of these fees is made. After two months and before the expiration of three months a refund of one-fourth of the fees is made. After the expiration of three months no part of the fees paid is refunded. In case a student is dismissed the University does not refund any fees.

#### 7. Students Dropped

A student who has been dropped from any college or school of the University may not re-enter the University except on petition approved by the Dean of each college or school concerned.

#### 8. Classification of Students

Classification of students by years is made in the office of the Dean concerned at the end of each year upon the number of credits earned, and is revised as may be necessary, at the beginning of each semester

and at no other time. No student is classified with the next higher class until he has passed at least three-fourths of the work of the class in which he is enrolled.

#### 9. Required Subjects Take Precedence

Any required subject in which there is a failure must, upon the first recurrence of such subject, take precedence over all other subjects.

#### 10. Credit Forfeited by Repetition of a Course

By repetition of a course for which he has received credit either by class work at the University or allowed for work done elsewhere, a student forfeits his credit. When a course is thus repeated the grade given at the end of the repetition becomes the official grade.

#### 11. Credit in Courses from Which Students Have Been Excluded for Dishonesty

A student excluded from a course for dishonesty receives no credit and must repeat the course in class either at the University of Illinois or at some other institution of equivalent standing.

#### 12. Changes in Study-Lists

Permission to change study-lists after registration may be obtained only from the Dean of the college in which the student is enrolled. For changes made after the Saturday following registration there is a charge of \$1.00.

#### 13. Withdrawal from Courses after Eight Weeks

A student is not permitted to withdraw from a course after eight weeks, if his grade in that course is D or below, unless he is willing to accept a grade of E therein. Exceptions to this rule may be made by the Dean concerned in cases where the course is dropped because of sickness or other conditions which the student is unable to control.

#### 14. Semester Examinations Required

Examinations must be taken at the close of each semester on the work of the semester in all subjects except those whose character, in the opinion of the faculty, renders it unnecessary or impracticable. Other examinations are held as often as the necessities of

the work may require. The nature and scope of all examinations are determined by the faculty.

Comprehensive Examinations are required at the end of the Second and Fourth years in the College of Medicine.

#### 15. Examination Books

Regular examinations at the end of each semester, final examinations in courses continuing less than a full semester, special examinations, examinations previous to mid-semester reports and entrance examinations must be written in examination books furnished by the University.

#### 16. Significance of Grades

The system of grading is as follows: A, excellent; B, good; C, fair; D, poor, but passing; E, failure.

In the College of Medicine the percentage system of grading is used, and 70% is the passing grade. Where it is necessary to translate percentage to literal grades the following values are used: A, 92 to 100%; B, 85 to 91%; C, 75 to 84%; D, 70 to 74%.

#### 17. Transcript of Records

Each student who has paid all his University fees is entitled to receive on request, without charge, one transcript of his record, but for transcripts after the first, a charge is made as follows: Original or first copies, \$1.00 each; carbon copies, 50c each.

#### 18. Examination of Absentees

Absences from examinations count as failures. Exceptions to this rule may be made and a subsequent examination allowed by the Dean concerned in cases where the absence is occasioned by sickness or other conditions which the student is unable to control.

#### 19. Special Examinations

Special examinations may not be taken for the purpose of raising grades in courses in which a student already has credit.

Special examinations will be allowed by arrangement with the Head of the department and the Dean when the examinations of the State Board where the student wishes to practice conflict with the dates of the final examinations of the University.

For all special examinations a permit must be ob-

tained and a fee of \$5.00 for each examination paid in advance. In the case of a subject which is continuous for more than one semester, an examination covering a year's work may be allowed for a single fee (\$5.00).

A student who has completed the work of a semester is considered to be still under registration for the purposes of this rule up to the end of the registration period for the next semester.

## 20. Reports

Notices are sent in the middle of each semester to parents, or guardians, of students who are deficient either in scholarship or attendance.

Incompletes are not permitted in courses except in the case of illness excused by the Dean. In all other cases, reports of incomplete work by an instructor will be recorded as failures.

## 21. Removal of Failures

A failure in a major subject can be removed only by repetition of the subject in course either in this University or some other approved institution.

If the failure is removed by repeating the work at the University of Illinois it must be made up the first time the course is presented. The student's total schedule including the repeated work may not exceed the normal schedule for the period, unless his record in all other courses averages 85%.

Students who may desire to make up failures by summer work elsewhere must receive the consent of the Head of the department and the Dean in advance.

Provision for the removal of failures in minor subjects may be made by the Head of the department concerned with the approval of the Dean.

Special examinations for the removal of failures in minor subjects are held during the week preceding the next collegiate year. These examinations may be had only upon the recommendation of the Head of the department concerned with the approval of the Dean. Evidence of actual additional work done in a subject must be presented before permission is granted for a special examination. Only one such examination in a given subject will be permitted. For the examination the regular fee of \$5.00 is charged.

Students in the College of Medicine who fail the



Comprehensive Examination at the close of the second year must repeat one full year of work under the direction of the Dean, failure at the close of the fourth year necessitates the completion of six months special work under the direction of the Dean.

## 22. Raising of D (70-74%) Grades

A grade of 70 to 74% in a given subject may be raised, first, by satisfactory completion of work prescribed by the Head of the department concerned, such prescribed work being the equivalent in amount to the regular course; or, second, by repetition of the course with the earning of a higher grade.

## 23. Definition of "Hour"

In the Colleges of Dentistry and Pharmacy credit is reckoned in "semester hours." A "semester hour" is one class period of fifty minutes a week for one semester, each class period presupposing two hours' preparation by the student; or two hours in laboratory, or three hours in work requiring no outside preparation. In the College of Medicine credit is reckoned in "clock" hours, i. e., on the basis of the actual time in class, laboratory or clinic.

In the College of Medicine a major subject is 64 or more clock hours, a minor being less than 64. In the Colleges of Dentistry and Pharmacy a minor subject is 3 semester hours or less, while a major is more than 3 semester hours.

## 24. Probation (College of Dentistry)

A student failing to receive a grade of C or better in at least two-thirds of his work in any semester shall be placed on probation.

## 25. Refusal of Further Registration on Account of Poor Scholarship

In the College of Medicine, a student who, in any semester, fails in one-half or more of the clock hours for which he is registered, or a student who has received grades of "D" or "F" in three (3) or more major courses (64 clock hours or more) by the end of the second semester, or who has received four (4) or more "D" or "F" grades in major courses by the end of the third or fourth semester, shall be subject to dismissal by action of the Junior Faculty.

In the College of Dentistry a student on probation who fails to receive passing grades in at least two-thirds of his work shall be refused further registration.

In the College of Medicine a student who twice fails the Comprehensive Examinations at the end of either the Second or the Fourth Year shall be refused further registration.

## 26. Rules Regulating Readmission of Students Who May Be Dropped for Poor Scholarship (College of Medicine)

### First or Second Year Students

A first or second year student who has been dropped for poor scholarship and who wishes to be readmitted will present his application for consideration to the Junior Faculty Committee, which will thereupon make recommendations to the Junior Faculty.

### Third or Fourth Year Students

A third or fourth year student who has been dropped for poor scholarship may be considered for reinstatement to his status at the beginning of a later semester corresponding to the one in which he failed, after repetition and completion of one semester's work with an average grade of 75%, in subjects selected by the Dean.

Reconsideration of the case of a student dropped for poor scholarship does not guarantee readmission.

A student dropped for poor scholarship may be reinstated but once.

## 27. Requirements for Graduation

Students who complete satisfactorily all of the required courses of the first two years in the College of Medicine and who pass the Comprehensive Examination required at the end of the second year, will be eligible for the Degree of Bachelor of Science in Medicine.

In order to receive the degree of Doctor of Medicine, Doctor of Dental Surgery, Pharmaceutical Chemist, or Bachelor of Science in Pharmacy a student must have completed the prescribed curriculum, securing in the Colleges of Pharmacy and Dentistry grades

of not less than C or the equivalent in subjects aggregating at least three-fourths of the work leading to the degree. In addition, in order to receive the degree of Doctor of Medicine, a student must have passed the Comprehensive Examination at the end of the fourth year and satisfactorily completed a hospital course of not less than twelve months duration in a hospital approved by the University of Illinois, or a year of research acceptable to the University.

#### 28. Medical Students and Graduate Study

If at the beginning of the second semester of his second year a student in the College of Medicine, who has been in residence at least one year, and who has completed all of the required courses of the first three semesters and has maintained an average in all work in Medicine of at least 85%, may be permitted to register for one unit which may count for residence for a master's degree. Only students of excellent record will be allowed this privilege.

Members of the third-year and fourth-year classes in the College of Medicine, who have strong scholastic records, and who have the bachelor's degree, may register for one unit of graduate work per semester, substituting it for one medical course and the electives in the third year and for the electives in the fourth year.

#### 29. Leave of Absence

Students who desire to be absent from the University must apply for leave in advance to the Dean of the college concerned.

An excuse for absence does not in any case relieve the student from responsibility for the work of his class during his absence.

#### 30. Suspension of University Exercises

The official suspension of University exercises does not excuse students from completing the full requirements of a course which may be affected by the suspension.

#### 31. Absence Before and After Vacations

Students absent without permission from classes immediately preceding or following a vacation are excluded from the final examination in the courses

from which they have absented themselves and are dealt with as are those students who absent themselves from examinations without proper excuse. Unavoidable absences occurring at times indicated by this rule may be excused by the Dean concerned, on petition by the student.

### 32. Repeated Absence

If repeated absence from classes of any student seems to the Dean concerned a matter requiring discipline, the case is reported to the Committee on Discipline.

### 33. Dropping from Courses for Absences

A student has no right to be absent from any exercise in a course for which he is registered, except for serious illness, or by action of a University rule, or on account of other unavoidable conditions, or unless he has secured permission in advance to withdraw from the course.

A record is kept of all absences. When a student has been absent one-fifth (in Medicine or Dentistry), or one-tenth (in Pharmacy), of the whole number of class periods in any one subject, the instructor informs the Dean and the Dean drops that student from that subject.

When a student is dropped from a course on account of absences, he is reinstated only upon satisfying the instructor of his ability to continue with the course. Permission for reinstatement is given only upon the recommendation of the instructor in charge of the course and with the approval of the Dean concerned.

If a student who has been dropped for absences secures neither reinstatement nor a permit to omit the course, he is recorded as having failed in the course.

### 34. Discipline

The degrees of discipline in the University are expulsion, dismissal, suspension, and reprimand. Expulsion is permanent exclusion from the University; dismissal, exclusion for a set time not to exceed two semesters; suspension, exclusion without a definite period, but not to exceed one semester; reprimand, an admonition, given by the proper officer, according to the circumstances of the particular case.

A student may be expelled or dismissed or finally suspended only by the Committee on Discipline. He may be suspended from any class, for sufficient reason, by the instructor in charge, or from his college or school by his Dean, but in no case shall such suspension be for more than one week, and every such suspension shall be reported immediately to the Secretary of the Committee on Discipline for action by that body, unless in the meantime the suspension is terminated by the authority which made it upon promise of good behavior or for other reason satisfactory to such authority.

### 35. Suspended Students Barred from Campus

A student dismissed or suspended from the University must absent himself from the University grounds and buildings.

### 36. Organizations with Secret Membership

A student who is a member of any student organization which maintains a secret membership or who is affiliated with such an organization is subject to University discipline.

### 37. The Chicago Organizations' Fund

Student organizations which have money on hand may take advantage of the Chicago Organizations' Fund. By designating an official member to sign vouchers, they may deposit their funds with the University Cashier and have checks drawn on order. There is a very small charge for this service.

### 38. Smoking

Smoking in or about the University buildings is forbidden, except in specified rooms.

### 39. Use of Intoxicating Liquors; Betting

(a) Any student who is guilty of betting, using intoxicating liquors, or immoral conduct is subject to dismissal from the University.

(b) Organizations of students, including fraternities, local clubs, etc., which allow the use of intoxicating liquors in their houses, and organizations of students on whose premises owned or controlled by them intoxicating liquors are used, are subject to University discipline, extending to the dismissal of indi-

viduals and to the prohibition of student occupancy of such premises.

#### 40. Injuring Property

Any student who wilfully or carelessly injures the property of the University is required to pay for its replacement or repair.

#### 41. Civil Offenses

Any student fined or imprisoned by the civil authorities thereby becomes liable to University discipline.

#### 42. Advertising in University Buildings

The posting or distribution in University buildings of advertisements for the promotion of commercial interests is prohibited.

#### 43. Closing Time for Buildings

The buildings of the University are closed at 6:00 p. m., except as otherwise provided.

#### 44. Entertainments and Social Functions

All entertainments and social functions occurring in University buildings, must begin not later than 8:30 p. m. and close by 12:00. Managers of events are held responsible for beginning functions promptly at the scheduled time. Arrangements for the use of University buildings are made through the Dean's Office.

#### 45. Use of University Rooms by Student Organizations

Regular use of University rooms by recognized student organizations is under the jurisdiction of the Dean of the college concerned.

#### 46. Rules Regulating Class Organizations and Elections

Classes, when organized, shall abide by the following rules:

(1) A class shall include those officially registered in the College office for the work of the academic year in question.

(2) The officers of each class shall consist of a President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, and three Councilors.

(3) These eight officers shall constitute the Executive Committee of the class.

(4) The President of the class, with the advice of

the Executive Committee, shall appoint other committees necessary for the conduct of the business of the class.

(5) (a) The Treasurer shall be bonded in a sum sufficient to protect the funds of the class entrusted to his care.

(b) He shall keep these funds in a place designated by the officers of the class.

(6) Funds shall be expended by the Treasurer only on vouchers approved by the President.

(7) (a) In the case of classes not previously organized, the Dean of the College concerned will call a meeting of the class, at a convenient time, for the purpose of nominating the candidates for office during the current year.

(b) If the class has been organized during a previous year, the Acting President may call a meeting for the purpose of nominating officers. At least one week's notice of the nominating meeting shall be given on the official Bulletin Boards of the College. The officers of the preceding year will continue to serve until the new officers are properly elected and duly qualified.

(8) A quorum for the purpose of nominating candidates shall consist of at least one-fourth of the class.

(9) The names of the persons so nominated shall be posted on the official bulletin board for at least one week preceding the election.

(10) (a) A ballot showing the names of the candidates for election shall be given, or sent, in the case of students recognized by the Dean as unable to be present, to each member of the class, and shall be used for voting in the election.

(b) No proxies may be used.

(c) A majority of those voting shall elect.

(11) (a) The Executive Committee shall receive these ballots, count them and then announce the newly elected officers by publishing their names on the official bulletin board.

(b) In the case of classes not previously organized, these ballots shall be delivered at once to the Dean's office where they will be counted; after which the names of the newly elected officers will be published on the bulletin board.

(12) The elections shall be held during October of each year or as soon thereafter as expedient.

(13) In the College of Medicine, the officers of the preceding fourth year shall function in the fifth year.

(14) This system of conducting elections shall be under the general supervision of the Dean of the College concerned.

#### 47. The Student Council

The president of each class and the three elected councilors shall constitute the Student Council in each of the three colleges of the Chicago Professional Schools. The Council shall meet at regular designated times and consider matters of interest to the student body.

#### 48. Authorization for Undergraduate Organizations

No society or association may be organized among the students of the University without the permission of the Dean, and no change in the character or regulations of any society or association may be made without such permission. A petition for permission to organize any society or association, as well as to effect any change in any society or organization, already organized, must be presented to the Dean. Such petitions must include full information concerning the proposed organization or change together with a copy of the constitution and a list of the names of students who will comprise such organizations. This list must not include the names of any students whose average in the preceding semester has been below C.

The Dean may withdraw his authorization from any society or association of students if in his judgment the well-being of the University requires such action.

#### 49. Affiliation with National Organizations

No local social club or fraternity may become affiliated with any national organization unless it has been duly organized and in active existence for at least one year preceding the date of such proposed affiliation. No national social organization may establish a chapter at the University of Illinois unless that chapter has been in existence as a local organization for at least one year previous. A petition for every such proposed affiliation or organization must be presented for approval to the Dean before such affiliation or organization may be effected.



50. Residence in Club Houses Limited to Registered Students

No fraternity, sorority, local club, or other student organization may permit any person not a registered student or otherwise regularly connected with the organization, either as an active member or in its service, to live at its club house, at any time during the school year without permission of the Dean.

51. Initiation into College Fraternities, Sororities and Societies

No first year student and no transferred student may, until he shall have been in residence for one semester, become initiated into any fraternity, sorority or society and then not until he has procured from the Dean a statement certifying that he has successfully completed at least 80 per cent of the work in which he was registered.

In the College of Dentistry no student who is on probation may be initiated.

No chapter of a fraternity or sorority whose semester average is below C may initiate during the following semester any student whose individual average for the preceding semester is below C.

No chapter of a fraternity or sorority may have as a lodger in its chapter house or annex longer than the semester in which he was pledged and one month following, any "pledge" whom it may not initiate

52. Fraternity and Social Functions

No social function may be held by any student organization without written permission from the Dean of the college concerned. The petition for this permission must be presented to the Dean at least two weeks before the date of any such proposed function. The petition must state the nature, general program, time, place and hours of the function.

The presence of a member of the faculty, acting as faculty representative, is required at all fraternity, sorority and social functions. This faculty representative is responsible for the character of the entertainment at such functions and reports to the Dean.

53. Meetings During Class Hours Forbidden

No meeting of students' societies or associations and no public meeting of students may be held during the hours devoted to the regular exercise of the University without the permission of the Dean.