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1960-1961 Southern Illinois University Bulletin (Admission Policies and Procedures)

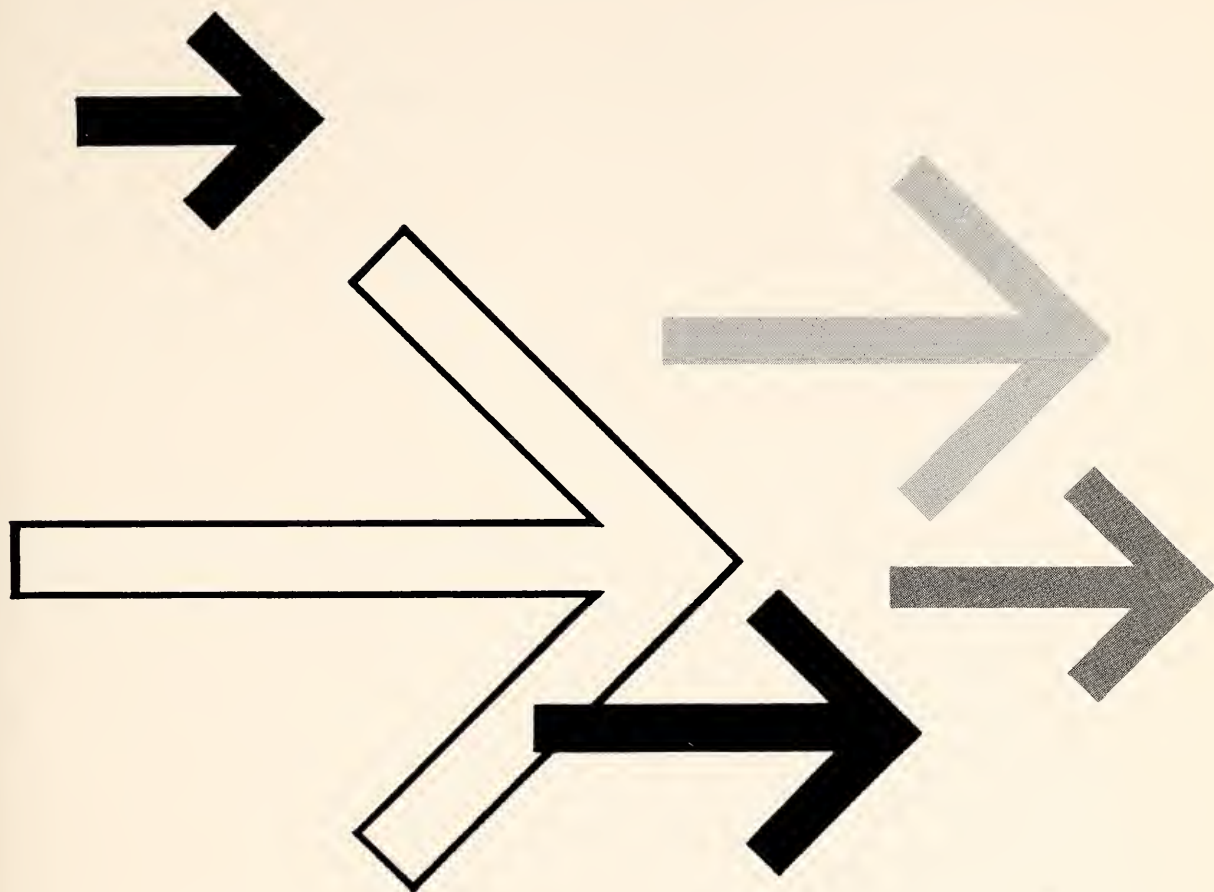
Southern Illinois University Carbondale

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1960·1961

Admission Policies and Procedures

Vol. 1, No. 11

Admission Policies and Procedures

1960-1961



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University Calendar, 1960-1961

SUMMER SESSION

Session Begins	Monday, June 20
Independence Day Holiday	Monday, July 4
Final Examinations	Wednesday–Thursday, August 10–11
Commencement	Friday, August 12

FALL QUARTER

New Student Week	Friday–Tuesday, September 16–20
Quarter Begins	Wednesday, September 21
Thanksgiving Recess	Wednesday, 12 noon–Monday, 8 A.M. November 23–28
Final Examinations	Monday–Saturday, December 12–17

WINTER QUARTER

Quarter Begins	Tuesday, January 3
Final Examinations	Monday–Saturday, March 13–18

SPRING QUARTER

Quarter Begins	Monday, March 27
Memorial Day Holiday	Tuesday, May 30
Final Examinations	Wednesday–Tuesday, June 7–13
Commencement	Wednesday, June 14

Summer classes will begin on Tuesday, June 21. During a quarter, day classes will begin on the second day of the quarter. Evening classes (5:45 P.M. or later) will begin on the first day of the quarter.

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The University

THIS BULLETIN contains information about admission and subjects related thereto for Southern Illinois University. The admission policies apply to all campuses of the University and are those which are in effect as of the 1960 fall quarter.

HISTORY

Southern Illinois University was established in 1869 as Southern Illinois Normal University. The shortened name became official in 1947 by action of the state legislature.

For some years after its establishment, Southern operated as a two-year normal school. In 1907 it became a four-year, degree-granting institution, though continuing its two-year course until 1936. In 1943 the state legislature changed the institution, which had been in theory exclusively a teacher-training school, into a university, thereby taking official recognition of the great demand in the area for diversified training.

The Graduate School, approved in 1943, at first granted only the Master of Science in Education degree. In 1948 it was authorized to grant also the Master of Arts and Master of Science degrees. In 1952 the Master of Fine Arts degree was added to this list, and in 1955 the Doctor of Philosophy degree was added. The Master of Music and the Master of Music Education degrees were authorized in 1956.

In 1949 the Belleville Residence Center was established and the Alton and East St. Louis residence centers in 1957. In 1958 the Southwestern Illinois Residence Office was created to co-ordinate and direct the University's educational activities in the Madison-St. Clair counties area. In 1959 its name was changed to the Southwestern Illinois Campus and the residence centers to the Alton Center and the East St. Louis Center.

LOCATION

The general administrative offices for the University's campuses

at Carbondale, Southern Acres, and Little Grassy Lake are located at Carbondale. The Southwestern Illinois Campus, the administrative office for the Alton Center and the East St. Louis Center, is located at Edwardsville.

The facilities at Carbondale now include more than twenty-three hundred acres of land, thirty-six permanent buildings, and numerous temporary buildings. These buildings house classrooms, auditoriums, laboratories, libraries, offices, living quarters, cafeterias, and farm equipment and animals. The Little Grassy Lake and Southern Acres campuses are each about ten miles from Carbondale.

The Southwestern Illinois Campus at Edwardsville offers classes at the Alton, and East St. Louis centers. The facilities of the former Shurtleff College have been leased by the University for the operation of the Alton Center. The East St. Louis Center is located at the former East St. Louis High School building.

SESSIONS

The academic year is divided into three quarters. Each quarter is approximately twelve weeks in length.

The fall quarter opens near the middle of September and closes just prior to the Christmas vacation period. The winter quarter begins early in January and ends about the middle of March. The spring quarter begins the latter part of March and ends about the second week in June. Definite dates for each quarter may be found in the University Calendar.

In addition to the three quarters, there is an eight-week summer session which begins immediately following the close of the spring quarter. The summer session consists of a comprehensive program of courses offered by the departments of the University. In addition to the courses which run the full eight weeks, there are a number of workshops and short courses covering shorter periods of time.

REGULATIONS

The University and its various instructional units reserve the right to change the rules regulating admission, instruction, and graduation; and to change any other regulation affecting the student body. Such regulations shall go into force whenever the proper authorities so determine, and shall apply both to prospective students and to those who have matriculated in the University.

Admission Policies and Procedures

STUDENTS MAY BE ADMITTED to Southern at the beginning of each session of the University. Plans to enter Southern should be started well in advance of the desired enrollment date. Before the close of the junior year in high school, prospective students should become familiar with the University and its educational offerings, its precollege counseling services, and its admission procedures.

Many students find it helpful to visit the campus prior to making application for admission. The University encourages such visits and welcomes interviews with prospective students. Interviews can be arranged for weekdays or Saturday mornings. Requests for interviews should be addressed to the Admissions Office at least two weeks in advance of the desired date. The Admissions Office will send the student notice of an appointment and give him helpful information.

Prospective students should also read the Southern Illinois University General Information Bulletin, which may be obtained from General Publications, Southern Illinois University, Carbondale, Illinois.

ADMISSION OF FRESHMAN STUDENTS

ADMISSION POLICY

To be eligible for admission, a person must be either a graduate of a recognized high school, at least twenty-one years of age, or a military veteran. A person twenty-one years of age and not a high school graduate is required to pass the General Educational Development Test during the first period of attendance at Southern. A military veteran who is neither a graduate of a recognized high school nor at least twenty-one years of age may qualify for admission by passing the G.E.D. Test.

A high school senior who ranks in the upper three-fourths of his graduating class will be admitted at the close of his seventh semester, subject to the successful completion of his high school work.

A student who is graduated from an approved secondary school, and who ranks in the lowest quarter of his graduating class, will be permitted to enter (on scholastic probation) for the summer, winter or spring quarters only. Exception to this rule may be made for a student desiring to enter in the fall if he shows high scores on the University's entrance examinations.

All new students at Southern Illinois University must take the Guidance Test battery. Information about the testing dates is sent to students inquiring about admission. In addition, all students are encouraged to take the American College Testing Examination. Information about the dates of these examinations may be had through the high school principal or guidance director.

ADMISSION PROCEDURE

1. A student should apply to the Admissions Office for the proper forms early in the senior year. These consist of a personnel information form, a secondary record form, a housing application, and general information about the University.

2. When the personnel form and secondary record form are received in the Admissions Office, the student will receive admission to the University if he is in the upper three-fourths of his graduating class. The records for a high school senior should not be returned until seventh semester grades are recorded.

3. A student who ranks in the lowest quarter of his graduating class cannot be considered for admission until after high school graduation and until after the entrance tests have been completed.

4. A high school senior will receive a supplementary transcript form which should be completed by the principal and returned to the Admissions Office after graduation.

5. The student will receive information about advisement, testing, and registration with his Certificate of Admission.

ADMISSION OF TRANSFER STUDENTS

ADMISSION POLICY

To be considered for admission to advanced standing, a student who has attended other colleges or universities must present a full record of his previous academic work. This record includes a transcript and evidence of good standing from every college and university attended.

Admission by transfer does not necessarily mean that all credits

presented for transfer will be accepted. Transferable credits are determined through evaluation at the time of presentation. In all cases, at least three-fourths of transferable credits from each institution must be "C" quality or better.

All transfer students are subject to the University's scholarship rules. A transfer student who is not in good scholastic standing under our scholarship rules can enter (on scholastic probation) the summer, winter, or spring quarters only, subject to the approval of the appropriate academic dean.

A transfer student suspended for poor scholarship from the last institution attended who would also have been suspended under Southern's scholarship rules is not eligible for admission to Southern until at least one quarter has elapsed from the date of suspension. A transfer student suspended for any reason other than academic failure must be cleared by the Office of Student Affairs before admission will be granted.

All transfer students must take the Guidance Test battery or submit to the Testing Service the results of such tests taken at other institutions.

ADMISSION PROCEDURE

1. A transfer student should apply to the Admissions Office for the proper admission forms. These consist of the transfer personnel information form and general information about the University.

2. A transfer student must have an official transcript from each college or university attended sent to the Admissions Office. When *all* transcripts and the personnel information form have been received, the student will be advised of his admission status.

3. If he is eligible for admission in good standing he will receive a Certificate of Admission and information about advisement, testing, and registration.

4. If he must be admitted on probation, he will be referred to the dean of the academic unit he expects to enter. If he is not eligible for admission, he will be notified.

ADMISSION OF FORMER STUDENTS OF SOUTHERN

ADMISSION POLICY

Former students of Southern not in attendance on the campus at the close of the quarter preceding application for admission must

apply to the Admissions Office for re-entrance clearance prior to registration.

A former student who is not in good standing must clear his status before the Admissions Office will prepare his registration permit. It is advisable for such a student to initiate re-entrance clearance early so that all inquiries may be answered and so that the applicant can find time to complete any requirements that may be imposed upon him.

ADMISSION PROCEDURE

1. A re-entering student should inform the Admissions Office either personally or by mail about his desire to re-enter Southern. He will receive an application form which must be completed and returned to the Admissions Office.

2. If the student is in good standing he will receive authorization to register, along with information on dates for advisement and registration for the quarter he plans to attend the University.

3. If the student cannot be re-admitted in good standing, but might possibly be re-admitted on probation, he will be referred to the dean of the academic unit he plans to enter for the dean's decision on the student's admission status. If the student is not eligible for re-admission he will be so notified.

ADMISSION OF GRADUATE STUDENTS

ADMISSION POLICY

Qualified students may apply for admission to the Graduate School any time during the calendar year. Application forms may be obtained from the Admissions Office. Official admission to the Graduate School will not be granted until complete transcripts of all previous college work are on file in the Admissions Office. Transcripts must reach the Admissions Office at least one month prior to the time the applicant expects to enter Southern Illinois University in the case of one seeking the master's degree, and four months for one whose aim is the doctorate.

A student who wishes to enter the Graduate School immediately after graduation may submit, during the final quarter or semester of undergraduate work, a transcript showing the courses he is taking, together with a statement from his registrar that graduation will follow successful completion of his current enrollment.

An undergraduate student who is within one term's work (sixteen hours) of meeting requirements for the bachelor's degree may

take courses for graduate credit by applying for admission to the Graduate School and obtaining approval for the proposed major from the department chairman. Undergraduate students who take such courses for graduate credit must obtain the approval of the dean of the Graduate School at the time of registration.

A student who holds the bachelor's degree and who does not wish to become a candidate for a higher degree or for another bachelor's degree but who wishes to take work in the University should apply for admission as an unclassified graduate student.

ADMISSION TO THE FIRST YEAR OF GRADUATE STUDY

Admission to the first year of graduate study is a two-part process. The first step is admission to the Graduate School; the second, approval for a particular department or major. (See Admission to Full Graduate Standing.)

Unconditional admission to the Graduate School for the first year of graduate study is granted to graduates of fully accredited colleges and universities whose undergraduate averages are equivalent to 3.2 or above on a 5-point grading scale. Grades for previous graduate work must be "B" or above.

Graduates of institutions of limited accreditation who have a 3.2 average or above may be granted conditional admission, depending upon the merits of the institution concerned.

ADMISSION TO ADVANCED GRADUATE STUDY

Admission to advanced graduate study is a two-part process. The first step is admission to the Graduate School; the second; approval for a particular department or major. (See Admission to Full Graduate Standing.)

Admission to the Sixth-Year Specialist's Certificate Program is based on an applicant's previous academic record, his educational experience, and his proposed goal.

Unconditional admission to the Graduate School on the advanced graduate level will be granted to any student who holds an approved master's degree and whose average in graduate work is equivalent to 4.5 or above on a 5-point grading scale.

Conditional admission to the Graduate School on the advanced graduate level will be granted to any student who holds an approved master's degree and whose average in graduate work is between 4.25 and 4.5 on a 5-point grading scale.

ADMISSION TO FULL GRADUATE STANDING

After admission to the Graduate School has been completed, the graduate dean initiates action for approval of the desired major. The

departments are permitted two weeks in which to approve majors on the master's level, and ninety days on the doctoral level. The dean of the Graduate School informs each student of the action taken by the department chairman and of any conditions which must be fulfilled before the major can be finally approved. Entrance examinations in the case of any student may be required prior to action by the proposed major department toward the applicant.

The student attains full graduate standing when he has fulfilled the stated conditions of his major department, has satisfied the English usage requirement of the Graduate School, and has completed any other general examination which may be required of graduate students.

ADMISSION PROCEDURE

1. A graduate student should apply to the Admissions Office for the necessary application forms. If a student writes, he should include in his letter the date he plans to enter Southern, the name of the last institution attended, and his plans for graduate work, including a statement of whether or not he plans to work toward a graduate degree at Southern.

2. The student should complete the application forms as directed and return them to the Admissions Office. At the same time, he should write for transcripts of all credits earned at colleges and universities other than Southern. These transcripts must be sent directly to the Admissions Office from the institutions, and they must reach the Admissions Office at least one month prior to the student's desired matriculation date if he is seeking a master's degree and four months prior to matriculation if he is seeking a doctor's degree.

ADMISSION OF FOREIGN STUDENTS

A foreign student is subject to all admission regulations and procedures described above. In addition, every foreign student is subject to the following requirements.

1. A foreign student must complete a questionnaire for foreign students indicating the years of attendance for all previous schooling.

2. He must pass an English proficiency examination which can be taken at the American Consulate or a similar agency operated by the American government.

3. He must show evidence of having adequate financial support; the University does not assume responsibility for a student who is without adequate resources.

Related Information

HOUSING

Material which is sent from the Admissions Office to a new student usually contains an application for housing. This application should be returned directly to the Housing Center. After the student has been officially admitted to the University he may be awarded a contract for University housing, but admission to the University *in no way guarantees* housing.

NEW STUDENT WEEK

Once a student has been admitted to the University, the Office of Student Affairs is notified and sends information concerning orientation to each new student. Each fall quarter a New Student Week is held; during the other quarters a special meeting for all new students is held on the first day, with other meetings planned during the quarter.

New Student Week has a twofold purpose: (1) to help each new student feel that he is a part of the University and (2) to make each new student ready to start classes.

ADVISEMENT AND REGISTRATION

At Southern, a program of advance advisement and registration has been in operation for a number of years. On the Carbondale campus, the period of time from the third through the tenth week of each quarter and from the third through the seventh week of the summer session is used for advisement and registration for the following quarter. For example, a student who plans to attend during the winter quarter may register between the third and the tenth week, inclusive, of the fall quarter. A new student may also register on the opening day of each quarter. The advance registration system at the Alton and

East St. Louis centers has a somewhat different time schedule. Information as to dates may be secured at the Registrar's Office at each of the centers. All students are urged to take advantage of the advance registration period.

To insure that an undergraduate student is properly advised concerning the choice of a course of study which will fulfill the requirements of the University and prepare him for his chosen career, academic advisement has been made the special responsibility of a group selected from the teaching faculty. Each academic unit of the University has a chief academic adviser and a number of assistant advisers.

A new student must have an appointment for advisement and registration during any of the advance registration periods. A new student must be admitted to the University before he can register for classes. Following admission, he should write for an appointment for advisement and registration. Included in the letter should be the date and time when he would like to have the appointment, the academic unit in which he plans to enroll, and the name of his major subject. A student who plans to register for classes at Carbondale should write to the Academic Advisement Center, Southern Illinois University, Carbondale, Illinois. A student who plans to enroll in the Vocational-Technical Institute should write to the director of the Vocational-Technical Institute. A student who plans to register for classes at Alton or East St. Louis should write to the Admissions Office of the center involved. A graduate student should write to the Graduate School for an appointment.

More detailed information about the dates for advisement and registration may be obtained from the schedule of classes, which may be obtained from General Publications, Southern Illinois University, Carbondale, for the Carbondale and Vocational-Technical Institute campuses, and at the registrar's Office at Alton and East St. Louis for those centers.

SUMMARY OF AVAILABLE MAJORS IN THE UNIVERSITY

The following summary of majors offered by the various academic units of the University may be helpful to a potential student in selecting a major. Undergraduate students who plan to attend the Carbondale campus and who have not selected a major field of study should register in the College of Liberal Art and Sciences as undecided.

GRADUATE SCHOOL

MAJORS OFFERED:

Agricultural Industries	Instructional Materials
Agricultural Services	Instructional Supervision
Animal Industries	Journalism
Anthropology	Kindergarten-Primary Education
Art	Mathematics
Biological Sciences	Microbiology ¹
Botany	Music
Business	Philosophy
Business Education	Physical Education
Chemistry	Physical Sciences
College Student Personnel	Physics
Design	Physiology
Economics	Plant Industries
Educational Administration ¹	Psychology ¹
Elementary Education ¹	Recreation and Outdoor Education
English	Rehabilitation Counseling
Foreign Languages	Secondary Education ¹
Geography	Social Studies
Geology	Sociology
Government ¹	Special Education
Guidance and Counseling	Speech ¹
Health Education	Speech Correction ¹
History	Theater
Home Economics	Zoology ¹
Industrial Education	

¹ Doctoral major also offered in this field.

COLLEGE OF LIBERAL ARTS AND SCIENCES

Carbondale Campus

MAJORS OFFERED:

Anthropology	English
Art ¹	Foreign Language
Asian Studies ²	General Science
Biology	Geography
Botany	Geology
Chemistry	Government
Economics ¹	Health Sciences

History
 Home Economics¹
 Language Arts
 Latin American Studies
 Mathematics
 Microbiology
 Music¹
 Philosophy
 Physics

Physiology
 Psychology
 Religion²
 Russian Studies²
 Social Studies
 Sociology
 Speech¹
 Zoology

¹ Liberal Arts nonprofessional majors only

² Minors only

PRE-PROFESSIONAL PROGRAMS OFFERED:

Pre-Dentistry	(3 or 4 years)	Pre-Physical	
Pre-Law		Therapy	(2 or 3 years)
Pre-Medicine	(3 or 4 years)	Pre-Public Health	(3 or 4 years)
Pre-Medical Technology		Pre-Theology	(2 to 4 years)
Pre-Occupational		Pre-Veterinary	
Therapy	(2 or 3 years)	Science	(3 or 4 years)
Pre-Pharmacy	(2 to 4 years)		

COLLEGE OF EDUCATION

Carbondale Campus

MAJORS FOR THOSE PLANNING TO TEACH IN ELEMENTARY SCHOOL:

Art	Music
Elementary Education	Physical Education
Foreign Languages	Special Education
Health Education	Speech Correction
Kindergarten-Primary Education	

MAJORS FOR THOSE PLANNING TO TEACH IN HIGH SCHOOL:

Art	Home Economics
Biology	Industrial Education
Botany	Journalism
Business	Language Arts
Chemistry	Mathematics
English	Music
Foreign Language	Physical Education
General Science	Physics
Government	Social Studies
Health Education	Speech Education
Healthy and Physical Education	Zoology
History	

SCHOOL OF AGRICULTURE

Carbondale Campus

MAJORS OFFERED:

Agriculture	Forestry
Agricultural Industries	Plant Industries
Animal Industries	Vocational Agriculture

PRE-PROFESSIONAL PROGRAMS OFFERED:

Pre-Veterinary Science (where emphasis on agriculture is desired)
Pre-Dairy Technology
Pre-Agricultural Engineering

SCHOOL OF APPLIED SCIENCE

Carbondale Campus

MAJORS OFFERED:

Applied Science (including a pre-engineering program of 2 and/or 3 years)
Industrial Science (with specialization in industrial design, industrial personnel, industrial planning, or metal processing)

SCHOOL OF BUSINESS

Carbondale Campus

MAJORS OFFERED:

Accounting	Marketing
Economics	Secretarial Science
Management (General, Financial and Personnel)	

SCHOOL OF COMMUNICATIONS

Carbondale Campus

MAJORS OFFERED:

Journalism	Speech
Photography	Speech Correction
Printing Management	Theater
Radio-Television	

SCHOOL OF FINE ARTS

Carbondale Campus

MAJORS OFFERED:

Art

Music

Design

SCHOOL OF HOME ECONOMICS

Carbondale Campus

MAJORS OFFERED:

Home Economics (with specialization in Apparel Design, Clothing and Textile Merchandising, Dietetics, Foods in Business, Home Adviser Program, Homemaking, Institutional Management, Interior Decoration, or Smith-Hughes Home Economics Education)

DEPARTMENT OF NURSING

Carbondale Campus

Nursing

INSTITUTES

The institutes listed below offer programs with courses drawn from several departments. Admission to each of these programs must be approved by the director of the institute.

Community Development Institute

Labor Institute

Latin American Institute

Rehabilitation Institute

Small Business Institute

VOCATIONAL-TECHNICAL INSTITUTE

PROGRAMS IN BUSINESS

(Two-Year)

Accounting

Court Reporting

Secretarial

Co-operative Medical

Executive Secretarial

Legal Secretarial

Co-operative Retailing

Apparel and Department Store

Food Merchandising
Hard Line Merchandising

(One-Year)
Bookkeeping Clerical
Calculating Machines
Stenographic

PROGRAMS IN TECHNOLOGY

(Two-Year)
Architectural Drafting and
Design
Automotive
Building Construction
Commercial Art
Dental Laboratory
Industrial Wood
Machine Drafting and Design
Machine Tool

Printing
Radio and Television

(One-Year)
Cosmetology
Practical Nursing
Welding

SOUTHWESTERN ILLINOIS CAMPUS

Curriculum emphasis at both the Alton and East St. Louis Centers is in liberal arts, with a strong concentration in the sciences and technical subjects, business administration and secretarial sciences, teacher education, and nursing.

ADDITIONAL INFORMATION

For information on the following matters, the student should write to the office indicated.

ADMISSION

Admissions Office, Southern Illinois University, Carbondale, Illinois; or Admissions Office, Alton Center, Southern Illinois University, 2809 College Avenue, Alton, Illinois; or Admissions Office, East St. Louis Center, Southern Illinois University, 909 Ohio Avenue, East St. Louis, Illinois.

FELLOWSHIPS AND ASSISTANTSHIPS

The Graduate School, Southern Illinois University, Carbondale, Illinois.

HOUSING

Housing Center, Office of Student Affairs, Southern Illinois University, Carbondale, Illinois.

SCHOLARSHIPS

Financial Assistance Center, Office of Student Affairs, Southern Illinois University, Carbondale, Illinois.

VETERANS INFORMATION

Registrar's Office, Southern Illinois University, Carbondale, Illinois.

BULLETINS

To obtain any of the following bulletins published by Southern Illinois University, write to General Publications, Southern Illinois University, Carbondale, Illinois.

General Information
College of Liberal Arts
and Sciences
College of Education
Graduate School
School of Agriculture

School of Business
School of Communications
School of Fine Arts
School of Home Economics
Summer Session
Annual Schedule of Classes

