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UA45/1/1 Teachers College Heights, Vol. 18, No. I

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Teachers College Heights

GENERAL INFORMATION AND SPECIAL ANNOUNCEMENT CONCERNING GRADUATE WORK

Second Semester, Feb. 3 to June 6, 1941
First Summer Term, June 16 to July 18, 1941
Second Summer Term, July 21 to August 22, 1941

WESTERN KENTUCKY STATE TEACHERS COLLEGE
Vol. 18 Bowling Green, Kentucky No. 1

Entered as second-class matter, December 18, 1916, at the Post Office at Bowling Green, Kentucky, under an Act of August 24, 1912.
SECOND SEMESTER  
FEBRUARY 3 TO JUNE 6, 1941  
SPRING TERM  
APRIL 7 TO JUNE 6, 1941

February 3, Monday Registration for second semester  
February 4, Tuesday, 8:00 a.m. Classes begin  
February 10, Monday Last day to register for full load  
February 17, Monday Last day to register for credit  
March 5, Wednesday Last day on which a course may be dropped without a grade  
April 7, Monday Registration for Spring Term  
April 8, Tuesday, 8:00 a.m. Classes begin  
April 9, Wednesday Last day to register for full load  
April 12, Saturday Last day to register for credit  
April 22, Tuesday Last day on which a course may be dropped without a grade  
June 1, Sunday Commencement week begins  
June 6, Friday, 4:00 p.m. Semester closes

SUMMER SESSION  
First Term  
JUNE 16 TO JULY 18, 1941

June 16, Monday Registration for first term  
June 17, Tuesday, 7:15 a.m. Classes begin  
June 18, Wednesday Last day to register for full credit  
June 18, Wednesday Last date on which a student may add a course to his schedule  
June 21, Saturday Last day to register for credit  
June 24, Thursday Last date on which a course may be dropped without a grade  

Second Term  
JULY 21 TO AUGUST 22, 1941

July 21, Monday Registration for second term  
July 22, Tuesday, 7:15 a.m. Classes begin  
July 23, Wednesday Last day to register for full credit  
July 23, Wednesday Last date on which a student may add a course to his schedule  
July 26, Saturday Last day to register for credit  
July 29, Tuesday Last date on which a course may be dropped without a grade  
August 17, Sunday Commencement week begins  
August 22, Friday, 4:00 p.m. Summer school closes

WESTERN KENTUCKY UNIVERSITY  
ARCHIVES  
WESTERN KENTUCKY STATE  
TEACHERS COLLEGE  
General Information

LOCATION
Western Kentucky State Teachers College is located in Bowling Green, Warren County, Kentucky, at the head of navigation on Barren River and within a few minutes' drive of the Mammoth Cave National Park. Bowling Green is located on the main line of the Louisville and Nashville Railway Company 114 miles south of Louisville and 67 miles north of Nashville and is on Highway 31W, the chief artery of travel between the North and South. It is also on U. S. Highway 68 and State Highways 71 and 80. The College is located within easy driving distance of many of Kentucky's historical shrines and other points of interest to students.

Including resident students, Bowling Green has a population of approximately 18,000 people. It has approximately one hundred miles of tree-lined asphalt streets. The city maintains an excellent system of public schools and has twenty-five churches, representing practically all denominations, to which all students are welcome. A system of parks and playgrounds, including a municipal golf course, is adequately maintained. These and numerous other attractions help to make Bowling Green one of the most desirable cities in the country in which to attend college.

LIVING ACCOMMODATIONS

OF IMPORTANCE to every prospective student is the question of living accommodations, of fees and general expenses, and of health. To many, that of self-support may be of immediate concern.

Conditions under which students live and study may do much toward making or maring a college career. Every student is urged therefore to select his college residence with great care. All freshman girls not living with their own families are required to room and board in one of the college dormitories unless special permission to live elsewhere is secured from the administration of the college.

Western maintains two modern and spacious dormitories for girls. J. Whit Potter Hall, on the crest of the campus, and West Hall, located on the western slope of the campus, are both fireproof, steam-heated buildings with modern but practical appointments throughout.

A well planned program of recreational activities and "out nights" is directed by cultured and sympathetic hostesses. J. Whit Potter Hall offers unusually attractive accommodations for women students. West Hall, the more recently built of the two dormitories, provides excellent accommodations for women students.

Facilities are available in both dormitories for those who desire to do their own laundry. It is not necessary for students to bring irons with them.
The laundry facilities, for which there is no extra charge made, have proved to be not only a convenience but a source of economy to students.

Prospective students will be interested in the fact that many of the finer homes of the city offer both board and room or either. The rates are reasonable, being in a majority of cases about the same as those offered by the college.

A regular check of desirable places is made by the administration. A list of those approved by the college together with assistance in locating the approved homes is furnished students desiring such help.

Students who prefer to room in private homes have the privilege of securing meals in the college dining rooms at $3.50 a week.

For those who desire to do light housekeeping, Western also maintains a list of approved locations. Light housekeeping facilities are offered in many homes in the city, and many students, especially young married couples, have found it not only economical but highly satisfactory to avail themselves of these opportunities. A limited number of small modern apartments are also available near the campus.

**RESERVATIONS**

Young women planning to room in either West Hall or J. Whit Potter Hall should make their requests as early as possible. A fee of $5.00 should accompany the request for a reservation. In case a student prefers a certain location, she should send the information concerning her preference when the reservation is made. The reservation fee is refunded at the close of the term upon recommendation of the dormitory housekeeper. No refund is made to a student who changes residence before the completion of the term.

**EXPENSES**

The question of general expenses is of prime importance to practically all students. Constant attention by the administration of Western is paid to the problem of keeping student expenses at the lowest figures. In a student body as large as that of Western's there are so many different tastes as well as such a wide range of financial resources that it becomes necessary for each student to determine his budget in keeping with his own needs and financial condition. So low have student expenses at Western been kept, however, that it is possible for an earnest student to attend school at Western for little more than his living expenses at home would be for a corresponding period. The following chart lists the expenses of attending Western for one semester. Students who desire to do so frequently purchase their books at secondhand rates and after completing their courses sell the books to incoming students, thus reducing this item of expense.

<table>
<thead>
<tr>
<th>Expenses at Western Estimated for</th>
<th>Regular Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition for Kentucky students</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Incidental fee</td>
<td>25.00</td>
</tr>
<tr>
<td>Physical education fee</td>
<td>1.00</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>15.00</td>
</tr>
<tr>
<td>Meals, J. Whit Potter Hall dining room</td>
<td>$5.50 per week</td>
</tr>
<tr>
<td>Room rent at $1.50 per week (Average)</td>
<td>27.00</td>
</tr>
<tr>
<td>Total</td>
<td>$131.00</td>
</tr>
</tbody>
</table>

**GRADUATE FEES**

Cost of graduate instruction is $3.00 per semester hour of credit. Other expenses for graduate students are approximately the same as those indicated above.

Note.—Personal expenses such as recreation, laundry, drugs, etc., are not included; as this amount is determined entirely by the student. Fees for special courses may be found on pages 9, and 10.

**NON-RESIDENT FEE**

Students from out of Kentucky pay a tuition fee of $15 per semester.

**SELF-SUPPORT**

FOR a great number of students the question of self-support arises in connection with college expenses. Many students do earn part and a few earn all of their expenses while attending Western. The college is constantly striving to provide opportunities for and to offer as much encouragement as possible to students who must maintain themselves. Long experience in facing the problem, however, has shown that it is impossible to help all deserving students, and it has also brought out the fact that there are often serious problems to be faced by the student who must be self-supporting. Western leaves no stone unturned in striving to assist students in finding part-time employment. However, the majority of students who work their way through Western must necessarily use their own resources and initiative in securing employment.

The following statements are made not to discourage the able student who must do outside work but to forearm him with facts and information so that he may plan carefully and intelligently and by so doing overcome many of the difficulties that might otherwise lead to disappointment and failure.

(1) It is more difficult for a new student to find remunerative employment than it is for one who has lived for a while in the surroundings where he desires to work.

(2) It is highly desirable for the student who must partially support himself to be financially able to make his first semester of residence at Western one of freedom so that his full time may be applied to academic work. He may then have an opportunity to adjust himself to new surroundings, to establish sound habits of study, and to maintain a good scholastic standing, and thereby build a strong foundation for the rest of his college course. By the end of the first semester the student should know the demands of college life and his own capabilities well enough to make it possible to plan for subsequent semesters a combined program of studies and work for self-support.

(3) The regular four-year college course based on the average of sixteen units of academic work a semester is organized on the supposition that students will give the major part of their time and attention to their studies. Therefore a student who must give considerable time and energy to outside work should consider at the outset the possibility that more than the usual eight semesters (four years) may be required to complete the work for the degree, if he is to maintain his scholastic standing and his health, and enjoy the advantages of college life.
For the past few years the Federal Government has provided funds at Western for about 200 jobs annually. Students for the jobs were selected according to need and scholarship by an administrative committee of the college. Although no assurance of the continuation of this policy can be given, needy students are advised to make applications as early as possible. Student help used by the college in operating the dining rooms, maintaining the campus, etc. is also selected on the basis of need and scholarship, and applications must be on file in the president's office in order to receive consideration. Western's only regret in facing the problem of aiding worthy students is that it is impossible to provide help for all who deserve it.

THE COLLEGE DINING ROOMS

The college dining rooms located in J. Whit Potter Hall are open to the men students as well as to the women of the college. Wholesome meals prepared under the direction of the college dietitian are served at a rate of $3.50 per week. A sandwich shop is also maintained in conjunction with the dining rooms. Many private boarding houses cater to the students' trade. Good meals may be obtained at approved boarding houses at a rate of from $4.00 to $4.50 per week.

STUDENT HEALTH

Every effort is made to safeguard the health of Western students. While Western's first responsibility is to the personal health of its students, the added responsibility of training them properly to observe the health of children is an important part of its regular teacher-training program.

A general clinic free to all students is a part of the registration procedure of each semester. Examination of weight, posture, eyes, ears, nose, throat, and heart is made by specialists.

The college employs a full-time registered nurse who gives direct supervision and assistance in cases of illness. An infirmary, which is as nearly perfect as a small hospital can be made, is maintained in West Hall. The infirmary is used for necessary cases without charge to students.

As an aid to student health Western has also set up a physical education program in which all students participate. The excellence of the physical education activities offered as an aid to student health has aroused enthusiasm among students for preserving bodily fitness and for the healthful enjoyment of outdoor activities and intramural sports.

SPRING TERM 1941

The spring term of 1941 will open April 7. A variety of courses will be offered designed to meet the needs of students completing requirements for any certificate or undergraduate degree. Courses will also be available for those who desire to begin or continue their pre-professional work.

A complete schedule of all courses to be offered will be ready for distribution at an early date and will be sent to interested persons on request.

GRADUATE WORK

By a resolution passed by the Council on Higher Education September 7, 1940, the teachers colleges of Kentucky have been authorized to offer a year of graduate study leading to the Master of Arts degree in Education, the work to begin not earlier than the opening of the summer session 1941. On October 27, 1940, the Council approved a uniform program for graduate work in the teachers colleges. This program has been incorporated in the standards and requirements for graduate work at Western Teachers College as outlined on pages 16 to 20 of this bulletin.

The graduate program will be inaugurated at Western at the beginning of the summer session of 1941. Interested persons are invited to write for more detailed information than that contained in this publication.

ADMISSION REQUIREMENTS

All applicants for admission to the Freshman Class of the college must have on file in the Registrar's office at the time of registration official transcripts signed by the superintendents or principals of the high schools from which they received their diplomas of graduation. Only transcripts sent direct from the superintendents or principals will be accepted. Applicants for admission must possess health, moral character, and the intellectual capacity necessary to profit from the courses taken.

All applicants are admitted on one of the following bases:

I. TO FRESHMEN CLASS

Except as provided in III below, all applicants for admission to the college must present evidence of graduation from an accredited high school with at least sixteen units of credit distributed according to one of the following plans: (1) Three units of English and one unit of algebra, or (2) two majors of not less than three units each, one of which shall be English, and a minor of at least two units. The other units may be selected from the list given below:

| ENGLISH | 3 to 4 |
| FOREIGN LANGUAGES:* | 1 to 3 |
| French | 1 to 3 |
| German | 1 to 3 |
| Latin | 1 to 3 |
| Spanish | 1 to 2 |
| SOCIAL SCIENCES: History | 1 to 3 |
| Sociology | 1 |
| Political Economy | 1/2 |
| GEOGRAPHY | 1 | 1/2 |
| COMMERCIAL | 1 |
| ECONOMICS | 1 |
| COMMERCIAL LAW | 1 |
| ECONOMICS | 1 |
| PHYSICS | 1 |
| Zoology | 1 |
| SCIENCE: Biology | 1/2 |
| Botany | 1/2 |
| Chemistry | 1/2 |
| General Science | 1/2 |
| Physics | 1/2 |
| Zoology | 1/2 |
| VOCATIONAL SUBJECTS: Agriculture | 1/2 |
| Bookkeeping | 1/2 |
| Commercial Law | 1/2 |
| Commercial Arithmetic | 1/2 |
| Commercial Geography | 1/2 |
| Drawing (Freehand) | 1/2 |
| Drawing (Mechanical) | 1/2 |
| Economics | 1/2 |
| Shop Work | 1/2 |
| Shorthand | 1/2 |

* Not less than 1 unit of foreign language accepted.
** Not more than one unit will be accepted in any one subject.
Students presenting certificates of graduation from non-accredited high schools must present the credits as indicated above but will be required to validate, by examination, credit in the following subjects: English, algebra, the other major or minor subjects presented for admission, and two subjects representing at least one unit of credit each, to be selected by the student.

II. TO ADVANCED UNDERGRADUATE STANDING

Students entering this institution with credits earned in another institution of collegiate rank may be given advanced standing according to the amount and character of credit presented. A transcript of credits must be mailed by the Registrar of the institution in which the credits were earned to the Registrar of this institution.

Credits presented from non-accredited schools may be accepted when validated through advanced work in the subject or subjects for which credit is sought, or through examination, or through both advanced work and examination.

III. TO GRADUATE STANDING

See page 17 of this bulletin.

IV. TO STANDING AS SPECIAL STUDENTS

Students who are not candidates for any certificate or degree conferred by this institution may enter to pursue special courses, on payment of regular fees and with the consent of the heads of the departments in charge of the courses desired. All such students shall show themselves capable of profiting by the courses they desire to pursue.

Students who desire to earn credit in the special courses pursued shall meet all conditions required of other students. This institution will not confer any certificate or degree on any special student except when all requirements are met.

Persons twenty-one years of age or over who are not graduates of standard high schools may at the discretion of the Committee on Entrance, Credits, and Graduation be admitted as special adult students, without examination, to any of the classes below the sophomore year. In such cases, however, all requirements must be satisfied before any certificate or degree is granted.

REGISTRATION

Registration is held at the beginning of each semester, the spring one-half semester, and the summer terms. All registration is in person. Upon arriving at the college, all students should report to the Registrar for the purpose of receiving registration blanks and instruction. Early registration is desirable. No reservations in classes can be held for late entrants.

The student load will be governed according to the date of entrance, and no one will be admitted for credit after the first day of the third week of a semester, the last day of the first week of the spring term, or the third day of the summer term.

High-school principals should send in advance an official transcript of high-school credits for all freshmen expecting to enter the institution.

STUDENT LOAD

The normal student load of the undergraduate student for the regular school year is sixteen semester hours per semester and may not be exceeded by the average student. Freshmen entering for the first time will not be permitted to enroll for more than sixteen semester hours exclusive of one-half hour in required physical education. Students whose previous records in the institution show an average of "B" will be permitted to carry a maximum of eighteen semester hours. The permission of the Committee on Entrance, Credits, and Graduation is required for all credit in excess of eighteen hours. Under no circumstances may a student earn more than twenty hours of credit in a single semester. The minimum that may be carried to satisfy residence requirements is twelve hours.

The regular student load for the spring term of nine weeks is eight semester hours. This may be increased to nine or ten hours, depending upon the student's previous record in the college.

The usual program of studies for a summer term of five weeks consists of subjects carrying a total credit of five or six semester hours. Students whose previous work in the institution has been of superior character and whose average scholastic standing for the previous semester or term is not less than "B" may earn a maximum of six hours in one term or twelve hours during the entire summer session. Students whose average scholastic standing is above "B" may, with the consent of the Committee on Credits and Graduation, carry a maximum load of thirteen hours during the summer session of ten weeks. Graduate students may not enroll for more than fifteen hours of work in a semester, seven hours in a spring term, or five hours in a summer term of five or six weeks.

Note.—No graduate work will be offered before the beginning of the summer session of 1941.

WITHDRAWAL OF COURSES

The college reserves the right to cancel or withdraw any course for which the enrollment is too small to justify its continuance, or for other causes.

TEACHER EMPLOYMENT SERVICE

The employment service of the institution is directed by an alumni secretary and director of personnel. This service exists for the double purpose of supplying the needs of school officials of the State and of helping students and former students to find school positions for which they are best fitted. No charge is made for this service.

FEES

| Art 102—Art Education in the Elementary School | $ .50 |
| Art 200—Drawing and Design | $ .50 |
| Art 201—Drawing and Design | $ .50 |
| Agri. 206—Agricultural Analysis | 2.00 |
| Agri. 208—Soil Physics | 2.00 |
| Biol. 105—General Biology | 2.00 |
| Biol. 110—Botany I | 2.00 |
| Biol. 120—Zoology I | 2.00 |
| Biol. 210—Agricultural Bacteriology | 2.00 |
Biol. 211—Household Bacteriology ................................................. 2.00
Biol. 215—Plant Pathology ............................................................ 1.00
Biol. 221—Vertebrate Anatomy ...................................................... 2.00
Biol. 222—Vertebrate Anatomy ...................................................... 2.00
Biol. 223—Mammalian Anatomy .................................................... 1.00
Biol. 225—Economic Entomology ................................................... 1.00
Biol. 300—Plant Physiology ........................................................... 2.00
Biol. 320—General Entomology ..................................................... 1.00
Biol. 328—Animal Microtechnique ................................................ 1.00
*Chem. 116a, b—General Chemistry (Each) .................................... 4.00
*Chem. 101a, b—General Chemistry (Each) .................................... 4.00
*Chem. 102—Qualitative ................................................................... 4.00
*Chem. 201—Quantitative ............................................................. 5.00
*Chem. 201a—Quantitative ........................................................... 5.00
*Chem. 202—Food .......................................................................... 5.00
*Chem. 250—Organic ...................................................................... 5.00
*Chem. 351—Biochemistry ............................................................. 5.00
*Chem. 302—Organic ...................................................................... 5.00
*Chem. 361—Physical ..................................................................... 5.00
Geog. 101—Principles of Geography ................................................ 5.00
Geog. 111—Earth’s Features and Meaning ...................................... 2.00
Geog. 121—Elements of Meteorology and Climatology .................. 2.00
Geol. 212a—Historical Geology ...................................................... 2.00
Geog. 215—Physiography of the United States ................................ 2.00
Home Econ. 100—Foods I ................................................................. 4.00
Home Econ. 105—Textiles I .............................................................. 2.00
Home Econ. 200—Food Economics ................................................ 2.00
Home Econ. 206—Foods II ............................................................... 5.00
Home Econ. 207—Textiles II ............................................................. 2.00
Home Econ. 213—Applied Design II .............................................. 1.00
Home Econ. 232—Dietetics ............................................................. 1.00
Home Econ. 300—Advanced Nutrition ............................................ 3.00
Phy. 100—Introduction .................................................................. 2.00
Phy. 119—(100a, b) General Physics .............................................. 2.00
Phy. 111—(101a, b) General Physics .............................................. 2.00
Phy. 103a, b—Elementary Radio .................................................... 1.00
Phy. 200—Mechanics and Heat ..................................................... 2.00
Phy. 201—Magnetism, etc. .............................................................. 2.00
Phy. 202—Optics .......................................................................... 2.00
Phy. 203—Heat .............................................................................. 1.00
Phy. 301—Electricity ...................................................................... 1.00
Phy. 303—Advanced Laboratory .................................................... 1.00
Ph. Ed. 120, 121, 122, 123, 124, 125, 126, 129, 130, 131, 132, 140 (Subject to 75c Refund) ......................................................... 1.00
Ph. Ed. 127 (Subject to 75c Refund) ................................................ 1.50
Ph. Ed. 128, 162, 163, 266—Swimming ........................................ 2.75
Ph. Ed. 139 (Subject to 75c Refund) ................................................ 2.50

*M for courses numbered 109 to 199 a breakage deposit of $2.00 is included in the laboratory fee. Fees for courses numbered above 199 include a breakage deposit of $2.00. The unused portion of each fee will be returned to the student at the end of the semester.

MUSIC RATES

PIANO:
Mr. Strahl €1.50 $27.00
One lesson a week $1.50 $27.00
Two lessons a week $2.25 $45.00
WOOD WIND INSTRUMENTS:
Mr. Vincent €1.50 $27.00
One lesson a week $1.50 $27.00
Two lessons a week $2.25 $45.00

WOOD WIND AND BRASS:
Miss Chisholm
One lesson a week $1.50 $27.00
Two lessons a week $2.25 $45.00

VIOLIN:
Mr. Johnson
One lesson a week $1.50 $27.00
Two lessons a week $2.25 $45.00

PIANO PRACTICE:
One-half hour a day $1.00 18.00

VOICE:
Mr. Massinger
One lesson a week $1.50 $27.00
Two lessons a week $2.25 $45.00

CERTIFICATES

The Western Kentucky State Teachers College offers curricula leading to all certificates issued by the State Board of Education on undergraduate training. The conditions on which these certificates are issued and renewed are indicated on the following pages.

1. Elementary Certificate. An elementary certificate shall be for use in any elementary school in the state.

(1) Provisional Elementary Certificate. The provisional elementary certificate, valid for three years, shall be issued to a person who has completed a curriculum of two years (64 semester hours) for the training of elementary teachers in a standard college or university, and which curriculum meets the minimum standards prescribed by the State Board of Education for the issuance of such certificate. This certificate may be renewed after two years' teaching experience during the life of the certificate and prescribed in the same manner as for the original issue, and may be renewed thereafter upon the presentation of one-half year (16 semester hours) of additional standard college or university work earned during the life of the certificate and prescribed in the same manner as for the original issue.

(2) Standard Elementary Certificate. The standard elementary certificate, valid for four years, shall be issued to a person who is a graduate of a standard four-year college or university and who has completed a curriculum of four years (at least 120 semester hours) for the training of elementary teachers, which curriculum meets the minimum standards prescribed by the State Board of Education for the issuance of such certificate. This certificate may be renewed after three years' teaching experience during the life of the certificate and prescribed in the same manner as for the original issue.
The standard elementary certificate may be extended for life upon the presentation of evidence of the holder having completed a standard four-year college or university curriculum (at least 120 semester hours) for the training of elementary teachers and in addition thereto one year of standard college or university work of graduate grade, prescribed in the same manner as for the original issue, and three years' teaching experience in the elementary field during the life of the certificate.

Each elementary certificate shall show on its face the curriculum the holder has completed for its issuance.

II. High School Certificates.

(1) Provisional High School Certificate. The high school certificate shall be valid for use in any high school in the state. The provisional high school certificate, valid for four years, shall be issued to a person who has graduated from a standard four-year college or university and who has completed a curriculum of four years (at least 120 semester hours) for the training of high school teachers, which curriculum meets the minimum standards prescribed by the State Board of Education for the issuance of such certificate. This certificate may be reissued or renewed every four years after three years' teaching experience during the life of the certificate or upon the presentation of one-half year of standard college or university work of graduate grade earned during the life of the certificate and prescribed in the same manner as for the original issue.

(2) Standard High School Certificate. The standard high school certificate, valid for five years, shall be issued to a person who is a graduate of a standard four-year college or university and who has completed a curriculum of four years (at least 120 semester hours) for the training of high school teachers and who, in addition thereto, has completed one year of standard college or university work of graduate grade, all of which meets the minimum standards prescribed by the State Board of Education for the issuance of such certificate. The standard high school certificate may be extended for life upon presentation of evidence that the holder has had three years' teaching experience in the high school field during the life of the certificate.

Each high school certificate shall show on its face the curriculum the holder has completed for its issuance.

III. Certificate in Administration and Supervision. A certificate in administration and supervision shall be valid for use in any position of superintendent, principal, supervisor, teacher, or attendance officer.

(1) The Provisional Certificate in Administration and Supervision. The provisional certificate in administration and supervision, valid for four years, shall be issued to a person who has had at least two years' successful teaching experience and who is a graduate of a standard four-year college or university and who has completed a standard four-year college or university curriculum (at least 120 semester hours) for the training of administrators and supervisors, which curriculum meets the minimum standards prescribed by the State Board of Education for the issuance of such certificate. The certificate may be reissued or renewed every four years after three years' experience during the life of the certificate or upon presentation of one-half year of standard college or university work of graduate grade, prescribed in the same manner as for the original issue.

(2) The Standard Certificate in Administration and Supervision. The standard certificate in administration and supervision, valid for five years, shall be issued to a person who has had at least two years' successful teaching experience and who is a graduate of a standard four-year college or university and who has completed a standard four-year college or university curriculum for the training of administrators or supervisors, and who in addition thereto, has completed one year of standard college or university work of graduate grade, all of which work meets the minimum standards prescribed by the State Board of Education for the issuance of such certificate.

The standard certificate in administration and supervision may be extended for life upon presentation of evidence that the holder has had three years of successful experience during the life of the certificate.

Each certificate in administration and supervision shall show on its face the curriculum the holder has completed for its issuance.

IV. Attendance Officer's Certificate. Any curriculum leading to a teacher's certificate will qualify the applicant to receive an attendance certificate provided such curriculum includes Education 336, Pupil Accounting, three hours.

DEGREES

Professional Degrees

The Western Kentucky Teachers College confers two undergraduate degrees, the Bachelor of Arts or the Bachelor of Science, and one graduate degree, the Master of Arts in Education.

The baccalaureate degree is conferred upon candidates who complete one of the four-year curricula with a minimum residence of thirty-six weeks, during which at least thirty-two semester hours of credit must be earned. A minimum total credit of 120 hours of prescribed and elective work with an average grade of "C", or above, is required.

Candidates for the baccalaureate degree must present credit in courses numbered 200 and above equal to at least one-half of the semester hours required for the major, not less than one-third of the semester hours required for the minors, and at least one-third of the total credits required for the degree.

All candidates for the degree must spend the final semester in residence study, regardless of the number of years of residence work done in this or other institutions.

Not more than 25% of the 128 semester hours required for the degree, nor more than 50% of the hours required in any subject, may be completed through correspondence and extension study. Not more than four of the last twelve hours required for the degree may be completed through correspondence or extension study.

All candidates for an undergraduate degree are expected to make formal application at least one year before the commencement exercises at which the degree is to be conferred. All candidates must attend the commencement exercises at which the degree is conferred, unless excused by the president of the college.

A candidate must be approved by the heads of the major and minor departments concerned and recommended for the degree by the Committee on Entrance, Credits, and Graduation to the faculty and Board of Regents.
The Bachelor of Arts degree is conferred upon candidates who complete all institutional requirements with a major in one of the following fields:

- Art
- Economics and Sociology
- English
- French
- History and Government
- Latin
- Mathematics
- Music

The Bachelor of Science degree is conferred upon candidates who have completed all institutional requirements with a major in any of the fields listed below:

- Agriculture
- Biology
- Chemistry
- Education
- Geography
- Industrial Arts
- Home Economics
- Physics
- Physical Education

Note: Instead of completing majors in the different subjects in the fields of science and social science a general major, including three or more science subjects or three or more social science subjects may be selected by students under certain conditions. Consult the Dean of the College for information concerning general majors in the fields mentioned.

Master of Arts Degree in Education

See pages 16-20 for complete outline of standards and requirements for this degree.

Non-Professional Degrees

Purpose

An Arts and Science Curriculum is maintained for the purpose of providing college training for those persons who do not desire to enter the teaching profession. It is designed to provide opportunity for contacts with a variety of fields of knowledge considered necessary for general culture, and also to give an opportunity for special study in the field of the student's major interest.

Students desiring a general college training, and also those wanting to complete pre-professional requirements for entrance to technical and professional schools, will find this curriculum adapted to their individual needs.

The completion of this curriculum does not carry with it the privilege of certification to teach in the public schools of the state.

Degrees

On the successful completion of the Arts and Science Curriculum, a student may receive the Bachelor of Arts or the Bachelor of Science degree, according to his field of specialization. The Bachelor of Arts degree will be granted to students who complete this curriculum with a major in one of the following departments:

- Art
- Economics and Sociology
- English
- French
- History and Government
- Latin
- Mathematics
- Music

The Bachelor of Science degree will be conferred upon candidates who complete this curriculum with a major in any of the following departments:

- Agriculture
- Biology
- Chemistry
- Economics
- Geography
- Industrial Arts
- Home Economics
- Physics
- Physical Education

See page 16 of this bulletin for additional information concerning the curricula leading to the non-professional degrees.

CURRICULA

The curricula of Western Kentucky Teachers College have been planned for the training of teachers, administrators, and supervisors for various types of public school service in the state. Opportunities are also provided for those desiring to acquire a general higher education or to complete pre-professional requirements for entrance to technical and professional schools.

A list of the various curricula offered by the institution follows:

1. Two-year curriculum for elementary teachers leading to the Provisional Elementary Certificate.
2. Four-year curriculum for elementary teachers leading to the Bachelor of Science degree and the Provisional Elementary Certificate.
3. General four-year curriculum for high school teachers leading to the Bachelor of Arts degree and the Provisional High School Certificate.
4. Special four-year curriculum for high school teachers of agriculture leading to the Bachelor of Science degree and the Provisional High School Certificate.
5. Special four-year curriculum for high school teachers of home economics leading to the Bachelor of Science degree and the Provisional High School Certificate.
6. Four-year music curriculum leading to the Bachelor of Arts degree and the Provisional High School Certificate.
7. Four-year special music curriculum leading to the Bachelor of Science degree and the Provisional High School Certificate.
8. Four-year industrial arts curriculum leading to the Bachelor of Science degree and the Provisional High School Certificate.
9. Curriculum for administrators and supervisors leading to the Bachelor of Science degree and the Provisional Certificate in Administration and Supervision.
10. Curriculum for attendance officers leading to a certificate for attendance officers. This certificate may be secured on the completion of any curriculum for teachers or administrators provided that a credit of at least three semester hours is presented in Personnel Accounting.
11. An arts and science curriculum leading to the Bachelor of Arts or Bachelor of Science degree without certification is offered by the college. In addition to providing an opportunity for a general education, this curriculum forms the basis of the following pre-professional curricula:
   a. A pre-medical and arts and science curriculum leading to the baccalaureate degree without certification. Students so desiring may complete three years of required and elective work in this institution and substitute a year of satisfactory work in an A-grade medical college for the senior year at Western Teachers College and receive the baccalaureate degree. A two-year pre-medical curriculum may be arranged but is not recommended by the college.
   b. A two-year pre-dental curriculum.
   c. A two-year pre-law curriculum.

A combination pre-dental or pre-law and arts and science curriculum similar to the pre-medical curriculum may be arranged for students who plan to do three years of pre-dental or pre-law work in this institution.

Students planning to become ministers, engineers, nurses, dietitians or social service workers will also find at Western many courses adapted to their interests and needs.

12. A graduate curriculum leading to the Master of Arts degree in Education and a permanent Elementary Certificate, a Standard High School Certificate or a Standard Certificate in Administration and Supervision. See Graduate Work, pages 16-20 of this bulletin.

Complete outlines of any or all curricula offered by the institution will be sent to interested persons on request.

Schedule of Courses

A complete schedule of all courses offered during the second semester is ready for distribution. The schedules of courses for the spring term and the summer session of 1941 will be ready for distribution at an early date. Copies of these schedules will be sent to interested persons on request.

GRADUATE WORK

PURPOSE AND SCOPE

The Western Kentucky State Teachers College exists for the purpose of training teachers and administrators for the schools of the Commonwealth. The college recognizes as its duty and accepts as its function the training of its students to become teachers in every type of school at present supported by the state. It also accepts the responsibility of training supervisors for rural schools, supervisors of special subjects, principals, and superintendents.

From its beginning, the institution has striven through high standards of scholarship, a large number of well-organized courses of study, a superior teaching staff, and splendid physical facilities to provide the very best opportunities for young men and women of Kentucky to achieve their educational objectives. It is in keeping with these purposes and responsibilities that the program of graduate study outlined on the following pages has been planned.

All candidates for the master's degree must complete a major in education with minors in such subjects and fields as may be desirable and for which adequate facilities are available. The program of graduate work at Western Teachers College meets in every way the standards and requirements set forth by the Council on Higher Education for the unified program of graduate work in the teachers colleges of the state. The satisfactory completion of one year of graduate study leading to the master's degree at Western entitles the student to a permanent certificate for teaching or administration in the public schools of Kentucky, provided all other requirements have been met. Briefly stated, the primary objectives of graduate work are:

1. To provide a period for the concentrated study on the graduate level of the more strictly professional phases of teacher education.
2. To provide some training and experience in the field of educational research and to make definite contributions toward the solution of teaching and administrative problems in the schools of the state.
3. To provide opportunities for educational workers to qualify for permanent certificates in their respective fields.
4. To strengthen and improve the undergraduate program of the college by providing materials and developing procedures regarded as highly valuable in an efficient program of undergraduate instruction.

ADMISSION TO GRADUATE STUDY

1. Application for admission to graduate study shall be made to the Registrar of the college. Special blanks for this purpose will be furnished by his office. Official transcripts of all high school and undergraduate and graduate college or university work must be filed with the Registrar. If possible, these should be presented at least four weeks before registration. No student will be admitted to graduate work until all of his credits have been filed in the Registrar's office and approved by the Graduate Committee.

2. All applicants for admission to graduate study shall have completed the requirements of a four-year curriculum for the education of elementary or secondary teachers as prescribed by the Council on Public Higher Education of Kentucky.

The first semester or summer session of graduate study will be considered a test of the student's ability to do satisfactory work on this level. Any student whose academic record or personal qualifications at the end of the time mentioned are unsatisfactory will not be admitted to candidacy for the degree.
Admission to graduate work does not guarantee or imply official admission to candidacy for the Master of Arts degree.

Admission to Candidacy for the Master’s Degree

Application for admission to candidacy for the Master of Arts degree must be made at least one semester before the date on which the degree is to be conferred. Formal blanks for this purpose may be obtained at the office of the Dean of the College.

Before being admitted to candidacy for the Master of Arts degree, the student must meet the following minimum requirements:

1. He must have completed all undergraduate prerequisites for work in the graduate fields selected.
2. He must have completed at least one-half of the course requirements in his major and minor subjects and have a scholastic standing of “B” or above, with no grade below “C”.
3. He must have demonstrated his ability to do satisfactory educational research.
4. He must have shown that he has proficiency in organizing and expressing thought in writing.
5. He must possess satisfactory personal and professional fitness to become a candidate.
6. The heads of the departments in which a student is doing his major and minor work must have filed with the Registrar and Dean of the College a statement endorsing the student for admission to candidacy. This statement must be accompanied by the title of the thesis and an outline of the work. At least 12 of the 24 hours, exclusive of credit for the thesis, must be in course work. At least 12 of the 24 hours, exclusive of credit for the thesis, must be in the major subject of education. The remaining hours will be used in satisfying requirements for one or more minors.

Requirements for the Master of Arts Degree in Education

Major subject

All candidates for the Master of Arts degree must complete a major of at least 12 semester hours of course work in the field of education. A minimum of 36 semester hours of credit on the undergraduate and graduate levels is required for the major.

Minor subjects

The student’s minor or minors shall be determined by the institution in terms of the student’s interests, needs, and previous training, provided that credits submitted in fulfillment of minor requirements shall be earned in courses open only to senior college and graduate students.

Generally, at least an undergraduate minor will be required as a basis for a graduate minor.

Credits

(a) All candidates for the Master of Arts degree must earn at least 30 semester hours of graduate credit, 24 hours of which must be in course work. At least 12 of the 24 hours, exclusive of credit for the thesis, must be in the major subject of education. The remaining hours will be used in satisfying requirements for one or more minors.

(b) At least fifty percent of the hours required for the master’s degree must be earned in courses open only to graduate students. The remainder of the credits may be made in certain courses numbered 300 and above. No graduate credit will be given for courses numbered below 300.

(c) Graduate students may not enroll for more than 15 hours of work in a semester, 7 hours in the spring term, or 5 hours in a summer term of six weeks. Students holding a full-time position will not be permitted to enroll for more than six hours of credit during any semester.

(d) Credits earned in other graduate schools may not be used in partial fulfillment of either residence or course requirements, except that a regularly enrolled graduate student may, on the approval of the institution, present not more than six semester hours of graduate credit to be used in partial fulfillment of the course and residence requirements for the master’s degree.

(e) The master’s degree will not be conferred on any candidate with an average scholastic standing of less than “B” in all graduate work undertaken. No credit will be granted for work with “D” grades.

(f) No credit will be allowed for excess undergraduate work.

(g) No correspondence or class extension credit may be submitted in partial fulfillment of requirements for the master’s degree.

4. Residence

No candidate will be eligible for the Master of Arts degree who has been registered in the institution as a regular graduate student for a period of less than thirty-six weeks, except as provided in 3(d) of these standards. The residence requirements may be fulfilled by any combination of regular or summer school terms which total the designated number of weeks. This does not mean that requirements for the degree can always be completed in the minimum length of time. On account of insufficient undergraduate preparation, or for other reasons, a longer period of residence may be necessary. Part-time work during a regular semester or term will be evaluated on the basis of the number of hours completed, but every candidate for the degree must be in residence as a full-time student for a period of not less than eighteen weeks, regardless of the amount of credit earned on a part-time basis. At least ten hours in a semester and four hours in a summer term of six weeks exclusive of seminar or research, must be carried to entitle the student to full residence credit.

5. Research and Thesis

Every graduate student must register for research in his major field of education during the minimum residence period of thirty-six weeks.

Research culminating in the writing of a satisfactory thesis, upon some educational problem approved by the heads of the departments concerned and the Graduate Committee shall form a part of the requirements for the degree. This thesis should show at least the following characteristics:

(a) ability to locate and define problems for study; (b) capacity to work independently on the problem approved; (c) a reasonably wide familiarity with the literature of the subject; (d) a practical working knowledge of research methods; and (e) conclusions justified by supporting data.

When the subject of the thesis has been decided upon, the head of the department in which the student is doing his major work shall notify
the Chairman of the Graduate Committee in writing, giving the name of the student and the subject of the investigation. This must be done at least eighteen weeks before the degree is to be awarded.

During the preparation of the thesis, the heads of the departments concerned, together with his major and minor professors, shall constitute a Thesis Advisory Committee for the student.

At least four weeks before the date upon which the degree is to be conferred, the complete thesis shall be submitted for criticism by the Thesis Advisory Committee.

At least two weeks before the date on which the degree is to be conferred, the thesis in final form must be submitted for approval by the members of the Advisory Committee and the Chairman of the Graduate Committee. Two copies of the approved thesis must be filed by the student with the Chairman of the Graduate Committee.

On consent of the head of the department and the major professor, a student may be permitted to work on his thesis in absentia without credit.

The thesis must conform to certain definite mechanical standards set up by the Graduate Committee.

6. Examinations

In addition to course examinations, all candidates for the Master of Arts degree must pass final examinations covering the thesis and major and minor fields of study. The examinations will be oral and written, and shall be conducted by an examining committee composed of the Chairman of the Graduate Committee, the heads of the major and minor departments, the major and minor professors, and any other persons designated by the Chairman. The final examinations must be preceded by the approval of the candidate's thesis by his Advisory Committee.

The Master of Arts in Education shall be granted only upon the recommendation of the Examining Committee and by vote of the Graduate Committee, and shall be conferred only at the regular commencements of the institution.