

UNIVERSITY OF ILLINOIS

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REGULATIONS

FOR THE GUIDANCE

OF

UNDERGRADUATE

STUDENTS



SEPTEMBER, 1930

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Ed. Gold

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REGULATIONS

FOR THE

Guidance of Undergraduate Students

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.

REGISTRATION

1. Registration Days

In September freshmen register on the Friday and Saturday and upper classmen on the Monday and Tuesday preceding the beginning of class instruction. In February all undergraduate students register on Monday and Tuesday preceding the beginning of class instruction. Students are not admitted to classes unless properly registered. *Students may not register by proxy.* (New students see also Rule 36).

2. Late Registration

A late-registration fee of five dollars is charged of all former students registering later than the registration days.*

A student is not registered until his fees are paid. A student, therefore, who does not pay or arrange his fees on the registration days is charged the late-registration fee.

3. Week-Old Study-Lists Invalid

A study-list becomes invalid if not filed within one week after the date of its issue.

*Students registering in courses beginning in the middle of the semester are not regarded as registering late, provided their registration is completed the day before the beginning of such courses.

4. New Students—Permits

(a) *A new student who has secured a permit to register not less than three days previous to the first day of registration should proceed to the registration office of the college or school in which he has permission to register in accordance with the Order of Registration published on the University bulletin boards, and make out with the Dean or Director, or with some one designated by him, a list of studies for the semester.*

(b) *A new student who has not secured in advance a permit to register must first secure such a permit from the Registrar's office.*

New students should note rule 36 (physical examinations).

5. Former Students in Good Standing

(a) *A former student in attendance the previous semester, and in all respects in good standing (see Rule 6 below), will proceed to the registration office of his college or school, in accordance with the Order of Registration published on the University bulletin boards, where he will find a blank study-list prepared for him and constituting a permit for him to register.*

(b) *A former student not in attendance the previous semester, but in all respects in good standing (see Rule 6 below), will first procure a permit to register, if a man, from the Dean of Men, if a woman, from the Dean of Women, and then apply at the Registrar's office for a study-list.*

(c) *A student transferring from one college of the University to another college of the University must obtain a release from the dean of the college which he is leaving (including a statement of his work in that college), and also a permit from the Registrar, certifying that he has fulfilled the entrance requirements of the college which he is proposing to enter; except that students transferring to the College of Law, the College of Education, or the School of Journalism need only a permit from the Registrar's office.*

(d) *A student transferring from one curriculum to another in the same college must register the change with the Registrar and satisfy him that he is eligible for admission to the new curriculum. He must also obtain the approval of the Dean or Assistant Dean of his college.*

6. Former Students Not in Good Standing

A former student, whether or not in attendance the preceding semester, if not in good standing, either—

(a) *Because he has been registered for two years as an unclassified student without matriculating; or—*

(b) Because of *unsatisfactory work* or for other reasons may not register except upon the recommendation of the Dean of his college and with the approval of the Council of Administration.

7. Students Dropped

A student who has been dropped from the University may re-enter only on petition approved by the Dean of his college and the Council of Administration. If a student desires readmission to a college or school of the University other than the one in which he was registered at the time he was dropped, his petition must be considered first by the Committee on Intercollegiate Transfer Petitions and will be finally acted upon by the Council of Administration.

8. Students Who Have Withdrawn within the Last Three Weeks of the Semester or Whose Status Cannot be Determined

A student who withdraws from the University within the last three weeks of instruction in any semester, or a student whose status cannot be determined because of excused grades may register again only on petition approved by the Council of Administration.

9. Supplementary Certificates from High Schools

Supplementary certificates from high-school principals covering work done and examinations taken in addition to work shown on certificates previously submitted may be accepted in all cases where they refer to work done and examinations passed prior to the student's admission to the University. Having once entered the University the student is required to obtain his credit in the examinations given by the University, and supplementary certificates relating to work done and examinations passed in the summer or at other times after his entrance to the University are not acceptable.

10. Persons Connected with the University

Any person in the regular employ of the University who is able to meet the entrance requirements or is old enough to register as an unclassified student may be permitted to attend University classes for credit, provided he registers and pays a fee of \$7.50 for each study each semester.

UNCLASSIFIED STUDENTS

11. Conditions of Admission

Persons *twenty-one years of age or over and not candidates for a degree* may be admitted to classes as unclassified students, with the approval of

the dean of the college or the director of the school, provided they can satisfy the professor in charge of the department in which such classes are taught that they possess the requisite information and ability to pursue the chosen subject profitably. (Unclassified students pay an extra fee of \$7.50 a semester.)

12. Special Requirements in the College of Engineering

Unclassified students will not be admitted to the College of Engineering unless they comply with the entrance requirements of that College in mathematics and English.

13. Two-Year Limit

No one may register in the University as an unclassified student for more than two years, except upon the recommendation of the dean of the college in which he is enrolled and with the approval of the Council of Administration.

14. Limitation to College in Which Registered

An unclassified student of one college or school may not take any study in another college or school except by permission of the dean or director of the latter.

LISTENERS OR VISITORS

15. Registered Students

Permission to attend classes as listeners is granted to registered students only by permission of the instructor of the class and with the approval of the dean of the college or the director of the school in which the student is enrolled. *A student who visits a course as a listener is not allowed an examination for credit.*

16. Persons Not Connected with the University

Permission to attend classes regularly as listeners only may be given to persons who are not connected with the University on the following conditions:

(a) They must first secure the consent of the instructor concerned and of the dean of the college in which the course is given.

(b) They must pay a fee of \$7.50 for each course attended.

No instructor is authorized to admit any such listener to any of his classes except on presentation of a *visitor's card* showing that the foregoing conditions have been complied with.

N.B.—A permit to visit a class does not entitle the person holding the permit to participate in the work of the class; permits to visit classes not admin-

istratively assigned to any college or school must be approved by the instructor in charge of the class and by the dean of the college in which the student would most naturally be enrolled as determined by the work offered for entrance credit or, if necessary, by requiring the student to express a preference.

17. Persons in the Employ of the University

Permission to attend classes regularly as visitors only may be granted without fee to persons in the employ of the University on the recommendation of the head of the department in which the employee is at work, with the consent of the instructor in the course, and with the approval of the dean of the college in which the course is given.

CHANGE IN STUDY-LISTS

18. Change in Study-Lists

(a) Permission to change study-lists after registration may be obtained only from the dean of the college or the director of the school in which the student is enrolled. For admission to a class after the registration days a student must secure also the consent of the departmental representative in charge of the course, and the latter may require the student to pass an examination in the work already gone over by the class or to present satisfactory evidence of his ability to proceed with the class.

(b) Changes in study-lists should be completed and filed at the Business Office not later than twelve o'clock noon of the Monday following registration. After this date, a fee of \$1.00 is charged for each change, except that the total charge for the rearrangement authorized on any one change slip will not exceed two dollars. The Registrar is authorized to waive the fee for change of study-list in cases where the change is required by University officer.

(c) Students already enrolled in the University will not be permitted to enter new classes that continue through the semester after the close of the third week of the semester; and permission will not be given such students to enter new classes continuing only a portion of a semester later than the close of the second week of instruction in the subject. Exceptions to this rule will be made in cases in which the student is required to drop an advanced course and to add a previous course on account of having failed to remove a failure by special examination or for similar reasons.

(See also Rule 29.)

STUDIES

19. Definition of "Hour"

Credit is reckoned in "semester hours" or simply

"hours." An "hour" is one class period a week for one semester, each class period presupposing two hours' preparation by the student, or the equivalent in laboratory, shop, or drafting room.

20. Registration in Courses with Variable Hours

Certain courses carry a variable number of hours, e. g., (2-5), according to the amount of work done in them by the individual student. In registering for such a course, a student must specify *at the time of registration* the number of hours for which he proposes to take it.

21. Number of Hours Required

That the time of students may be fully occupied, each person is required to pursue studies aggregating *not fewer than fifteen nor more than eighteen hours* (in the College of Law not fewer than fourteen nor more than sixteen hours); except that students in curricula requiring more than such number of hours in any semester are not limited as to such required hours by this rule; and except, further, that a student who has received grades of A in not less than one-half of the work for the preceding semester, with no grades lower than B, may take for the semester studies aggregating not more than twenty hours. A student may be permitted to take more or less than the amount of work described above only with the permission of the dean of his college or the director of his school.

A student who cannot devote his entire time to his studies because of illness or outside work necessary to meet expenses, or for other good reasons, may be *required* by the dean of his college or the director of his school to take fewer than fifteen hours.

22. 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.

23. Credit Forfeited by Re-Registration

By re-registering in a subject for which he has received credit either by class work at the University or by advanced standing 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.

24. Candidacy for Graduation

A candidate for graduation must have completed by the beginning of his final semester (or summer

session) all studies required for the degree, *except those to be taken in class during that semester (or summer session).*

It is provided, however:

(1) That special examinations to remove failures incurred *during the preceding semester* may be taken at any time before the beginning of the tenth week of a student's final semester; or, if the final period of attendance is a summer session, at any time before the beginning of the fifth week.

(2) That, similarly, substitutions for courses required for the degree may be made as indicated for special examinations in (1) above.

25. Classification of Students

Classification of students by years is made in the Registrar's office 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.

26. Certificates of Studies and Grades

Each student who has paid all his University fees, shall be 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, fifty cents each.

27. Requirement of C in Three-fourths of Work for Degree

In order to receive the bachelor's degree, a student must have secured grades of not less than C in subjects aggregating at least three-fourths of the work, prescribed or elective, taken at the University of Illinois and required for such degree.

28. Credit in Courses from which Students have been Excluded for Cheating

A student excluded from a course for cheating, receives no credit and must either repeat the course in class or substitute therefor some other course approved by the Council of Administration. If the course in which the credit has been lost is a prerequisite for some other course, the student may be permitted, on petition, to satisfy the instructor in the advanced course of his competency to undertake the work of that course.

29. Withdrawal from Courses After Seven Weeks

A student who has become seriously deficient in any course, either through neglect or lack of ability,

may not withdraw from such course after seven weeks of instruction in the semester unless willing to accept the grade of E for the course. The withdrawal will be effected through the regular change slip, signed by the instructor in charge of the course and approved by the dean of the college concerned. The latter will write upon the change slip: "Withdrawn, accepting the grade of E." The Registrar will then notify the instructor who will return the grade of E as the official grade in the course.

(The application of this rule in the summer session will begin at the end of three weeks of instruction.)

EXAMINATIONS

30. Entrance Examinations Closed to Upper-classmen

No matriculated student may take entrance examinations after beginning his second year in the University.

31. Semester Examinations Required; Other Examinations

Examinations must be taken at the close of each semester on the work of the semester in all subjects except those the character of which renders it unnecessary or impracticable. Only in rare cases and under very unusual circumstances may this rule be departed from and then only on individual petition approved by the Council of Administration. Other examinations are held as often as in the judgment of the instructor the necessities of the work may require.

32. Examinations of Absentees

A student who has pursued a study with a class in the University and has been absent from the regular examination for *satisfactory reasons* may be examined by the instructor at his convenience. *Absence from such an examination for any other cause counts as a failure.*

"A grade of 'excused' which is not removed during the first semester that a student is registered following the giving of such a grade automatically becomes a grade of E."

33. Special Examinations

Examinations other than those provided for under Rule 31 may be had only upon the recommendation of the head or chairman of the department concerned or of some person duly authorized by him, and with the approval of the Dean of the college in which the student is enrolled. Special examinations given under the rules of the University shall be re-

ported as "passed," or "failed," and shall not enter into any computation of averages.

Students dismissed from the University for any disciplinary reason who desire special examinations in subjects for which they were registered at the time of dismissal must receive the approval of the Council of Administration in addition to the recommendation of the officers mentioned above.

For all special examinations a permit must be obtained and a fee of five dollars must be paid in advance, except that no fees will be charged for examinations under Rule 32. 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).

No special examinations may be given during the period beginning ten days before and continuing for ten days after each final examination period, except that special examinations may be given on and after the first Friday of the second semester. (The provisions of this paragraph do not apply in the College of Law.)

Special examinations may not be taken in courses in which a student has secured a passing grade.

A student who has completed the work of the first semester is considered to be still under registration for the purposes of this rule for fifteen days after the close of the final examination period. A student who has completed the work of the second 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.

34. Examinations for Advanced Standing

A student transferring from another institution may have a special examination without fee, provided he takes such examination within sixty days after matriculating.

An examination for credit in a high-school subject not used for entrance will not be granted to a student who has received University credit for more than one semester course in the subject in which the examination is requested.

An examination for credit in a college subject of elementary character will not be granted to a student who has received credit for more than one semester course in the subject in advance of the course in which the examination is requested.

35. Special Examinations for Persons Not in Residence

The Registrar is authorized to issue permits for special examinations, under the conditions named in

Rule 33, to persons who are not registered in the University at the time but who are candidates for degrees at the close of the college year in which the examination is to be given and who have credit on the Registrar's books when the permit is issued for not less than 120 semester hours.

The provisions of this regulation do not apply to special examinations taken by students in courses for which they have received grades of "excused." Such examinations may be taken at any time irrespective of the question of residence, subject to the requirements of Rule 32.

No student who has attended the University of Illinois will be permitted to take for credit at the University the examinations conducted by the University in Chicago primarily for candidates for admission to the State Bar Examination. In no case will credit be allowed toward the degree for these college examinations given by the University in Chicago until the applicant for such credit has earned in residence at the University an amount of credit equal to that earned through examinations.

36. Physical Examinations

All students registering in this University between September 1 and June 1, who have not previously taken here a physical examination, must take such an examination. New students will be required to make appointments with the University Health Service for their physical examinations *before* registration. The examination is given by the University at the time of appointment without cost to the student. If the student fails to take the examination at the appointed time, a fee of \$5.00 will be charged, unless an excuse is presented from the Dean of Men or the Dean of Women.

GRADES

37. Significance of Grades

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

38. Incompletes

The term "incomplete" is used in reporting the work of students only in the department of physical education. Except in this department instructors are required to assign a definite grade representing both the quality and the quantity of the work accomplished.

A grade of "incomplete" which is not removed during the first semester that a student is registered following the giving of such a grade automatically becomes a grade of E.

39. Examination Books

Semester examinations must be written in the University examination books.

FEES*

40. Payable in Advance

Fees assessed for any semester are due and payable in full when the student registers. (See Rule 2, second paragraph.)

41. 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 shall not be permitted to register in the University again, and shall not be entitled to receive an official statement of his credits from the Registrar, until his indebtedness has been discharged.

42. Refunds

In case a student withdraws from a course or from college during the first ten days of instruction as scheduled, the total amount of his fees for the work dropped, except the matriculation fee, will be refunded. After ten days and before the middle of the semester, a rebate of one-half the fees, except the matriculation fee, will be made. After the middle of the semester, no rebate will be allowed. In no case will any part of the matriculation fee be refunded.

The fees of a student dismissed from the University during any semester shall be refunded on the same basis as indicated above for a student who withdraws with permission.

43. Refunds in the Summer Session

In the *Summer Session*, the total amount of fees paid, except the matriculation fee, will be refunded within the first five days; one-half the amount after the first five days but within the first four weeks; and nothing after the beginning of the fifth week.

ABSENCES

44. Leave of Absence

Students who desire to be absent from the University must apply for leave to the Dean of Men,

*The fees named herein are special fees charged in the case of certain irregularities. For the schedule of regular University fees—the matriculation fee, the incidental fee, the diploma fee, etc.—see p. 87 of the *Annual Register* for 1929-30.

in the case of men, or to the Dean of Women, in the case of women.

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

45. 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.

46. Daily Report of Absences

Instructors report all absences daily on blanks furnished for the purpose. A report must be made for each class exercise whether students are absent or not, the report indicating the names of the students absent, or that there are no absences. In courses made up of laboratory and quiz sections the reports on both the laboratory and quiz must be made. The absences of the men are reported to the Dean of Men and those of the women to the Dean of Women. For classes where no absences have occurred the report shall be made only to the Dean of Men. No absence is excused or omitted, but such information as the instructor has may be transmitted with the report.

47. Absences Before and After Vacations and Inspection Trips

Students absent from classes immediately preceding or following a vacation or an inspection trip 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 (see Rules 32 and 33). Students who are *obliged* to be absent at times indicated by this rule may present to the Dean of Men, in the case of men students, or to the Dean of Women, in the case of women students, either before or after such absences occur, a petition asking to be excused.

48. Special Discipline for Repeated Absence

If the repeated absence from classes of any student seems to the Dean of Men, or the Dean of Women, a matter requiring discipline, the case is reported to the Council of Administration for action.

49. 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, (1) for serious illness, or (2) by action of University rule, or (3) for other unavoidable circumstances, or (4) unless he has secured permission in advance to withdraw from the course according to Rule 18.

A record is kept of all absences and excuses by the Dean of Men and the Dean of Women through whose respective offices this rule is administered. A student is dropped from a course when his absences aggregate one-tenth of the whole number of recitations in that course. Absences caused by serious sickness or other unavoidable circumstances shall not count toward dropping a student from a course. When a student has passed the limit in any one subject the Dean of Men or the Dean of Women informs the instructor in charge and drops that student from the course.

An instructor may require a student to make up any class exercise which he has missed, whether or not the absence was excused.

A student who allows himself to be dropped from a course by absenting himself from it for causes other than those specified in the first paragraph of this rule goes automatically upon probation (see Rule 54), such probation to be reported by the Dean of Men or the Dean of Women at the next meeting of the Council of Administration for record. A student may be reinstated in the course from which he was dropped, as provided in Rule 50, but without affecting his probationary status.

A student thus placed on probation will be dropped from the University: (1) If he fails to make a passing grade in a minimum of eleven hours (six hours in the summer session) of the work for which he is registered in either of the next two sessions for which he is enrolled (provided that, if he is permitted to register for less than twelve hours in a semester or seven hours in a summer session, he must pass all his work); or (2) If at the end of his second consecutive session on probation he fails to make himself clear of probation.

A student who has been placed on probation under Rule 53 or Rule 54 or under the preceding paragraph of this rule and who then allows himself to be dropped from a course, is dropped automatically from the University.

Note—Students exempt from Rule 49:

Junior students, who, during their sophomore year in the University, and senior students, who, during their junior year in the University, have secured an average grade in their work of 3.75 or higher are exempt from the regulations as to absences stated in Rule 49 (except for advanced courses in military). A student entering the College of Law from another

college of this University, who, during the last preceding year he was enrolled for work, and any law student, who, during the preceding year while enrolled in the College of Law, secured an average grade in his work of 3.75 or higher, is likewise exempt. Transfer students, who are given junior or senior standing, or, who enter the College of Law, are subject to the regulations stated in Rule 49, but, in case they achieve an average grade in their work of 3.75 or higher at the end of their first semester in the University, they become exempt from its regulations and subsequently they are dealt with as other students of the University.

50. Reinstatement

When a student has been dropped from a course on account of absences, he may be reinstated only upon satisfying the instructor of his ability to continue with the course. Permission for reinstatement is given only upon the joint recommendation of the instructor in charge of the course and of the Dean of Men or the Dean of Women.

51. Failure on Account of Absences

If a student who has been dropped for absences secures neither a reinstatement nor a permit to omit the course in the way provided under Rule 18, he is recorded as having failed in the course.

REPORTING ON UNSATISFACTORY WORK

52. Dates of Reports; upon Whom Made

At the end of six weeks of instruction and twelve weeks of instruction in both the first and second semesters each instructor reports to the offices of the Deans of the colleges and the Directors of the schools in which the students are registered upon the work of all freshmen and unclassified students, and upon all other students whose work is presumably below C. (See also rule 55.)

DELINQUENT STUDENTS

53. Probation in and Dropping from the College of Law; Scholarship Requirements in the College of Law

A student in the College of Law whose scholastic work in the opinion of the faculty is unsatisfactory may be placed on probation by action of the Council of Administration.

A student thus placed on probation will be dropped from the University: (1) If he fails to make a passing grade in a minimum of ten hours (six hours in the summer session) of the work for which

he is registered in either of the next two sessions for which he is enrolled (provided that, if he is permitted to register for ten hours or less in a semester or six hours or less in a summer session, he must pass all his work); or (2) If at the end of his first session on probation he fails to make himself clear of probation.

A student will be dropped if he fails in any semester to carry at least six hours (three hours in the summer session) of the work for which he is regularly registered (military, physical training, and the required work in hygiene not included).

54. Probation and Dropping from the University for Poor Scholarship

The following rule with reference to (A) probation, (B) dropping for poor scholarship and (C) the status of students admitted after having been dropped for poor scholarship, is effective for all students in those colleges of the University to which students are admitted directly from the high school, and to all students in the School of Journalism:

A. Probation

A student is placed on probation for the next session (whether semester or summer session) for which he is registered:

(1) If he fails to make a passing grade in a minimum of eleven hours (six hours in the summer session) of the work for which he is registered in any semester; or

(2) If, being registered in eleven hours or less in any semester or in six hours or less in the summer session, he fails to pass the entire number of hours for which he is registered; or

(3) If he falls below C in more than one-third of the work for which he is registered in any semester or summer session without at least two hours of A or B in the courses for which he is registered (military, physical training, and required work in hygiene not included); or

(4) If, at any time his work, in the judgment of the Council of Administration, is seriously deficient; or

(5) If, having been reported to the Committee on Student's Use of English, he does not clear up his deficiencies in English by the end of the semester; or

(6) If, having been assigned to Rhetoric 0, he fails the course.

B. Dropping for Poor Scholarship

1. A student placed on probation under any one of the above paragraphs will be dropped from the University:

(a) If he fails to make a passing grade in a minimum of eleven hours (six hours in the summer session) of the work for which he is registered in either of the next two sessions for which he is enrolled (if he is permitted to register for less than twelve hours in a semester or seven hours in a summer session, he must pass all his work); or

(b) If at the end of his second consecutive session on probation he fails to make himself clear of probation.

2. A student, whether or not previously on probation, will be dropped from the University if he fails in any semester to pass at least six hours (three hours in the summer session) of the work for which he is regularly registered (military, physical education, and the required work in hygiene not included).

C. Status of Students Admitted After Having Been Dropped

A student dropped from this University or from some other institution for poor scholarship may by permission of the Council of Administration be registered only on probation and with the further stipulation that he shall be required to pass with a grade of C or better at least three-fourths of the work for which he is registered the first session after admission as a condition of further registration.

55. Disabilities of Students on Probation or Otherwise Deficient in Scholarship

Students placed on probation for any cause may not, during the period of their probation, take part in athletics or in any other extra-curricular activity.

Any student who, at the six weeks or twelve weeks reports in mid-semester, has more than one E (exclusive of military, physical education and hygiene) may be declared ineligible by the Council of Administration for participation in any extra-curricular activity during the next six weeks.

DISCIPLINE

56. Degrees of Discipline

The degrees of discipline in the University are *expulsion*, *dismission*, *suspension*, and *reprimand*. *Expulsion* is permanent exclusion from the University; *dismission*, exclusion for a set time not to exceed two semesters; *suspension* exclusion without a definite period, but not to exceed one semester; *reprimand*, and admonition, given by the proper offi-

cer, according to the circumstances of the particular case.

A student may be *expelled* or dismissed or finally suspended only by the Council of Administration. He may be suspended from any class, for sufficient reason, by the instructor in charge; or from his college or school by his dean or director; or from the University by the Dean of Men, in the case of men, or by the Dean of Women, in the case of women; but in no case shall suspension be for more than one week, and every such suspension shall be reported immediately to the Secretary of the Council of Administration for action by that body, unless in the meantime the suspension has been terminated by the authority which made it, upon promise of good behavior or for other reason satisfactory to such authority.

57. Cheating

Cases of cheating are reported to the Council of Administration for discipline.

(a) Students who give aid in written work, drawings, quizzes, or examinations, shall be disciplined according to the nature of the offense at the discretion of the Council.

(b) Students are forbidden to communicate on any subject whatever in any quiz or examination, and any student who in the judgment of the instructor conducting the examination is so communicating shall be immediately requested to leave the room. The instructor shall promptly make a report of his action to the dean of his college, by whom the report shall be forwarded to the chairman of the Committee on Discipline for Men, or to the chairman of the Committee on Discipline for Women, as the case may require, before which Committee the student may have a hearing.

(c) Freshmen shall be dismissed for a semester for cheating in a final examination, for a first offense; for any later similar offense the same penalty shall be inflicted as in the case of upperclassmen (see paragraph d).

(d) Students beyond their freshman year who have been found guilty of cheating in final examinations shall be dismissed from the University.

(e) In all cases of cheating other than those covered by paragraphs (c) and (d) above, such as plagiarism, cheating in laboratory practice, quizzes, or written exercises, or in the making of maps or drawings, penalties shall range, at the discretion of the Council, from loss of credit in the course to dismissal from the University.

(f) A student excluded from a course for cheating receives no credit and must either repeat the course

in class or substitute therefor some other course approved by the Council of Administration. If the course in which the credit has been lost is a prerequisite for some other course, the student may be permitted, on petition, to satisfy the instructor in the advanced course of his competency to undertake the work of that course.

58. Suspended Students Barred from Campus

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

59. Cheating in Entrance Examinations

Any person detected cheating in an examination for admission to the University or in the examinations in high-school subjects conducted by the University in Chicago primarily for applicants for admission to the State Bar examination, shall forfeit credit in the subjects he has taken during the examination period concerned. He may be allowed to take further examinations after a lapse of not less than six months from the date of the offense.

60. Hazing

The unauthorized entrance of the rooms of other students, or subjecting fellow-students to indignities of any character, is a violation of University discipline. Mingling with a crowd or following a crowd engaged in hazing will be considered to be participation in hazing. Mingling with a crowd or following a crowd attempting to gain forcible entrance to any public building or playhouse shall also be considered as a violation of University discipline.

Discipline under this rule will consist in dismissal from the University for at least one semester of any student who follows a crowd or mingles with a crowd engaged in the destruction of property, or attempting to gain forcible entrance to any public building or playhouse. Permanent dismissal from the University will follow in the case of any student who takes an active part in the destruction of property or who attempts to gain forcible admission to a playhouse or other public building.

61. Class Officers

Class officers or committeemen having anything to do with class activities, who violate or fail actively to uphold University regulations in connection with class functions shall be subject to University discipline.

62. 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.

63. Smoking

Smoking in or about the University buildings or on the Campus between Springfield Avenue on the north and the east and west drive immediately south of the new Agriculture and Commerce buildings on the south is forbidden. The east and west limits on the South Campus are Mathews Avenue on the east and Wright street to Armory and Sixth street extended through the Campus on the west.

64. Use of Intoxicating Liquors; Betting

(a) Any student who is guilty of betting, illegally 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, will be subject to University discipline, extending to the dismissal of individuals and to the prohibition of student occupancy of such premises.

65. Injuring Property

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

66. Civil Offenses

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

67. Issuing Worthless Checks

Any student who issues or passes a check without having a proper balance or credit to meet the same and refuses promptly to make it good, or otherwise obtains money under false pretenses, thereby becomes liable to suspension or other discipline.

68. Advertising in University Buildings

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

AUTOMOBILES

69. Operation of Motor Vehicles by Students

No undergraduate student registered in the departments of the University of Illinois in Urbana and

Champaign is permitted to operate any motor vehicle during the time the University is in session (excluding regular vacations) unless he has from the Council of Administration a specific permit based upon demonstrated necessity or special convenience. A student, who lives with his parents or guardian, must present from such parents or guardian a written request for a permit.

No permits are granted minor students except upon the written request of the parent or guardian.

Permits to operate motor vehicles shall be issued for the Council on the authority of a Committee appointed for that purpose. The Secretary of the Council shall be the agent of the Committee for this purpose. No permit may be issued to a male student except on the approval of the Dean of Men or to a woman student except on the approval of the Dean of Women. If in the matter of granting a permit in any case the Secretary of the Council differs with the Dean of Men or the Dean of Women as to the advisability of issuing a particular permit he shall refer the matter to the Committee.

In case of a difference of opinion between the Secretary of the Council and the Dean of Men or the Dean of Women as to the issuing of a particular permit no information shall be given the applicant until the Committee itself has acted on the request.

LIVING QUARTERS

70. Living Quarters of Students

No unmarried undergraduate student may occupy living quarters in which there does not reside some person in general charge approved by the University.

MEETINGS IN UNIVERSITY BUILDINGS

71. Closing Time for Buildings

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

72. All Entertainments and Social Functions Occurring in University Buildings Must Begin Not Later than 8 p.m.

All entertainments and social functions occurring in University buildings, must begin not later than 8:00 p.m. The Council of Administration will hold managers of events responsible for beginning functions promptly at the scheduled time.

Janitors shall be instructed to close the doors immediately upon the hour at which an entertainment is scheduled to begin, and to admit no one until there is a break in the program which will allow seating without disturbance, except that in the case of lectures, the doors may be reopened and persons

admitted after the lecture has been in progress for ten minutes. Nothing in this regulation is to be considered as setting aside any special orders in regard to specific events which may be issued to janitors by the Supervising Architect.

73. Closing Time for Meetings

All meetings of societies and social gatherings connected with the University, held in University buildings, must close not later than 12:00 p.m., with the exception of the annual Senior Ball, the Junior Promenade, the Military Ball, and the Sophomore Cotillion, each of which must close not later than 2:00 a.m.

74. The Woman's Building Reserved for Women Students

The Woman's Building may not be used for regular meetings of clubs and similar organizations, unless they are composed exclusively of women of the University.

75. Initiations on the Campus

Student organizations, including literary societies, are permitted to use University buildings and grounds for the purpose of conducting initiations only on condition that all horseplay and the like shall be eliminated from the programs of such initiations.

STUDENT ORGANIZATIONS AND ENTERTAINMENTS

76. Authorization of Council Required

No society or association may be organized among the students of the University without the permission of the Council of Administration, 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 Council through the Committee on Student Organizations and Activities. 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 organization. This list must not include the names of any students whose average in the preceding semester has been below C.

The Council reserves its right to withdraw its authorization from any society or association of students if in its judgment the well-being of the University requires such action.

77. 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 Council of Administration through the Committee on Student Organizations and Activities before such affiliation or organization may be effected.

78. Use of University Rooms by Student Organizations

Regular use of University rooms by recognized student organizations shall be under the jurisdiction of the Supervising Architect under such rules as the Council of Administration may adopt.

79. Residence in Club Houses Limited to Registered Students; Opening of Houses in the Summer

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 calendar year without permission of the Council of Administration.

No fraternity or sorority house may be open to undergraduate lodgers during the summer months unless in charge of some mature and responsible person approved by the Council of Administration.

80. Initiation into Fraternities and Sororities

No freshman may become a member of any fraternity until the end of the first semester, and then not until he has procured from the Dean of Men a statement certifying that he has successfully completed at least eleven (11) hours of the work in which he was registered, with a grade of C in courses exclusive of military, hygiene, and physical education, or has passed thirteen (13) hours with an average grade of C in courses exclusive of military, hygiene, and physical education.

No student entering the University with advanced standing from another institution may be initiated into any fraternity until he has procured from the Dean of Men a statement certifying that he has upon the records of the Registrar's office credit in not fewer

than twenty-five (25) hours of University work or has made himself eligible under the preceding regulations.

No chapter of a fraternity whose average for the two preceding semesters is below 3.00 may initiate during the following semester any student whose individual average for such semester is below 3.00 in all the courses for which he was registered.

No chapter of a fraternity 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, unless the fraternity signifies its intention of retaining that student as a pledge and gives notice of such action to the Dean of Men.

No student shall be pledged longer than two consecutive semesters if he fails to earn grades that will permit his initiation. Special consent for waiving this rule must be granted by the Dean of Men.

A fraternity must confine its mock initiation in each case to its own house and grounds and must impose no tasks upon its initiates which will interfere with their regular study hours. A fraternity which violates this rule shall be denied all chapter dances for the semester in which the violation occurs.

The above regulations apply in full to initiation into sororities, except that the required statements must be obtained from the Dean of Women.

81. Chaperons

Any organized groups of undergraduate women living together in sororities or cooperative houses must make satisfactory arrangements for house chaperons with the Dean of Women through recommendations and interviews. Similar arrangements for chaperons must be made with the Dean of Women by the proper authorities of church houses before students may be permitted to live in such houses. Names of chaperons will then be presented to the Council of Administration by the Dean of Women for approval.

Contracts with chaperons must be made subject to the condition that they will be terminated at any time if unsatisfactory conditions make it necessary for the Council of Administration to withdraw its approval.

Chaperons shall be responsible to the Council of Administration, through the Dean of Women, for the enforcement of the house rules agreed upon by their groups and approved by the Dean of Women. Chaperons shall, through interviews at least once in two weeks, keep the Dean of Women constantly in touch with the activities of their groups.

82. House Parties

(1) All house parties given by fraternities in the Pan-Hellenic Council are hereafter to be conducted according to the following rules:

a. Each fraternity in good standing in the Council shall be entitled to one house party a year.

b. Guests shall not be permitted in the house before 1:00 p.m. Friday nor after 6:00 p.m. Sunday.

c. The chaperons shall be approved by the Dean of Women, and at least one of them shall be officially connected with the University.

(2) Any fraternity violating any rule of Section 1 shall be suspended from the Pan-Hellenic Council for the period of one year, shall not be permitted to have a house party during the year following that of the violation, and shall be subject to such other discipline as the University authorities may direct.

(3) Permission to have house parties may be given to all fraternities having an average of "C" or above for the preceding semester.

(4) Only guests may live in the chapter house during the time of the house party.

83. Social Functions—Dances

(a) *When held.* No social function may be held by any student organization on other than Friday evening or Saturday afternoon or evening, except on the evening preceding or afternoon of a University holiday or during vacations.

(b) *Number.* Not more than two evening dances may be given by any social fraternity or sorority in one semester, and not more than four in one calendar year. Undergraduate professional organizations and societies other than social fraternities may not be allowed more than one dance per year.

(c) *Hours.* The closing hours of all functions shall be not later than 12:00 p.m., unless otherwise authorized by the Council of Administration on the recommendation of the Committee on Student Organizations and Activities. By "closing hour" is meant that all features of the function must be entirely concluded and the house or hall cleared of guests. Every organization giving a dance shall make such arrangements as will enable all guests to be at home by half-past twelve o'clock.

(d) *Permission to hold functions.* A petition must be presented to the Council of Administration, through the Committee on Student Organizations and Activities, at least two weeks before the date of any proposed social function. The petition must state the nature and general program of the function, when and where to be held, hours, and the chaperons as prescribed under section (e). No func-

tion may be held at any time without the approval of the Council of Administration.

(e) *Chaperons.* The chairman of each dance committee must include in the petition the names of at least two married faculty members, one of whom is not a member of the organization, and who have been invited, and have accepted the invitation, to act in the capacity of chaperon. Not later than Wednesday following the function the chairman shall submit a written report to the Dean of Men in the case of men and the Dean of Women in the case of women, which shall include the names of the faculty chaperons present who remained throughout the function and the hour of closing. Any organization whose officers fail to make the report as provided for herein shall be subject to the penalty of the loss of one dance.

(f) *Admission fee.* No dance at which admission is charged may be given by any individual student or by any group of students without the approval of the Council of Administration. This rule applies to dances given following examination week and during Commencement week.

84. 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 exercises of the University without the permission of the Council of Administration.

85. Meetings of Student Organizations

Business meetings and meetings of an educational character may be held in University buildings by student organizations on Monday, Tuesday, Wednesday, or Thursday evenings between the hours of 4:00 p.m. and 8:00 p.m., or on Friday or Saturday after 4:00 p.m.

86. Public Entertainments

(a) *Authorization of Council.* No public entertainment or exhibition may be given by students, either on the campus or elsewhere, except on petition presented through the Committee on Student Organizations and Activities for approval by the Council of Administration. The petition for permission to hold any entertainment or exhibition must be presented before any arrangements for the proposed event are entered into. Evidence that any arrangements for the event have already been made will constitute a reason for denying the petition and requiring that the proposed entertainment or exhibition be not given.

(b) *Use of University buildings.* For the use of University buildings except for entertainments and meetings of a strictly University character, a charge will be made in each case as stipulated below, unless otherwise authorized by the Council of Administration. This charge will cover heating, lighting, janitor service, cleaning, and police duty. An extra charge at cost will be made for all extra work such as wiring, decorating, special lighting effects, stage facilities, the use of palms and ferns, the taking down and putting up of bleachers in the gymnasium annex, etc.

Auditorium.....	\$15.00
*Gymnasium Annex, for informal dances...	20.00
*Gymnasium Annex, for formal dances....	30.00
Woman's Building, one floor.....	15.00
Woman's Building, both floors.....	25.00
Woman's Building, new gymnasium (for informal dances closing at 12).....	25.00
Woman's Building, new gymnasium (for formal dances closing later than 12)..	35.00
Morrow Hall.....	7.50
Music Building, recital hall.....	15.00
University Hall, Chapel.....	7.50
Stock Pavilion.....	7.50
Lincoln Hall Theatre (charge sufficient to cover costs)	

Payment of the above general fees must be made at the Business Office and a receipt for such payment presented to the Supervising Architect before the building will be assigned for the use desired.

(c) *Approval of program and cast.* Programs and casts of proposed entertainments must be presented in advance through the Committee on Student Organizations and Activities for approval by the Council of Administration.

(d) *Approval of coaches.* No one may be appointed by a student organization as a coach for dramatics or similar performances except with the consent of the Dean of Men and the Dean of Women, who will report their action on each case to the Council of Administration.

87. Dates for Musical Entertainments by October 1

All societies and organizations planning to give public musical entertainments at the University are required to submit the proposed dates for such en-

*Between December 1 and April 1 only such social events as appear in the University calendar will be scheduled in the Gymnasium Annex, except on the approval of the Committee on Student Organizations and Activities and of the Director of Physical Welfare.

tertainments to the Committee on Student Organizations and Activities for approval *not later than October 1* of each year, in order that conflicts and undue competition may be avoided. This plan assumes that the dates for events decided on after October 1 will be adjusted after consulting the program made out October 1.

88. Proceeds of Entertainments to Go to Organizations

No organization connected with the University is permitted to hold any entertainment with a view to raising money to be divided among members. All funds received from entertainments given by any University organization shall be turned over to the treasurer of the organization and used for the benefit of the organization as a whole and for the promotion of the interests for which it was established.

89. Finances of Student Organizations (See also Appendix IV)

(a) *Auditing of accounts.* Every student organization receiving money from the sale of tickets, subscriptions or advertising, or otherwise from persons other than its own members, and every class organization receiving money from any source must keep a set of books in a form approved by the Chairman of the Committee on Student Organizations and Activities, and open at all times to his inspection.

Undergraduate organizations with limited membership, whose financial matters are under the control of the Student Organizations Fund, shall segregate those profits received from public entertainments in a separate fund from their regular accounts, this fund to be used only for the specific purpose of future public entertainments and the privilege of bringing lecturers, speakers and entertainers to the campus.

The Chairman of the Committee shall require each organization to file with him twice a year a list of its active officers and shall send copies of this list to the Dean of Men and the Dean of Women.

Every organization whose past or prospective financial undertakings aggregate two hundred dollars (\$200) or more per year must submit to the Chairman of the Committee on Student Organizations and Activities for his approval an itemized estimate of its income and its proposed expenditures, in the case of continuing organizations within the first month of the school year, and in other cases before any steps have been taken in connection with the project or enterprise.

The books of the organization shall be submitted to the Chairman of the Committee on Student Organ-

izations and Activities for audit, together with such reports as he may require, in the case of continuing organizations semi-annually, and in all other cases within thirty days after the event for which the organization was constituted.

Written contracts shall be made by all organizations and publications in all transactions involving sums exceeding one hundred dollars (\$100), and copies of these contracts shall be submitted to the Chairman of the Committee on Student Organizations and Activities for approval and record before they are signed. The Committee on Student Organizations and Activities will withhold approval of contracts made by student organizations and publications until it appears that such contracts have been entered into on the basis of free and open competition on specifications duly submitted.

The above regulations will not apply to organizations which have been placed by the Council of Administration under the supervision of special boards or committees.

(b) *Solicitations of contributions.* No student organization, or student acting in the name of an organization, shall solicit or receive contributions from persons outside of its own membership for any purpose, unless permission to do so has been previously granted by the Council of Administration.

(c) *Bonds.* The proper officers of all organizations shall, upon the request of the Committee on Student Organizations and Activities, furnish a suitable bond for the faithful performance of their respective duties. Such bonds must be approved by the Legal Counsel of the University and deposited with the Bursar in the Business Office.

(d) *Publication of financial statements.* Financial statements of the various student organizations after being approved by the Committee on Student Organizations and Activities shall be published each year in the Illini. In addition the Treasurer of the Student Organizations Fund shall publish occasional reports at his discretion.

90. Senior Memorial—Bond for Treasurer

The Treasurer of the Senior Memorial Committee shall give a bond of one thousand dollars or more if necessary to cover the funds collected, for the faithful performance of his duties.

91. Home-Coming

(a) The annual Home-Coming celebration shall be held on Friday and Saturday of the second week preceding Thanksgiving (beginning not earlier than 12:00 m. on Friday), or on any prior Friday and

Saturday, as may be determined by the Advisory Committee on Home-Coming.

(b) The general arrangements for Home-Coming shall be in charge of an Advisory Committee constituted as follows:

The President of the Illinois Union, *Chairman.*

The President of the Woman's League.

The Director of Physical Welfare.

The Executive Manager of the Alumni Association.

A member of the faculty of the University (preferably an alumnus), appointed by the Council of Administration.

(c) Under the direction of the Advisory Committee, the Illinois Union shall assume the active management of all details connected with the Home-Coming celebration, assisted by the Woman's League.

(d) Funds for expenses connected with Home-Coming may be raised by the sale of badges, by the sale of tickets to the different functions, by advertising on and the sale of the official program, or by subscriptions from students and alumni. Under no circumstances shall donations for this purpose be solicited from merchants or other citizens of Champaign and Urbana, not alumni.

(e) The various functions connected with Home-Coming should be of an inexpensive character, and the expenses of the event must be kept to the lowest possible amount. A complete statement of receipts and expenditures shall be made to the Dean of Men and published in the *Daily Illini*, as provided by Rule 89 of the *Regulations for the Guidance of Undergraduate Students*.

(f) Under no circumstances shall any student or other person be paid for services rendered in connection with Home-Coming. Any surplus of funds, after the payment of all bills, shall go into the treasury of the Illinois Union and the Woman's League, distributed on the basis of 70% to the Illinois Union, and 30% to the Woman's League, losses to be shared in the same proportion.

92. The Star Course

(1) *Functions*

The Star Course shall supervise and conduct concerts and entertainments given at the University of Illinois by professional artists, lecturers, orchestras, and other professional organizations.

(2) *Board of Advisers—Membership*

A Board of Advisers shall be constituted, consisting of the Director of the School of Music, the Comptroller, a member of the faculty selected by the Council of Administration with a view to his acting in an advisory capacity concerning dramatic attrac-

tions, two members elected annually in May by the Philomathean and the Adelpic literary societies, respectively, one member of the faculty elected by the Choral Society, and one student elected by the University Orchestra. The Comptroller shall be ex-officio chairman of the Board. The faculty members selected by the Council of Administration and the Choral Society shall serve for a period of two years. The student members shall be at least juniors of satisfactory standing, one being elected annually from each literary society and one from the University Orchestra elected biennially and each holding office for two years.

(3) *Duties of the Board of Advisers*

The Board of Advisers shall select the managers of the Course as provided in Section 4 and shall approve the nominations of assistants, shall settle all policies of administration connected with the Course, and shall organize such methods of business as are needed to carry on the affairs of the Course with efficiency and economy.

(4) *Managers and How Chosen*

The Board of Advisers shall select each year one senior manager for the Star Course for the succeeding season. The Board may also select junior and sophomore assistants. Managers and assistants shall be chosen from the general student body and must have an average grade of C in their studies. As far as possible, junior and senior managers shall be selected from among assistants of the previous year.

(5) *Bond of Manager*

The manager shall be placed under bond in the sum of \$2,000. This bond must be approved by the Legal Counsel of the University and deposited with the Bursar in the Business Office.

(6) *Compensation of Managers*

A maximum salary budget of \$600 may be expended by the Board of Advisers in compensation for the services of the manager and the assistants on the regular course. Additional compensation may be awarded by the Board of Advisers for the services of the manager and assistants in connection with any special numbers given under the auspices of the Star Course, but not included in the regular course.

(7) *Duties of Managers*

The duties of the managers and assistants shall be determined by the Board of Advisers and a proper assignment of responsibilities made as it may determine.

(8) *Income*

The price of tickets for all attractions shall be de-

terminated by the Board provided that the price of tickets to be used by students shall be lower than that for tickets to be used by others. The business manager shall be required to present to the Board for approval a budget of the estimated income and expense for the year. In this budget it shall be required that the total amount to be expended for attractions be not less than sixty-five per cent of the gross income. All contracts for attractions must be approved by the Board before being executed by the manager.

(9) *Complimentary Tickets*

A maximum list of fifty complimentary tickets shall be allowed to be distributed by the Board.

(10) *Surplus*

Any surplus remaining from each year's Course shall be set aside as a sinking fund as a reserve against future losses or for the development of the Course, or for the support of other literary and musical activities and attractions on the campus.

(11) *Property and Equipment*

From each year's income an amount may be set aside as necessary for the purchase of permanent equipment for the use of the Star Course. The Board of Advisers shall be the custodian of such equipment and shall be responsible for its care and use.

(12) *Accounts and Records*

A complete set of accounts in the form prescribed by the Board of Advisers shall be kept by the manager for each year's Course, together with the files of correspondence and other data pertaining to the Course.

(13) *Receipts*

The sale of tickets shall be handled under the direction of the Bursar in the Business Office of the University. All receipts must be deposited in full.

(14) *Disbursements*

Disbursements may be made only by voucher check drawn by the manager as stipulated by the Board of Advisers and countersigned by the Chairman of the Board.

(15) *Reports and Audits*

The business manager shall be required to prepare such reports as are indicated by the Board of Advisers and to submit his accounts and records for audit as directed by it. The business manager shall prepare a complete report of the income and expense of the Course which, after being properly audited, shall be presented to the respective literary societies and transmitted to the Council of Administration.

ELIGIBILITY

93. Eligibility for Intercollegiate Games

No one shall participate in any intercollegiate sport unless he is a *bona-fide* matriculated student, doing full work in a curriculum to a degree.

A deliberate misstatement as to eligibility by a candidate for any University athletic team shall make such candidate liable to expulsion from the University.

94. Eligibility for Dramatic Productions (Freshmen Barred)

No student who has less than thirty semester hours of credit on the Registrar's records may be permitted to take part in any dramatic production.

STUDENT PUBLICATIONS

95. The Daily Illini

Subject to the general authority of the Council of Administration as defined by the Board of Trustees of the University of Illinois, the *Daily Illini*, and other publications, shall be published by a corporation organized under the laws of Illinois in accordance with the following provisions as a corporation "not for profit."

(1) Name

The name of this organization shall be the *Illini Publishing Company*.

(2) Purpose

The purpose of this organization shall be to print and distribute the *Daily Illini* and other student publications and to do a general printing and publishing business, provided that no profit shall accrue to any person by virtue of his membership in such corporation.

(3) Membership

The corporation shall consist of eight members, four to be members of the faculty of the University of Illinois appointed by the University Council of Administration and serving one year or until their successors are appointed. The remaining four members shall be undergraduate students of the University of Illinois elected by students of the University of Illinois.

(4) Meetings of the Company

Section 1. The annual meeting of the Company shall be held on the Thursday following the election of undergraduate members.

Section 2. Special meetings may be called by the Chairman of the Board of Directors.

(5) Election of Members

Section 1. Two sophomore members shall be elected on the first Thursday after the second Mon-

day in May, who shall take office on the opening day of the ensuing University year.

Section 2. Each undergraduate member shall be nominated on a petition signed by twenty-five undergraduate students and presented to the Chairman of the Board of Directors three weeks before the date of election. The name of all such candidates shall, on their approval by the Council of Administration, be published in the *Daily Illini* not less than two weeks before the date set for the election.

Section 3. A candidate must have University credit amounting to forty-five hours with an average grade of C.

Section 4. Vacancies in the membership shall be filled on nomination of the Board approved by the Council of Administration.

Section 5. One of the faculty directors shall be designated by the Council of Administration as Chairman of the Board.

(6) *Duties of the Board of Directors*

Section 1. The Board of Directors shall conduct the business of the Company.

Section 2. It shall appoint the Editors, Business Managers and other officers and employees hereinafter provided for, determine the method of selection and approve the appointment of such members of the publication staffs as may be hereinafter provided. It shall have supervisory rights in the management and policies of the several publications, including the relative space given to various classes of contents. It shall approve the scale of advertising and subscription rates, contracts for printing and distributing including contracts for all mechanical work done on publications outside the shops of the company, and all bills for equipment. It shall have power to remove from office any member of the staff who does not abide by its regulations. It shall own the copyright of any publications issued under its supervision and shall have the sole right to re-issue or republish the contents of any part thereof of any such publication.

Section 3. Four members of the Board shall constitute a quorum. In case of a tie, the question shall be referred to the Council of Administration of the University for decision.

Section 4. The chairman shall have the right to vote on all questions.

Section 5. The Board shall meet once a month during the college year, at the call of the chairman, and at other times, at the call of the chairman or of any three members.

Section 6. The Board of Directors shall adopt by-laws for the government of the corporation and each publication. All such by-laws shall be subject to the

approval of the Council of Administration of the University of Illinois.

Section 7. Any by-laws may be amended at any regular meeting of the Board.

(7) *Officers and their duties*

Section 1. The officers of the Board of Directors shall be a Chairman, a Secretary, a Business Manager, and an Editorial Supervisor. These officers, with the exception of the Chairman, shall be elected by members of the Board, to hold office for one year, or until their successors are elected. The election of said officers shall take place within one week after the annual election of the undergraduate trustees.

Section 2. The duties of the officers shall be the usual duties pertaining to their respective offices.

Section 3. The Chairman shall prepare an annual report to be published in the *Daily Illini*, shall be the custodian of the funds of the company, shall appoint committees, and shall make such official reports as may be required by the laws of the State or the regulations of the University.

Section 4. The Business Manager shall be the custodian of the physical property and the books of the Company, and of the publications. He shall represent the company in all ordinary business dealings with employees and other business concerns and with the student managers of the several publications under the direction of the *Illini Publishing Company*.

He shall render to the Directors a monthly financial report of all publications of the Company. He shall be required to furnish a bond in such sum as shall be determined by the Directors.

Section 5. The Editorial Supervisor shall assist student editors of all publications in establishing an editorial and a news policy, and shall serve as the representative of the editorial side of publications in conferring with the Business Manager of the Company relative to cooperation of the editorial and business staffs.

(8) *Staff of the Daily Illini*

Editorial Staff

1. The editorial staff of the *Daily Illini* shall consist of an Editor-in-Chief, Chief News Editor, Chief Editorial Writer, Woman's Editor and Sports Editor, and such news editors, reporters and other staff members as may be approved by the Board.

2. No person shall become a member of the *Daily Illini* staff who is not a student of the University of Illinois in good standing.

3. The *Editors* shall, at the time they are to assume their duties, have attained senior standing as defined by the Registrar, with an average grade of not less than C.

4. The duties of the principal members of the editorial staff shall be as follows:

Editor-in-chief—The duties of the editor-in-chief shall be,

- a. To have charge of news and editorial policy and be responsible to the Board for all news and editorial matter in the paper.
- b. To act in an advisory capacity on editorial board.
- c. To have final authority on editorial and news policy subject to approval from time to time by the Board of Directors.
- d. To supervise and direct all editorial division heads.
- e. To appoint news editors and all other members of staff not specifically provided for in elective positions, upon recommendation of division heads, subject to approval of Board.
- f. To recommend to Board dismissal of any member of staff for failure to discharge duties as outlined.

Chief Editorial Writer—The duties of the chief editorial writer shall be,

- a. Chairman of editorial board.
- b. In charge of editorial page, subject to policies outlined by editor-in-chief, whose authority is final as defined above.
- c. Responsible for all matters appearing in editorial columns, including facts and manner of presentation, written by members of editorial board.
- d. To recommend to editor-in-chief appointment of additional members of editorial board.

Chief News Editor—The duties of the chief news editor shall be,

- a. To direct the collections and editing of all general news (exclusive of sports and woman's section).
- b. To recommend the treatment and importance which shall be accorded all general news stories.
 - (1) General beats and routine work.
 - (2) Handle mechanics of production.
 - (3) Develop feature and "editorial policy" articles.
 - (4) Supervise "time copy" and proof-reading departments.
 - (5) Assignment of news editors to assignment desks, night work, etc.

- c. To recommend to the editor-in-chief the appointment of news editors.

Sports Editor—The duties of the sports editor shall be,

- a. To direct the collection and editing of all sports news, in similar manner as the chief news editor directs the collection and editing of general news.
- b. To recommend the treatment and importance which shall be accorded all sports news.
- c. To recommend to the editor-in-chief the appointment of all sports news editors and other members of the sports staff.

Woman's Editor—The duties of the woman's editor shall be,

- a. To direct the collection and editing of all woman's, society and church news, in similar manner as the chief news editor directs the collection and editing of general news.
- b. To recommend the treatment and importance which shall be accorded all woman's, society, and church news.
- c. To recommend to the editor-in-chief the appointment of all assistants and other members of the woman's staff.

5. The editorial staff shall assume charge of the editorial office on the day following the last issue of the college year in which they are elected.

6. The *news editors* shall execute assignments made by the Chief News Editor, for gathering news, news editing, or other services. They shall make assignments to reporters not in conflict with the assignments of the Chief News Editor and Editor-in-Chief.

7. The duties of reporters shall be to execute assignments made by any member of the editorial board.

Business Staff

8. The *business staff* of the *Daily Illini* shall consist of a Business Manager, an Associate Business Manager, and such assistants as may be approved by the Board.

9. The *Business Managers* shall have the same scholastic qualifications as the Editors (see By-Laws No. 3). They shall assume office on the day following the last issue of the *Daily Illini* for the college year in which they are elected. The manager shall, before the printing of the first issue of the paper under his management, file with the Business Manager of the Illini Publishing Company a bond for \$2,000, approved by the Board. He shall conduct the business of the *Daily Illini*, nominate the business staff, make advertising and subscription contracts, purchase office supplies, pay incidental expenses, and have gen-

eral management of the financial department of the paper, subject to the supervision of the Business Manager of the Company or other officer designated by the Board of Directors. He shall make no payment of salaries or commissions which have not been approved by the Chairman of the Board of Directors. He shall render a report of the business of the *Daily Illini* to the Board of Directors at the close of each month and at such other times as may be requested.

Salaries and Premiums

10. The salaries of the members of the staff of the *Daily Illini* shall be in accord with the following schedules:

Editorial Staff

Editor-in-Chief.....	\$400.00
Chief News Editor.....	350.00
Chief Editorial Writer.....	250.00
Woman's Editor.....	250.00
Sports Editor.....	200.00
Editorial writers: two at \$80.00.....	160.00
News Editors: nine at \$100.00.....	900.00
Sports News Editors: three at \$100.00.....	300.00
Town Talk Editor.....	100.00
Scout Editor.....	100.00

Business Staff

Business Manager.....	\$400.00
Associate Manager.....	300.00
Advertising Managers: four at \$100.00....	400.00
Copy Manager.....	100.00
Collection Manager.....	100.00
Circulation Manager.....	100.00
Others.....	150.00

11. The salaries are payable in quarterly sums of one-quarter at the middle and one-quarter at the end of each semester. Members of the staff dismissed for inefficiency or other similar cause will receive no salary for the quarter in which they have not served one-half time; otherwise they shall be paid *pro rata*.

12. Any net profits remaining at the end of the year after all bills and salaries for the current year have been paid, including those of the Business Manager and Editorial Supervisor of the Company, whose salaries shall be assessed equitably against the profits of the several publications, shall be distributed in the following manner: Up to \$2000 one-half to the Company, one-half to the staff; from \$2000 up to \$5000, two-thirds to the Company and one-third to the staff.

All the money so paid to the staff of the *Daily Illini* shall be apportioned by the Board.

13. Income for which cash or bankable notes have not been received prior to July 1 are not to figure in

distributable profits, but become the property of the Company.

14. The Board of Directors may lower the scale of remuneration at the end of any quarter.

Appointment of Staff

15. The Board shall appoint an Editor-in-Chief, a Chief News Editor, a Chief Editorial Writer, a Woman's Editor, a Sports Editor, a Business Manager, and an Associate Business Manager for the *Daily Illini* at the regular meeting in May.

16. It shall print in the *Daily Illini*, at least three weeks before that date, a call for applications for such positions.

96. The Illio

The *Illio* shall be published by the Illini Publishing Company in accordance with the following by-laws:

By-Laws of the Illio Staff

1. The editorial staff shall consist of an Editor, Associate Editor, four or more junior assistants, and other assistants.

2. The business staff shall consist of a Manager, two or more junior assistants, and other assistants.

3. No person shall become a member of the *Illio* staff who is not a student of the University of Illinois in regular and good standing, provided that no students shall be permitted to work on the staff who do not have at least fifteen hours according to the records of the Registrar.

4. The Editor and Manager shall be appointed at the regular meeting in May preceding the collegiate year in which the *Illio* is to be published, and at the time of their appointment shall have completed at least eighty hours of University work with an average grade of not less than C.

5. The junior assistants provided for in by-laws 1 and 2 and all other members of the staff shall be appointed by the Board, on nomination of the Editor and Manager respectively, on or before November 1. Any editorial or business assistant may be removed by the Board on request of the Editor or the Manager respectively.

6. The Manager shall file with the Business Manager of the Company before December 1 next after his appointment a bond for \$2,000 approved by the Board.

7. The Editor shall conduct the editorial business of the *Illio* in accordance with the Constitution and the By-Laws of the Company.

8. The Manager shall conduct the business of the *Illio* in accordance with the Constitution and By-Laws of the Company. He shall make contracts for the paper

stock, covers, engraving, printing, and binding of the *Illio* only with the written approval of the Board. He shall present such financial reports as the Board may demand; shall make a financial report as soon as possible after the publication of the *Illio*, and pay to the Company a sum sufficient to pay all salaries; and shall pay into the treasury of the Board all money and accounts, engravings, and other residue of the *Illio*, on or before July 1 next after the publication of the *Illio*.

Salaries, Etc.

9. The salaries of the staff shall be as follows:

Editor.....	\$250.00
Assistant Editor.....	100.00
Manager.....	250.00

10. The net profit of the *Illio* remaining after all expenses have been paid, including a proportionate share of the salary of the General Manager and Editorial Supervisor shall be divided as follows: Up to \$2,000, one-half to the staff and one-half to the Company; from \$2,000 to \$4,000, one-third to the staff and two-thirds to the Company.

97. The Illinois Magazine

The *Illinois Magazine* shall be published weekly by the Illini Publishing Company, in accordance with the following by-laws:

*By-Laws of the Illinois Magazine
Staff*

1. The editorial staff shall consist of an Editor, an Associate Editor, and such assistants as may be nominated by the Editor and appointed by the Board of Directors.

2. The business staff shall consist of the Business Manager of the *Daily Illini* and such assistants as may be nominated by the Business Manager and appointed by the Board of Directors.

3. No person shall become a member of the staff who is not a student of the University of Illinois in good standing.

4. The Editor shall be appointed at the regular meeting in May for one year, beginning on June 1 next following the date of his appointment. At the time he assumes office he shall have senior standing as defined by the Registrar of the University, with an average grade of not less than C.

5. The Board of Directors may remove for cause any member of either staff after a hearing before any regular meeting of the Board.

6. Any qualified student may become a candidate for the position as Editor by filing his application with the Chairman of the Board before the May meeting of the Board.

7. The Editor shall perform the duties of his office in accordance with the Constitution and By-Laws of the Company. He shall nominate at least two members of his staff within two weeks after the date of his appointment. He shall have sole charge of the editorial and literary pages of the *Illinois Magazine* subject to the authority of the Editor-in-Chief of the *Illini* and Editorial Supervisor of the Company.

8. All stipends shall be paid by the *Daily Illini*.

9. The Editor shall receive a salary of \$100, payable one-fourth at the end of each half-semester.

98. The Technograph

The *Technograph* shall be published quarterly by the *Illini* Publishing Company, in accordance with the following by-laws:

By-Laws of The Technograph Staff

1. The editorial staff shall consist of an Editor and a Manager and such associates and assistants as may be nominated by the Editor and Manager respectively and appointed by the Board of Directors.

2. No person shall become a member of the staff who is not a student of the University in regular and good standing.

3. The Editor and Business Manager shall be appointed at the regular meeting in May for one year, beginning on July 1 next following the date of their appointment. At the time they assume office they shall have senior standing as defined by the Registrar of the University, with an average grade of not less than C.

4. The Board of Directors may remove for cause any member of either staff after a hearing before any regular meeting of the Board.

5. Qualified students may become candidates for the positions of Editor and Business Manager upon nomination by one of the following engineering societies: (a) Architect's Club, (b) Civil Engineers' Club, (c) Electrical Engineering Society, (d) Mechanical Engineering Society, (e) Mining Engineering Society, (f) Chemical Club. Such nominations shall be in the hands of the Board by April 1. It is provided, however, that the Board shall not be limited to a choice from among these candidates.

6. The Editor shall perform the duties of his office in accordance with the Constitution and By-Laws of the Company. He shall nominate the members of his staff within two weeks after the date of his appointment.

7. The Business Manager shall conduct the business of the *Technograph* in accordance with the Constitution and By-Laws of the Company. He shall

deposit with the Business Manager of the Company before October 1 next after his appointment, a bond of \$1000 payable to the Company. He shall conduct the business of the *Technograph*, make all advertising and subscription contracts, pay incidental expenses, and have general management of the financial department of the magazine, except that he shall make no payment of salaries or commissions or sign any printing contract or make any schedule of advertising rates not previously approved by the Board of Directors. He shall render a full report of the business of the *Technograph* to the Board of Directors at the end of each semester of the collegiate year and at such other times as may be requested. Before the close of the college year in which he is appointed the Business Manager shall present to the Board of Directors nominations for members of his staff. He shall close his accounts and deliver to the Business Manager of the Publishing Company before July 1 all books and other properties belonging to the magazine, including an itemized statement of all outstanding accounts.

8. The annual salaries of the staff of the *Technograph* shall be as follows:

Editor	\$100.00
Business Manager	100.00

9. The salaries above stipulated are payable in quarterly sums of one-quarter at the middle and one-quarter at the end of each semester. Members of the staff dismissed for inefficiency or other similar cause will receive no money recompense for the quarter in which they have not served one-half the time; otherwise they shall be paid *pro rata*.

10. Any sum remaining to the credit of the Magazine after all bills for the year shall have been paid or deducted, and not later than July 1, shall be assigned to the Treasurer of the Company, to be apportioned and appropriated by the Board of Directors in the following manner: (a) two-thirds to the staff; (b) one-third to the general fund of the Company, provided that all profits over \$1000 in any year shall belong to the Company.

99. The Siren

The *Siren* shall be published monthly during the college year by the Illini Publishing Company in accordance with the following by-laws:

By-Laws of The Siren

1. The staff of the *Siren* shall consist of an Editor and a Manager and such assistants as may be nominated by the Editor and Manager respectively and appointed by the Board of Directors.

2. The Editor and Manager shall be appointed at the regular meeting in May for a term of one year

beginning July 1 next after the appointment. At the time they assume office they shall have senior standing as defined by the Registrar of the University with an average grade of not less than C.

3. The Board of Directors may remove for cause any member of the staff after a hearing before any regular meeting of the Board.

4. The Editor shall perform the duties of his office in accordance with the Constitution and By-Laws of the Company.

5. The Business Manager shall conduct the business of the *Siren* in accordance with the Constitution and By-Laws of the Company. He shall deposit with the Business Manager of the Company before October 1 next after his appointment a bond for \$1000. He shall conduct the business of the *Siren*, make all advertising and subscription contracts, and have general management of the financial department of the magazine, except that he shall make no payment of salaries or commissions, or sign any printing contract or make any schedule of advertising rates not previously approved by the Board of Directors. He shall render a full report of the business of the *Siren* to the Board of Directors two times a year, at the end of each semester of the collegiate year, and at such other times as may be requested. He shall close his accounts and deliver to the Business Manager of the Publishing Company before July 1, all books and other properties belonging to the *Siren*, including an itemized statement of all outstanding accounts.

6. The Editor and Business Manager shall each receive a salary of \$100, payable one-fourth at the beginning of each half semester.

7. Any sum remaining to the credit of the *Siren* after all bills for the year shall have been paid or deducted, and not later than July 1, shall be assigned to the Company to be apportioned and appropriated by the Board in the following manner: two-thirds to the staff; one-third to the general fund of the Company, provided that all profits over \$1000 in any year shall belong to the Company.

100. The Enterpriser

The Enterpriser shall be published by the Illini Publishing Company, in accordance with the following by-laws:

By-Laws

1. The editorial staff shall consist of an Editor and such associates and assistants as may be nominated by the Editor and appointed by the Board of Directors.

2. The business staff shall consist of a Business Manager and such assistants as may be nominated

by the Business Manager and appointed by the Board of Directors.

3. No person shall become a member of the staff who is not a student of the University of Illinois in good and regular standing.

4. The Editor and Business Manager shall be appointed in May for one year, beginning July 1 next following the date of their appointment. At the time they assume office they shall have senior standing as defined by the Registrar of the University, with an average grade of not less than C.

5. The Board of Directors may remove for cause any member of either staff after hearing before any regular meeting of the Board.

6. Any qualified commerce student may be eligible to petition the Board of Directors for appointment as Editor or Business Manager who receives the approval and recommendation of the Commerce Club Advisory Board. Such recommendations and petitions shall be in the hands of the Board by April 1. It is provided, however, that the Board shall not be limited to a choice from among these candidates.

7. The Editor shall perform the duties of his office in accordance with the Constitution and By-Laws of the Company. He shall nominate the members of his staff within two weeks after the date of his appointment.

8. The Business Manager shall conduct the business of *The Enterpriser* in accordance with the Constitution and By-Laws of the Company. He shall deposit with the Chairman of the Board of Directors before October 1 next following his appointment a bond of \$1000 payable to the Comptroller of the Board. He shall conduct the business of *The Enterpriser*, make all advertising and subscription contracts, pay incidental expense, and have general management of the financial department of the magazine, except that he shall not make any payment of salaries or commissions or sign any printing contract or make any schedule of advertising rates not previously approved by the Chairman of the Board of Directors. He shall render a full report of the business of *The Enterpriser* to the Board of Directors at the end of each semester of the college year, and at such other times as may be requested. Within two weeks after his appointment the Business Manager shall present to the Board of Directors nominations for members of his staff. He shall close his accounts and deliver to the Business Manager of the Publishing Company before July 1 all books and other properties belonging to the magazine, including an itemized statement of all outstanding accounts.

9. Salaries shall be paid in equal quarterly installments amounting per annum as follows: Editor, \$100.00; Business Manager, \$100.00.

10. Any sum remaining to the credit of the magazine after all bills for the year shall have been paid or deducted, and not later than July 1, shall have been assigned to the Company, to be apportioned and appropriated by the Board in the following manner: (a) two-thirds to the staff; (b) one-third to the general fund of the Company, provided that all profits over \$1000 in any year shall belong to the Company.

11. These by-laws may be amended, as conditions warrant such change by the action of the Board of Directors in regular meeting.

101. The Architectural Year Book

The Architectural Year Book shall be published by the Illini Publishing Company, in accordance with the following by-laws:

By-Laws

1. The editorial staff shall consist of an Editor and such associates and assistants as may be nominated by the Editor and appointed by the Board of Directors.

2. The business staff shall consist of a Business Manager and such assistants as may be nominated by the Business Manager and appointed by the Board of Directors.

3. No person shall become a member of the staff who is not a student of the University of Illinois in good and regular standing.

4. The Editor and Business Manager shall be appointed by the Board of Directors at the regular meeting in May for one year, beginning on July 1, next following the date of their appointment. At the time they assume office they shall have senior standing as defined by the Registrar of the University, with an average grade of not less than C.

5. The Board of Directors may remove for any cause any member of either staff after a hearing before any regular meeting of the Board.

6. Any qualified architectural student may be eligible to petition the Board of Directors for appointment as Editor or Business Manager who receives the approval and recommendation of the Architectural Society Executive Board. Petitions may be received from other similarly qualified students for either office to which only one candidate is recommended by the Executive Board. Such recommendations and petitions shall be in the hands of the Executive Board by April 1.

7. The Editor and the Business Manager shall give bond and shall perform the duties of their respective offices in accordance with the Constitution and By-Laws of the Company for other similar publications. They shall nominate the members of their staffs within one month after the date of their appointment.

8. Of the net profits resulting from the publication of *The Architectural Year Book* as shown by the accounts on July 1 of each year, the Illini Publishing Company shall be entitled to one-third and the Editorial and Business Staff shall be entitled to two-thirds, provided that all profits over \$1000 in any year shall belong to the Company. Accounts receivable and uncollected on July 1 are excluded from the accounting and accrue to the Company.

102. The Illinois Agriculturist

The *Illinois Agriculturist* shall be published by the Illini Publishing Company, in accordance with the following by-laws:

By-Laws

1. The editorial staff shall consist of an Editor and such assistants as may be nominated by the Editor and appointed by the Board of Directors.

2. The business staff shall consist of a Business Manager and such assistants as may be nominated by the Business Manager and appointed by the Board of Directors.

3. No person shall become a member of the staff who is not a student of the University of Illinois and a member of the Agricultural College in good and regular standing.

4. The Editor and Business Manager shall be appointed at the regular meeting in May for one year, beginning on July 1 next following the date of their appointment. At the time they assume office they shall have senior standing as defined by the Registrar of the University, with an average grade of not less than C.

5. The Board of Directors may remove for any cause any member of either staff after a hearing before any regular meeting of the Board.

6. Any qualified Agricultural student may be eligible to petition the Board of Directors for appointment as Editor or Business Manager.

7. The Editor shall perform the duties of office in accordance with the Constitution and By-Laws of the Company.

8. The Business Manager shall conduct the business of the *Illinois Agriculturist* in accordance with the Constitution and By-Laws of the Company. He shall deposit with the Business Manager of the Company before October 1 next following his appointment, a bond of \$1000, payable to the Company. He shall conduct the business and complete the accounts of the *Illinois Agriculturist* in the manner directed by the Board; make all advertising and subscription contracts and collect for them, pay all incidental expenses, and have general management of the financial department of the magazine, except that he shall

not make any payment of salaries or commissions or sign any printing contract or make any schedule of advertising rates not previously approved by the Chairman of the Board of Directors, and in accordance with the advertising rates of the Agricultural College Magazines, Associated, of which the *Illinois Agriculturist* is a member. He shall render a full report of the business of the *Illinois Agriculturist* to the Board of Directors at the end of each semester of the school year, and at such other times as may be requested. He shall close his accounts and deliver to the Company before July 1 all moneys, books, and other properties belonging to themselves, including an itemized statement of all outstanding accounts.

9. Salaries shall be paid from the net earnings of the magazine in equal quarterly installments, amounting per annum as follows: Editor, \$100.00; Business Manager, \$100.00.

10. Any sum remaining to the credit of the magazine after all bills for the year have been paid or deducted, and not later than July 1, shall have been assigned to the Company, to be apportioned and appropriated by the Board in the following manner: (a) two-thirds to the staff; (b) one-third to the Company. Provided that all such funds in excess of \$1000 and all accounts receivable still outstanding on July 1, shall accrue to the Company.

11. These By-Laws may be amended, as conditions warrant such a change, by the action of the Board of Directors in regular meeting.

103. The Illinois Chemist

Publication of the *Illinois Chemist* has been temporarily discontinued.

PHYSICAL EDUCATION

104. Excusing from Physical Education

The Dean of Men may excuse from the required physical education such men students, and the Dean of Women such women students, as are doing manual labor or present other legitimate reasons; they may also give permission to defer physical education for the current year.

Men and women students entering the University with sophomore standing may be relieved from the requirement in physical education in one year and from the hygiene requirement. Those entering with junior or senior standing may be relieved from the entire requirement in physical education.

105. Admission to Gymnasium of Students Excused

Students excused from the prescribed physical education are not allowed to exercise in the gymnasium except by special permission of the Dean of Men for men and the Dean of Women for women. Such per-

mission is not given if in the judgment of the Director of the Gymnasium it will interfere with the regular work in physical education.

MILITARY

Provision for military instruction at the University is not a matter of choice with the students or with the authorities; it is a matter of law. The Congress of the United States and the General Assembly of Illinois have made it a special and imperative feature of the charter laws of this institution—an obligation in return for the advantages of the endowment of education. The following rules govern the military duties so imposed.

106. Of Whom Required

All male students, except those specifically exempted below, must register in military, and unless properly excused, must take the full basic course (*first two years*) therein, whether they intend to graduate or not. To have any credits received for basic military work count for graduation, the full course (basic) must be taken. The classes of students exempted below may take military work, if they so desire, by registering for it, except that no student who is not a citizen of the United States and no student who holds a Reserve Corps Commission or a Certificate entitling him to a Reserve Commission, will be permitted to so register.

Exemptions:

a. Students over 22 years of age when entering the University.

b. Students entering the University with Junior standing.

c. Students who are not citizens of the United States.

d. Students who have had two years of military work in other Senior Units of the R. O. T. C. and who can present certificates that they have successfully completed such two years' course.

e. Students holding Commissions in the Reserve Corps, United States Army, or certificates of eligibility for such commissions.

f. Students who are found physically disqualified to perform the military work such disability to be certified to by the University Health Officer.

107. Students Excusable by Petition

For reasons other than those mentioned in paragraph 106, students to be excused from military or to have their military work deferred, must first register for military and then submit a petition through the Headquarters of the Military Department to the Council of Administration for action. Petitions will be granted only for exceptional reasons.

108. Requirements

"Every male student registered in the Military Department and not properly excused shall pursue the prescribed course of theoretical instruction and shall have military drill each week until he has received credits on the Registrar's books of two semester hours each in theory and military drill. Those selected as Commissioned Officers (advanced course students) shall continue recitations and drill during their term of service."

109. Beginning of Military Courses

Military drill and "theoretical instruction shall begin for all students enrolled in military science and tactics as soon as practicable after the opening of the first semester and shall continue throughout the year."

110. General University Rules Applicable

The courses in Military Science and Tactics shall be subject to the same rules in regard to recitations, examinations, and standing as other University courses.

111. Grades

Theory—Grades will be awarded for daily recitations and on examinations conducted for each subject of the course in accordance with University Regulations.

Practical Drills—Grades will be awarded for proficiency in practical military drill. Drill proficiency, attendance record, and appearance and conduct at drill, shall be the factors to be considered in the determination of grades.

112. Credit for Athletics

Members of the University corps of cadets will be allowed credit for military drill while active members of University athletic organizations, or candidates for membership in the same, to the extent indicated in the following paragraph, but a student who claims exemption from military drill under this regulation may not hold membership in the Reserve Officers' Training Corps.

The University and freshman football teams (not to exceed thirty men for each), for that part of the semester preceding December 1; the University and freshman baseball teams (not to exceed a total of thirty men), and the University track teams (not to exceed a total of thirty men), for that part of the school year following February 1; the University basketball team (not to exceed eight men from November 1 to November 30 and not to exceed fifteen men from December 1 to March 15); and the University swimming, water polo, wrestling, fencing, and

gymnasium teams (not to exceed ten men in each case), for the period from January 1 to April 1; provided that no cadet may be excused for two periods during the same year, except by special permission of the Council of Administration.

Students desiring the privilege described above and wishing to become candidates for the teams named shall enter a request for the same with the Director of Physical Education, who will forward the names of the men he wishes excused to the Professor of Military Science for his action. No student may absent himself from military drill work until he sees his name published on the military bulletin board as excused.

Members of the corps of cadets who are thus listed with the department of physical education as candidates for the above teams shall be subject to such regulations as the head of that department may prescribe. The instructor in charge of competitive athletic work will make weekly reports to the Professor of Military Science of the attendance on athletic duty of all students excused from drill.

113. Military Work Done Elsewhere

A student presenting a certificate that he has satisfactorily completed work in a junior unit of the R. O. T. C., upon approval of the Military Department of the University, may be excused without credit from the basic course here at the rate of one semester for each year in a military school which has a junior R. O. T. C. unit and at the same rate for the second and third years in other secondary schools having junior R. O. T. C. units. When such a student, by excuse or by completion of military work at the University, has acquired the equivalent of four semesters of military he will be considered as having fulfilled the requirement in military and will receive credit toward the degree for that portion of the course which is taken here.

A student presenting a certificate that he has satisfactorily completed work elsewhere in a senior unit of the R. O. T. C. may receive credit toward the degree for such work at the rate of one semester hour for each semester's work.

114. University Credits Allowed for Military Science and Tactics

Standing in studies and drill shall be placed on record with the other class credits. The entire course of study and drill as prescribed for the first two years shall count 4 hours; the theoretical instruction counting one-half hour each semester, or a total of two hours, and the drill counting one-half hour each semester, or a total of two hours.

Students who continue their military course through their junior and senior years as members of the Reserve Officers' Training Corps will receive six additional hours' credit, the theoretical work of each semester counting one hour and the drill for each semester counting one-half hour.

Petitions for university credits for previous military training completed in a junior R. O. T. C. unit will not be approved.

For two months active service in Army, Navy, or Marine Corps, four semester hours' credit may be granted. For three or more months of such service, eight semester hours may be granted.

115. Appointment of Officers

Officers of the Military Brigade shall be nominated by the Professor of Military Science and Tactics, confirmed by the Council of Administration and appointed by the President. Commissioned officers will be nominated from members of the advanced course and non-commissioned officers normally from members of the basic course who have completed one year of Military. Non-commissioned officers will be appointed by the Professor of Military Science and Tactics.

116. Basis of Promotion

Proficiency and capability in the military department shall be the basis of promotion in the Military Brigade, provided, that to be eligible for an appointment as a commissioned officer a student must be certified by the Registrar as being matriculated and in good standing, and by the Dean of Men as being a student of good conduct and character.

117. Dismissal of Officers

The Professor of Military Science and Tactics with the approval of the Council of Administration, may relieve or dismiss any officer when the interest of the Military Department may require it.

118. Student Assistantships for Cadet Officers

Special student assistantships have been created good for one year, to which is attached a money value equal to the term fees for the year as required from students who are residents of Illinois (\$25 each semester). Students attaining the rank of commissioned officers shall be eligible to these assistantships, and one assistantship shall be awarded to each officer of the grade of captain or higher serving in the corps of cadets, the amount to be paid at the close of the term of service (February or June, as the case may be).

119. Assistants in Military Science

There shall be as many student assistants in military science and tactics as are deemed necessary, to be selected from the field officers and captains of the brigade, upon the recommendation of the Professor of Military Science and Tactics and approval by proper authority. They shall receive, in addition to the money value of their assistantship as cadet officers, one hundred dollars per year, payable at the rate of ten dollars per month from September 1.

120. Commissions in the Illinois National Guard

Members of the graduating class who have satisfactorily completed the four year military course may be recommended to the Governor of the State by the Professor of Military Science and Tactics and the President of the University for commissions as Brevet Captains in the Illinois National Guard. Candidates must have been approved by the Council of Administration as having a good reputation as a scholar, an officer and a gentleman.

121. Civilian Dress

Cadets are not allowed to wear part of the uniform with civilian dress. However, civilian overcoats may be worn over the uniforms during inclement weather by cadets not in the ranks.

122. Uniforms

Students in the Basic Course will procure their uniforms immediately after registration, from the store room in the Armory.

Every new male student is required to make at Registration, a deposit of \$15.00 to insure the safe return of his uniform and equipment. This deposit will be refunded at the close of the year or when the student withdraws from Military, provided he returns all the property issued him and has no obligations. Advanced Course students will be measured for uniforms as soon after registration as practicable.

123. Appointments in Reserve Corps, United States Army

Students who satisfactorily complete the Advanced Course, R. O. T. C. may be tendered commissions as Second Lieutenants in the Officers' Reserve Corps. Students who complete one year of the Advanced Course are eligible for appointment as warrant officers or non-commissioned officers, and students who complete the Basic Course of the first two years are eligible for appointment as sergeants in the Enlisted Reserve Corps of the United States Army.

124. Assignment to Band

A suitable number of students may be assigned by the Professor of Military Science to be musicians, and every full term of such service as musicians shall count for one term of drill; but a student assigned to service as a musician may not hold membership in the Reserve Officers' Training Corps.

125. Student Assistantships for Band Men

Any student who, after obtaining credit for four semesters' work in military drill, shall continue in the band by appointment for not less than a year shall be paid for this additional service an amount equal to the term fees for the year, as required from students who are residents of Illinois (\$25 each semester). This additional service includes the exercises on Commencement Day and on all other occasions required by the President of the University.

126. Use of Band Instruments

The band instruments belonging to the University are for use in practice, drill, and other University exercises; they may be used for other purposes only by special permission of the President. Members of the band shall receipt for their instruments and shall be liable for any damages. At the close of each second semester the instruments shall be turned over to the Comptroller and the receipts returned.

127. The University Gold Medal

The Board of Trustees has provided a gold medal which is to be awarded, at the annual competitive drill to be held near the close of the year, to the best drilled *sophomore* student. Each student competing must have matriculated in this University, and must have completed three semesters of military drill with an average grade of not less than A and three semesters of theoretical instruction in Military Science and Tactics with an average grade of not less than B; and he must have an average standing of not less than C in all of his other studies for the preceding semester, which standing shall be determined by the Registrar. The name of the winner is published in the *Annual Register*.

128. The Hazelton Gold Medal

Captain W. C. Hazelton provided in 1890 a medal of beautiful artistic design, which is to be awarded at a competitive drill, to be held near the close of the year, to the best drilled student of the freshman class. Each competitor must have been in attendance at the University at least sixteen weeks of the current college year; and must present himself for com-

petition in full uniform. The name of the winner is published in the *Annual Register*.

129. Date of Competitive Drills

Competitive drill shall take place at the University of Illinois between the fifteenth and thirty-first days of May in each year. The exact date and time is determined yearly by the President.

130. Ownership of Medals

The University gold medal becomes the permanent property of the winner. The winner of the Hazelton medal may wear it until the fifteenth day of May, following, when it is to be returned for the next competition; he is given a certificate setting forth the facts.

131. Students Credited by Transfer Not Eligible

Students who have gained any part of their military credits in other institutions are not eligible to compete in the individual competitive drills.

132. Judges

Competitions will be conducted by Boards of Regular Officers appointed by the Professor of Military Science and Tactics.

133. Military Day

Military Day will be held annually on such day as is designated by the President.

134. Explanation of Absences

Cadets absent from drill or recitations will be reported to the Dean of Men who will handle such absences in the same manner as absences in other courses are handled.

135. Explanation of Other Delinquencies

Instructors finding it necessary to report cadets for derelictions of duty other than absences, will, before the end of the drill period, inform the cadets of the nature of the reports to be made against them.

136. Publication of Names of Delinquents

All cadets whose names have been posted in the bulletin of "reported cadets," and who have failed to make explanations therefor within the time specified in the bulletin, have their names published in orders as "delinquents." The number of demerits inflicted in each case is noted.

137. Extra Drill

Extra drills may, at the discretion of the Commandant of Cadets, be given for unauthorized absences, not to exceed two periods for each absence. The infliction of such extra drills is published in orders. After such orders have been published no penalty may be removed except by direction of the Dean of Men.

138. Recording of Leave of Absence with Commandant

A cadet receiving "leave of absence" from the University must have the same recorded in the office of the Commandant before leaving the University.

APPENDIX I

REGULATIONS GOVERNING THE UNIVERSITY OF ILLINOIS MUTUAL BENEFIT HOSPITAL FUND

1. The University of Illinois Mutual Benefit Hospital Fund is a fund made up of contributions from students and employees of the University.

2. The amount of the contribution from each student per semester is \$3.00.

3. The payment of \$3.00 is due at the opening of each semester, and members are not received later than three weeks after the first day of registration in any semester. Payment confers benefits to the end of the semester in which payment is made.

4. By consent of each member, which consent is acknowledged by the payment of a semester contribution, the fund is paid to the Dean of Men of the University of Illinois as Trustee. This Trustee is liable to the members for the proper disbursement of the funds for the purpose for which it is collected, and only to the amount collected.

5. The purpose of this fund is to provide for the members ward hospital care in the McKinley Students' Hospital of the University or, if preferred by them, in any other hospital in Urbana or Champaign, for a period not to exceed four weeks in any one semester, and to provide from any unexpected balances remaining at the end of any year, beyond an amount deemed necessary by the Trustee and the Council of Administration to meet possible emergencies in the coming semester, supplies and equipment for the McKinley Students' Hospital.

No payment is made for the expense of a special nurse or for a physician's bill. Payment is made only if the beneficiary is in good health when he makes his contribution, and persons paying within the period of incubation of an infectious disease are not entitled to the benefit of the fund.

6. The Trustee shall have custody of the fund and shall make all payments.

7. The Trustee shall report annually on the operation of the fund, and shall render an accounting to the Council of Administration at the first regular meeting of that body in September of each year. The Council of Administration has consented to receive such report and agree to ask the Comptroller of the University to audit the accounts for presentation at its first meeting in September, to spread the report upon its records so that the proceedings of the Trustee may be permanently preserved, and to publish the essential facts of the annual report in the student paper.

APPENDIX II

LIBRARY REGULATIONS

Use of Books

The Library is primarily for free reference use. The privilege of drawing books for use outside of the reading room is accorded to all officers of instruction and government, to all registered students, and to other accredited persons. Books not reserved for classes may be borrowed for home use for two weeks, and may be renewed for two weeks more if not specially restricted or called for. All books are subject to recall at any time when needed for University work.

General reference books, books reserved for classes, all general periodicals, and certain other groups of books are to be consulted in the reading rooms only. They may not be loaned from the Library except when the reading rooms are closed. They must then be returned by the time the Library opens.

Fines

Books which are not returned on time are subject to a fine of two cents a day; in computing fines, Sundays and holidays are counted. Books from the reference, reserve, and periodical shelves, as well as some special collections, are subject to a fine of twenty-five cents for the first hour and five cents for each additional hour if kept overtime. Books recalled for University work must be returned at once upon receipt of notice. If they are not returned within two days after notice is mailed, a fine of twenty-five cents a day is charged. All books lost or damaged must be replaced or paid for.

Hours of Opening

The General Library is open week days during the general session of the University from 7:45 a. m. to 10 p. m., and on Sundays from 2:30 p. m. to 5:30 p. m.

During the Summer Session the Library is open from 7:45 a. m. to 10 p. m. on week days, but is not open on Sundays. During the summer vacation, after the close of the Summer Session, the Library is open from 9 a. m. to 12 m. Permits may be given for use at other hours. The Library is regularly closed on New Year's, Independence, Labor, Thanksgiving, and Christmas days. The hours of opening of the departmental libraries differ somewhat from those given above.

APPENDIX III

REGULATIONS RELATING TO ADMISSIONS FROM HIGHER INSTITUTIONS

A. The Composition and Work of the Committee

1. The Committee on Admissions from Higher Institutions shall be a joint committee of the Executive Faculty of the Graduate School and the Council of Administration. It shall consist of two representatives to be elected annually by the Executive Faculty of the Graduate School, two representatives of the undergraduate colleges to be appointed annually by the Council of Administration, the High School Visitor, and the Registrar. The Committee shall select its own chairman. The Registrar shall be its secretary *ex officio*.

2. This Committee shall determine the rating of colleges and universities with reference both to admission to the Graduate School and to transfer of credits to the undergraduate colleges. It shall determine also the rating of normal schools and junior colleges.

3. Individual applications for admission to the Graduate School and individual petitions for advanced standing by undergraduate students shall then be acted upon by the Registrar on the basis of the ratings adopted by the Committee. The Registrar shall be authorized, also, to make tentative ratings for both these purposes of institutions which have not been considered by the Committee, but such ratings shall be explicitly stated to be provisional and shall be subject to revision when a rating has been made by the Committee.

4. The ratings of colleges and universities to be made by the Committee on Admissions from Higher Institutions shall be primarily of *institutions*, not of individual courses offered nor ordinarily of individual teachers or departments. These ratings shall be based in the main on the general criterion set forth below (Section B). With reference to every institution located in a state in which there is a state university the rating or practice of that university shall be ascertained, and the rating granted by the Committee shall not be higher than that of such state university. When a rating of an institution has been

made by the Committee, a notice of this rating, together with a summary of the information on which it is based, shall be sent to the heads or other designated representatives of all the departments in whose fields the institution in question offers work, with a request for criticisms, accompanied by the statement that such criticisms must be submitted within two weeks from the date of notice. The Committee shall duly weigh and consider criticisms received from any department, but the decision of the Committee shall be final, except that any department shall have the right to appeal to the Executive Faculty in the case of the rating of a college or university and to the Council of Administration in the case of a normal school or a junior college. A rating once adopted shall not be subject to revision until the next academic year unless an error has been made.

5. No transfer of standing (of undergraduates) shall be granted to conditioned or special students or to students on probation.

6. The standing allowed shall in every case be subject to revision on the basis of the student's record in the University of Illinois. (a) *Undergraduates*. The record of each undergraduate transfer shall be scrutinized by the Secretary of the Committee, and his standing officially confirmed or revised upward or downward in accordance with the provisions stated below (Section C). In the case of students given senior standing this shall be done after one semester; in other cases after the student has completed a year's work. (b) *Graduate Students*. At the close of each semester the Secretary of the Committee shall report to the Executive Faculty a list of the graduate students admitted at the beginning of the half year, with a memorandum of the status given each student and of his record for the semester. Any student's initial classification may be revised by action of the Executive Faculty.

7. At the close of each academic year, the Committee shall make a report in duplicate to the Executive Faculty of the Graduate School and the Council of Administration, showing (1) ratings made during the year; (2) all ratings in force; (3) the number of credits granted to each migrant during the year, his record in the University of Illinois, and the revision, if any, made in the standing originally assigned him.

8. The Committee shall revise annually its list of ratings of institutions. It shall reconsider the rating of any institution the migrants from which have not acquitted themselves well in this University, and may reconsider any other ratings at its discretion.

9. The Committee shall be authorized to make personal inspection, on invitation of higher institutions located in the State of Illinois; provided, that in each

case such inspection shall be approved in advance by the President of the University.

B. Classification and Rating

Higher institutions from which students apply for advanced standing are grouped in seven classes:

1. Colleges of Class A

This class shall include institutions which meet in full all the criterions of a standard college.

Graduates of institutions rated in Class A are admitted to the Graduate School as candidates for the master's degree on the basis of one year's work, subject to the completion of the prerequisites for the several departments; and undergraduates receive hour-for-hour credit in the undergraduate colleges.

2. Colleges of Class B

This class shall include institutions which approximate the standard set for Class A, but fall short of it in certain particulars. For example, a college which has but six departments instead of eight, or permits two years instead of one for the removal of conditions, or has one or two professors in its faculty with no preparation beyond the baccalaureate degree, or is slightly short of the standard set for the library or laboratory equipment, would fall in this class.

Graduates of institutions rated in Class B are admitted to the Graduate School subject to the requirement that they take from eight to sixteen hours of work in addition to the year of graduate study that is normally required for the master's degree; and undergraduates receive substantially hour-for-hour credit in the undergraduate colleges up to a maximum of 30 semester hours a year, except in specific departments as may be noted in the rating of the individual institution.

3. Colleges of Class C

This class shall include institutions which, while of collegiate character and standards, fall short in more important particulars of the standards set for Class A.

Graduates of institutions rated in Class C may be admitted to the Graduate School subject to the requirement that they take one year of work in addition to the year of graduate study that is normally required for the master's degree; and undergraduates receive approximately three-fourths credit in the undergraduate colleges up to a maximum of 24 hours a year, except in specific departments as may be noted in the rating of the individual institutions.

4. Colleges of Class D

This class shall include institutions which, while organized and designated as colleges, appear to be in reality little more than secondary schools.

Students from institutions in Class D are not admitted to the Graduate School; they may receive, in departments to be specifically designated in each case, approximately one-half credit up to a maximum of 15 hours per year.

5. *Junior Colleges*

This class shall include schools offering one or two years of work above that of a four-year secondary school, which meet the standards for junior colleges adopted by the Council of Administration.

For each junior college a detailed schedule of credits shall be worked out, and credits shall be allowed only in accordance with these schedules.

6. *Normal Schools*

Credits shall be allowed for the present in accordance with Rule 54 of the *Regulations for the Guidance of Undergraduate Students* (1914 edition); but the Committee shall propose criterions and regulations for the rating of normal schools similar to the above criterions and regulations for colleges, and when these have been duly approved by the Senate, shall undertake the rating of these institutions.

Rule 54 is as follows:

(a) Students who have completed the equivalent of the entrance requirements of the University before entering a state normal school, and have been graduated from the two-year professional course, are given 60 hours of advanced standing.

(b) Students who enter normal schools without completing the equivalent of the entrance requirements of the University are allowed entrance credits for their normal-school work on the same basis as that on which they are given credit for similar subjects from accredited high schools, and may receive advanced standing on any work that may remain after the entrance requirements have been satisfied.

7. *High Schools*

Advanced standing for high-school work offered in excess of entrance requirements shall be given only on the basis of examinations taken at the University; except in the case of courses open only to seniors which have been specifically recognized by the Committee for collegiate credit. In considering any senior high-school course for such recognition, the Committee will take into account not only the content and organization of the course itself, but also the general standards of the school in question, the prerequisites enforced for admission to the course, the preparation of the teacher, the total amount of work the teacher has to do, and the library and laboratory facilities available for the course in question.

8. *Correspondence Courses*

Credit for correspondence work taken with institutions in Class A may be allowed, but only on the

approval of the Dean of the college concerned. Where the work is taken while the student is in residence at the University, the Dean of the college concerned will not ordinarily approve a total schedule of more than 18 hours including the correspondence work, and he will in all cases be governed by the current University regulations respecting the number of hours of work a student may be allowed to take.

9. No credit for courses passed at the University of Illinois

Duplicate credit for courses passed at the University of Illinois will not be received from other institutions.

C. Revision of Credits of Undergraduates

Students who receive transfer of credits in the undergraduate colleges under the foregoing regulations shall have these credits confirmed or revised upward or downward, after one year's work in this University (or, in the case of students granted senior standing, after one semester), in accordance with the following provisions:

1. A student who carries his year's work in the University of Illinois with an average grade of between B and C, with not more than one failure, shall have his credits confirmed without change; except that if a failure is received in a subject in which credit has been allowed, the credit in that subject shall be cancelled and may be retrieved only by special examination.

2. If a student receives more than one failure in his year's work, or makes an average grade of less than C, his credits shall be cancelled, and may be retrieved only by special examination, except in subjects which are prerequisites for courses taken in the University of Illinois and passed with a grade of C or higher. Supplementing this rule, the Council of Administration (January 9, 1917) authorized the Committee on Admissions from Higher Institutions to act on petitions for the restoration of credits. The Committee will consider a petition only in a case where the student has done at the University advanced work of a satisfactory grade after the credits were cancelled.

3. A student from a college of Class B, Class C, or Class D who makes an average grade of B or higher in his first year's work here, without failure in any subject, shall be entitled to have his credits revised on the basis of the rule for the next higher class in each case, i.e., a student from a college of Class B who made such a record would be re-rated as if from a college of Class A, a student from a college of Class C as if from one of Class B, and a

student from a college of Class D as if from one of Class C.

APPENDIX IV PROCEDURE FOR HANDLING FUNDS OF STUDENT ORGANIZATIONS

A. Permission

1. Permission for each function shall be obtained as heretofore from the Council of Administration through the usual channel.

2. The budget shall be approved by the Secretary of the Student Organizations and Activities Committee for the Council of Administration.

3. The Secretary of the Student Organizations and Activities Committee shall issue authority to the Bursar's Division of the Office of the Comptroller for the opening of an account and the placing of a bond, form for this authority to be made in duplicate, one to be given to the Bursar and one for the file of the Student Organizations and Activities Committee.

B. Receipts

1. All money shall be deposited at the Bursar's Division of the Office of the Comptroller and recorded in triplicate, one form to go to the student chairman or treasurer, one form to go to the Secretary of the Student Organizations and Activities Committee, and one form to be retained by the Bursar's Division of the Office of the Comptroller.

2. All receipts shall be checked against the budget by the Secretary of the Student Organizations and Activities Committee.

3. All money shall be deposited in a common fund to be known as the Students Organizations Fund.

C. Disbursements

1. Bills shall be contracted for only on the authority of the Secretary of the Student Organizations and Activities Committee and a voucher form shall be issued to the student chairman or treasurer only upon presentation of bills at the office of the Secretary.

2. All vouchers shall be checked against the approved budget and shall be approved by both the Chairman or Treasurer, and the Secretary of the Student Organizations and Activities Committee.

3. Vouchers and checks are prepared in the office of the Secretary of the Student Organizations Committee. Vouchers are filed in that office and checks are forwarded to the Bursar for record and signature.

D. Statements

1. The Bursar's Division of the Office of the Comptroller shall keep a ledger account with each organization or function.

2. Monthly statements shall be rendered in duplicate by the Bursar's Division of the Office of the Comptroller to the Secretary of the Student Organizations and Activities Committee, one form to be retained by the Secretary for his file, and one to go to the Chairman or Treasurer.

E. Costs

1. A charge is made to cover the cost of supplies, clerical work in the Bursar's Division of the Office of the Comptroller and the printing of occasional reports of the Treasurer of the Fund, (see Rule 88 section d), in accordance with the following schedule:

Class A—Organizations having an annual income under \$500, $\frac{1}{2}$ of 1 per cent.

Class B—Organizations having an annual income over \$500, $\frac{1}{4}$ of 1 per cent.

APPENDIX V **ILLINI THEATRE GUILD** *Constitution*

Article I. Name

The name of this organization shall be the ILLINI THEATRE GUILD.

Article II. Purpose

The purpose of this organization shall be to supervise and control all dramatic performances by undergraduate societies of the University of Illinois for which admission is charged, and all other performances by societies which are members of the Guild; to stand ready to assist organizations giving free performances for the benefit of the University at large; to bring to the Twin Cities worthy productions of the commercial stage; and to do everything possible, through the foundation of a reserve fund, and the stimulation of a general interest in dramatics, to further the cause of a Campus Theatre.

Article III. Membership

Section 1. Membership in the Illini Theatre Guild shall consist of all undergraduate societies giving dramatic performances for which admission is charged and of such other societies having a common interest in a campus theatre as may wish to join.

Section 2. Membership shall be of two kinds: Regular and Associate.

a. Regular membership shall include Mask and Bauble, Pierrots, the Players Club, and such associate members as may be elected to regular membership by the Board of Directors upon petition to the Board of Directors.

b. All organizations giving one performance each year or irregular performances whether for charity or

otherwise shall be eligible as associate members unless they are elected regular members. If they receive regular membership they shall be governed by by-laws, to be hereafter written, similar to those of other regular members.

Section 3. The Illini Theatre Guild shall be governed by a Board of Directors consisting of seven members, three to be members of the faculty of the University of Illinois, and four to be students of the University of Illinois.

By-Laws

Article I. Members of the Board of Directors

Section 1. Mask and Bauble and Pierrots shall each elect one member of the Board of Directors. The associate members of the Illini Theatre Guild shall choose two members of the Board of Directors by such a method as they deem advisable, within two weeks previous to the organization meeting each year.

Section 2. Any student candidate must have University credit of an average grade of C.

Section 3. Two faculty members of the Board of Directors shall be appointed by the Council of Administration.

Section 4. The third faculty member shall be elected by the Players Club.

Section 5. The chairman shall have the right to vote on all questions.

Section 6. Vacancies in the Board of Directors shall be filled by election from the member organization the withdrawal of whose representative has caused the vacancy.

Article II. Meetings

Section 1. The Board of Directors shall meet once a month during the college year at the call of the chairman and at other times at the call of the chairman or any three members.

Section 2. Special meetings may be called by the chairman of the Board of Directors.

Section 3. The immediate past chairman shall call the members newly elected together in an Organization Meeting which shall be held in the third week of May each year. At this meeting the members of the Board elected to serve the following year shall meet jointly with the members of this Board whose terms have just expired. At this time the new Board shall become organized as hereinafter provided.

Section 4. Four members of the Board shall constitute a quorum at any meeting of the Board.

Article III. Duties of the Board of Directors

Section 1. The Board of Directors shall supervise all dramatic activities of the Guild and of the organizations which are individual members of the Guild.

Section 2. It shall appoint managers of member organizations upon recommendation of the organizations as provided in the by-laws of the separate organizations. It reserves the right to pass upon other appointments for the management of productions made by member organizations; it shall have the power to remove from office any member of any production staff who does not abide by its regulations; it shall control and administer all properties acquired by the Guild; it shall approve admission prices and complimentary ticket lists; it shall supervise the allotment of dates for all performances concurring as far as possible with the wishes of the various organizations; it shall select the coaches, the compensation to be agreed upon with the Board of Directors of the Illinois Union.

Section 3. The Board of Directors shall adopt by-laws for the government of the Guild and of each member thereof. All such by-laws shall be subject to the approval of the Council of Administration of the University of Illinois.

Section 4. Any by-laws may be amended at any regular meeting of the Board, subject to the approval of the Council of Administration of the University of Illinois.

Article IV. Business Management of the Guild

Section 1. The business management of the Illini Theatre Guild shall be in the hands of the Illinois Union.

Section 2. The Illinois Union shall receive and hold in custody all funds of the Guild.

Section 3. The Funds of the Guild shall be disbursed by the Illinois Union as follows:

a. Towards the actual expense of each respective production.

b. Towards the overhead expense and development of dramatic activities as approved by the Board of Directors of the Guild, including the salary or part salary of a graduate coach.

Section 4. The manager of each production given under the Guild shall submit to the Board of Directors a full budget of estimated income and expenses, including complete list of properties, scenery, and other accessories required and these shall be approved by the Board of Directors and by the Illinois Union before purchases are made or contracts signed.

Section 5. The Illinois Union shall have custody of all properties acquired by the Guild, subject to Article III, Section 2.

Section 6. The Illinois Union shall keep all accounts and render quarterly reports to the Board of Directors of the Illini Theatre Guild covering all funds of the Guild.

Article V. Officers and Their Duties

Section 1. The officers of the Board of Directors shall be a Chairman, a Vice-Chairman, a Secretary, and a Property Manager, each holding office for one year or until their successors are selected.

Section 2. The officers shall be elected by the members of the Board of Directors; the election of said officers shall take place at the Organization Meeting. The Property Manager shall be approved by the Illinois Union.

Section 3. The duties of these officers shall be the usual duties pertaining to their respective offices.

Section 4. The Chairman shall prepare an annual report to be published in the *Daily Illini*, shall appoint committees, and shall make such official reports as may be required by the regulations of the University of Illinois.

Section 5. The Property Manager shall have charge of the properties, etc., these properties being in the custody of the Illinois Union.

Article VI. Administration of Property

Section 1. The Illini Theatre Guild shall own all property, scenery, and other accessories purchased for use in any production under its supervision.

Section 2. The Board of Directors is empowered to dispose of property so acquired in any way which seems compatible with the best interests of the Guild.

Article VII. The Fiscal Year

Section 1. The fiscal year for all members of the Guild shall close on June first.

Article VIII. Treasury Residues

Every organization, before becoming a regular member of the Illini Theatre Guild, shall pay over to the Guild ninety per cent of all residues that it may have in its treasury.

Article IX. Associate Members

Section 1. Associate members are not guaranteed against deficit by the Illini Theatre Guild.

Section 2. They shall in all respects have the cooperation of the Guild. Their general manager and the date or dates of their performances must be approved by the Guild.

Section 3. Associate members shall contribute not less than ten per cent of their net profits to the Illini Theatre Guild.

Article X. By-Laws of Member Organizations

By-Laws to the Illini Theatre Guild agreeable to the Board of Directors of the Guild and to the member organizations concerned shall be drawn up for each member of the Guild.

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