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RULES AND REGULATIONS

—FOR THE GOVERNMENT OF THE—

West Virginia University

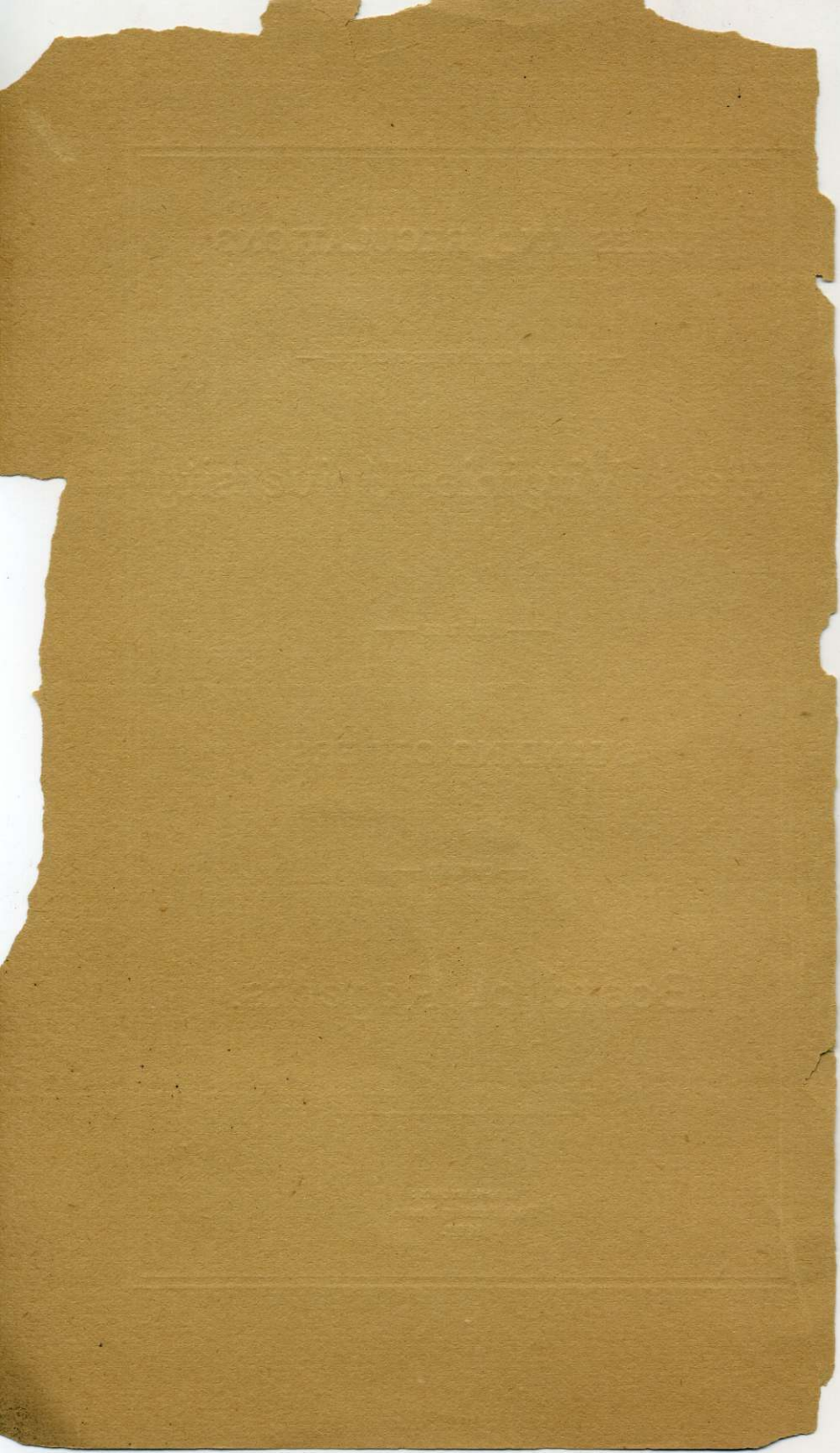
— AND THE —

STANDING ORDERS

— OF THE —

Board of Regents.

MORGANTOWN :
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WEST VA. UNIVERSITY.

CHAPTER I.

Object of the University.

1. By the Act of Congress, approved July 2d, 1862, the object of an Agricultural College is declared to be, "*to promote the liberal and practical education of the industrial classes in the several pursuits and professions in life.*" The West Virginia University is successor to the "Agricultural College of West Virginia," established by an Act of the Legislature in 1867.

CHAPTER II.

The University Faculty.

1. This Faculty shall consist of such Professors as the Board of Regents may appoint, from time to time, as full

Professors in the University. The President of the University shall be a member of this Faculty and the President of this Faculty, and is ex-officio President of all other Faculties of the University.

2. During the recess of the Board of Regents, vacancies in any of the University Faculties, may be temporarily filled by the Executive Committee on recommendation of the University Faculty.

3. Assistant Professors or temporary teachers and tutors shall not be considered as members of the University Faculty.

4. The University Faculty has authority to make all orders and regulations necessary to the performance of the duties of the several Faculties, wherein no provision has been made by the Board of Regents.

5. The University Faculty is authorized to license teachers of the polite accomplishments and of exercises conducive to health, and the students are not permitted to attend teachers not thus licensed.

6. The University Faculty may meet upon its own adjournment or on the call of the President; or by a written call of two-thirds of its members, *provided*, however, that the President has refused to call a meeting upon the written request signed by five members of the Faculty.

The majority of all the members shall constitute a *quorum*, of which the President shall count one.

Each member shall have a free and equal voice and *vote* in all deliberations and conclusions.

A *secretary* of this Faculty will be appointed by the Board of Regents, who shall keep a true account and record of all their proceedings.

7. If any member of this Faculty wishes to dissolve his connection with the University, he shall give sixty days

notice to the Board of Regents through the President of the Board of Regents or the President of the University, and he shall be entitled to a like notice from the Board of Regents.

Professors, Instructors and Teachers, shall continue in office until their death, resignation or removal by the Board of Regents.

8. An exemplary diligence in study and in the communication of knowledge and performance of every moral and religious duty, is required of the members of the University Faculty and all teachers in any way connected with the University.

9. The University Faculty shall recommend to the Board of Regents, at the Annual meeting, such members in the several Colleges of the University, as shall have satisfactorily completed the course of study in said Colleges, and as they shall deem worthy to receive the degrees of Bachelor of Arts, Bachelor of Science, Bachelor of Arts in Law, Bachelor of Science in Civil Engineering, Bachelor of Science in Mechanical Engineering, Bachelor of Laws, Master of Arts, Master of Sciences, Doctor of Philosophy, and all other such like degrees given in Course.

That upon the day of Annual Commencement, in each and every year, they shall publicly, through the President of the University, grant and confirm the degrees aforesaid by the authority vested in them to so many of the students aforesaid as the Board of Regents shall approve.

10. The University Faculty may recommend to the Board of Regents such persons as are worthy to receive any of the honorary degrees usually conferred by Universities; on receiving the approval of the board of Regents, they shall confer said degrees.

11. No member of the University Faculty, or regular teacher in the University, shall engage in any occupation

or pursuit which will interfere with the stated and punctual discharge of the duties of his office, unless permitted to do so by the Board of Regents.

12. The University Faculty shall enact a system of government and administration which shall be uniform in all the Colleges, Schools, and Departments of the University, so far as practicable, and not in conflict with any laws laid down by the Board of Regents. The University Faculty shall determine and arrange the several courses of studies in the several Colleges, Schools and Departments.

13. The Faculties of the Several Colleges have the adequate power for all ordinary cases of order and discipline in the several Colleges.

These Faculties have cognizance of all offences committed by the under-graduates in their respective Colleges and Schools and Departments, and each Faculty shall enforce discipline in connection with all students in such matters pertaining to said students as come within the jurisdiction of any College.

It is the special duty of the members of said Faculties collectively and *individually* to enforce the observance of all laws and regulations for maintaining discipline and promoting order, virtue, piety, and good learning in the several Colleges and the University.

THE PREPARATORY SCHOOL AND FACULTY.

14. (1). The Preparatory School shall be a separate organization but shall have University connection. The Sessions of the preparatory School may extend to six hours per day, and all students are required to attend during said sessions, subject only to excuse from attendance beyond recitations, to be granted in the discretion of the Principal, and revoked for any transgressions of the rules requiring the absence of students to their respective rooms (boarding houses) during the hours of School session.

This School shall be separated into small classes, so that students applying for admission at any stage of the term or course, may in all instances be accommodated.

(2). The Principal of the Preparatory School is a member of the University Faculty; also Prof. A. J. Hare, Preparatory Professor of Ancient Languages and Mathematics, by special Act of the Board of Regents.

(3). Applications for admission to Preparatory School must stand an approved examination before the Faculty or a committee of the Faculty, on spelling, reading, writing, modern geography, elements of English Grammar, and Arithmetic through Common Fractions, or present satisfactory evidence that the applicant can do the work of the School.

(4) The control of this School is vested in the Preparatory Faculty, consisting of the President, the Principal and his Assistants, and the Commandant of Cadets and the Instructor in Physical Culture.

All students in this School are under the control of this Faculty as to their work and conduct. All matters of discipline involving suspension or expulsion from this School or the University are finally determined by the Faculty of Discipline.

15. COLLEGE OF ARTS AND SCIENCES.

This College is composed of ten Academic Schools, viz: English, Mathematics, Ancient Languages, Modern Languages, Chemistry, Physics, Biology, Geology, Metaphysics and Political Science.

The control of this College is vested in the Faculty, consisting of the President, ex-officio member, the Vice President as Dean, and all of the Professors in charge of the several Schools of this College.

All students in this College are under the control of this Faculty, as to their work and conduct in this College.

All matters of discipline involving suspension, dismissal or expulsion from this College or the University, are determined finally by the Faculty of Discipline.

16. AGRICULTURAL COLLEGE.

The control of this College is vested in the Faculty consisting of the President, ex-officio member, Director of the Experimental Station and as such ex-officio Dean of this College, and all Professors and teachers who give instructions in this College only. All matters of discipline involving suspension, dismissal or expulsion from this College or the University, are determined finally by the Faculty of Discipline.

17. ENGINEERING COLLEGE.

The control of this College is vested in the Faculty consisting of the President, ex-officio member, the Dean and the Professors in charge of the two Schools and the Assistant Professors.

All students in this College are under the control of this Faculty, so far as their work is in this College. All matters of discipline involving suspension, dismissal or expulsion from this College or the University, are determined finally by the Faculty of Discipline.

18. LAW COLLEGE.

The control of this College is vested in the Faculty consisting of the President of the University, ex-officio member, and the Dean and Professors of this College. All students in this College are under the control of this Faculty, as to their work and conduct in this College. All matters of discipline involving suspension, dismissal or expulsion from this College or the University, are finally determined by the Faculty of Discipline.

19. ATHLETIC FACULTY.

The Athletic Faculty shall consist of the President of the University, the Commandant of Cadets and the Director of the Gymnasium and Teacher of Physical culture.

All the Athletics of the University shall be subject to and under the control of this Faculty. All the Athletic Teams and organizations shall be subject to its discretion and control, and they shall render full financial reports to this Faculty at such times and in such manner as this Faculty may require.

All matters of discipline involving suspension, dismissal or expulsion from any Athletic Team, or the Athletic organizations, or the University, are determined finally by the Faculty of Discipline.

20. THE FACULTY OF DISCIPLINE.

That all matters of enforcing Discipline be placed in the hands of the President of the University, the Commandant of Cadets, and the Dean of the Agricultural College, and that these parties be given full and absolute powers for the execution of this authority, except that no student shall be suspended or expelled without the consent of the President of the University.

All and every action taken by any Faculty whatsoever involving discipline, shall be reported by said Faculty at once to the President of the University and by him to the Faculty of Discipline.

21. THE PRESIDENT.

It shall be the duty of the President as the head of the University, to superintend all of its interests in every College, School and Department, as he may deem expedient; to preside at all meetings of the University Faculty and Public Assemblages of the University, and to see that the ordinances of the University are faithfully observed. In

his absence, the Vice President shall have charge of University matters and business; and in case there is no Vice President or he is absent, then the President shall designate such person as he may elect to have said control.

CHAPTER III.

Admission and Matriculation.

1. Every candidate for admission into any College or School of the University shall produce satisfactory evidence of a good moral character. If he shall have been connected with any other college, he shall produce a certificate from the authorities of that College of his regular and honorable dismissal and standing, if required to do so by the President.

2. The regular examination for admission of candidates who have not pursued the preliminary studies in the Preparatory School of the University will take place on the day preceding Commencement, and on the day preceding the opening of the Fall term.

3. The qualifications for admission to the several Schools of the University, shall from time to time, be determined by the several Faculties and confirmed by the University Faculty and shall be published in the annual catalogue.

4. *Admission.*

In order to be admitted to the courses in the Colleges, the candidate must stand a satisfactory examination in the studies preparatory to such courses, or otherwise give sufficient evidence of the necessary proficiency to enter them.

Graduates of the Academic Department of the Normal School or any of its branches, or from approved High Schools and Academies, are admitted to Academic Collegiate Courses without examination, upon presentation of a proper certificate of such graduation.

Students who wish to take "advanced standing" in college courses, upon credit for their work done elsewhere, must apply to the Deans of the various Faculties for permission to take such standing, and they must satisfy the Professors in whose courses they wish credit given, by examination or otherwise, that they have done the work required in these courses or a full equivalent therefor.

A candidate must get from the President a written permit to matriculate, must have the Treasurer's receipt for the payment of all dues; must be admitted to the required number of classes and have the certificates of Professors that he is so admitted; and must be enrolled by the Registrar of the University Faculty.

Matriculation is a pledge to obey the rules and regulations of the University, and it will be so construed and the matriculate required to fulfill it.

The student must obtain the President's permission to enroll for every term; must obtain the Treasurer's receipt for all fees for each term, and be enrolled by the Registrar for that term, before he will be allowed to go on with his studies.

Students must enroll immediately upon their arrival at the University, and re-enroll promptly at the beginning of terms, or render a satisfactory reason for the delay.

5. Every student shall be matriculated on permit of the President recording the name and the address of his father or guardian, his own age and residence, and signing his name to the following agreement: "Being admitted as a member of the University I expect to obey the laws, rules and regulations of the same; to conduct myself with propriety; to be diligent in study; to be respectful to the Faculties and deport myself exemplary in morality and courtesy among my fellow students and in the community generally.

"Witness my hand"

CHAPTER IV.

The Course of Study.

1. Instruction shall be given in the usual Preparatory, Literary, Scientific, Agricultural, Engineering, Law, and Military studies, and in such other courses of study as may be from time to time established and which shall be set forth in the University catalogue.

2. The University Faculty may caused to be published once a year, a circular or a catalogue in which shall be set forth a distribution of those studies throughout the several courses and classes. The President shall have the control and supervision of this publication.

3. At the beginning of each session, and as much oftener as the President may deem expedient, there shall be a meeting of the officers of instruction, at which the time and frequency of recitation in the several Colleges and Schools shall be determined.

CHAPTER V.

The Collegiate Year.

1. The Public Commencement shall be held on the second Wednesday of June of each year.

2. The College year shall include three sessions, or terms as follows :

The Fall term shall begin on the first Wednesday of September, the Winter term on the first Wednesday of December, and the Spring term on the first Wednesday of March, without vacation between terms.

3. There may be a vacation of one week or more at Christmas, at the discretion of the University Faculty.

CHAPTER VI.

Examinations.

1. Each student, at such times as the Professors in

charge of the several schools shall think fit, shall stand a public written examination upon all the studies which he has pursued. No student shall be excused for non-attendance on such examinations, except upon presentation of a reason which may be considered valid by the several Faculties. No student who may be absent and not thus excused, shall be allowed to continue in connection with the University. If at the close of any year a student shall have failed to attain an average standing of 7, he shall be informed of the fact, and may be allowed to stand a special examination under the same Professor at any time before the beginning of the next College year.

2. Any student who shall be absent from examination on account of protracted sickness, or other unavoidable cause, shall not be required to be examined in any study in which his grade term is 8:50 or above, provided that the character of the absence shall be decided by the Faculty; and this exemption shall not apply to more than a single term in any year, and in such cases the examination mark shall be the average of the examination marks for the other two terms.

All absences from recitations shall count against the student in his class standing; except that any student may be excused for absences from any class equal to *one tenth* of the exercises of that class for a term, upon rendering to the Faculty a sufficient excuse, and making up the work of the classes from which he was absent.

2. The examination of each class shall be conducted by the Professor in charge.

3. After the examination, the Professor in charge shall examine the papers and determine the standing made by each student in examination, which can be considered one-half of his standing and recitation grades the other half of his whole grade for the term.

RULES AND REGULATIONS
CHAPTER VII.*Grades and Honors.*

1. Students shall receive from each Professor marks of merit or demerit for their attendance, punctuality, propriety of conduct, diligence and attainments, according to the following scale :

2. The highest mark attainable shall be 10, the lowest 0.

3. Students who may be unavoidably absent from recitations, or exercises, shall receive no marks for standing during such absences, but such as are absent without assigning satisfactory reasons, shall be marked 0 for each recitation during such absence.

4. At the close of each term a report shall be made to the parent or guardian of the standing of the student for that term.

5. Any student failing to attain for his average study grades or conduct for a year, a number equal to or exceeding seven, shall be suspended for one year, unless restored by special action of the particular Faculty and this confirmed by Faculty of Discipline.

6. Before a student shall be entitled to enter a higher class in each school or be recommended for a degree, he shall have attained a minimum standing of seven in the required courses.

CHAPTER VIII.

Orations and Addresses.

1. On Commencement day candidates for degrees shall perform such exercises as may be assigned to them, unless for satisfactory reasons excused by the University Faculty. All the exercises of Commencement, and the number of speakers shall be at the discretion of the University Faculty.

2. All original orations by Undergraduates to be pronounced in the presence of the University, or of the public,

shall be submitted to the President or such person as he may designate for correction or approval, at least two weeks before delivery.

3. Nothing indecent, immoral or disrespectful to the government of the University shall at any time be delivered on the public stage, under penalty of such censure as the Faculty of Discipline shall judge proper.

4. No person shall be invited to address the Societies, or the students of the University, upon anniversaries, or other occasions, whose name has not first been submitted to the Faculty of Discipline and received its approval.

5. Each student, the year before his application for the Bachelor's or Master's degree, shall deliver one oration, and write one essay and prepare an oration or essay for Commencement. These performances shall be under the charge of the President or such person as he may designate.

CHAPTER IX.

Regents' Prizes—Rules for Essay.

1. The prize for Essay shall be \$25.00 or a piece of silver plate, or a set of books, or a watch of that value.

2. The inscription shall be "West Virginia University, Prize for excellence of composition," preceded by a suitable motto, and followed by "Presented to of (date), Instituted June 17th, 1868."

3. The prize shall be presented to any member of the regular University Schools, who shall write the best Essay on a subject to be selected as hereinafter prescribed.

4. The successful essayist shall transcribe his essay into a book to be kept for that purpose, which must in every respect be a true copy of the manuscript examined by the awarding committee.

5. The University Faculty shall select the subject not later than the second week of the Spring term. The President shall select three citizens whose duty it shall be to judge

of the merits of the Essay and decide which is entitled to receive the prize, numbering 1, 2, 3, etc., in the order of their excellence. The President shall receive and transmit all essays to be presented to *the chairman* of the awarding committee. This committee shall report their finding to the President.

Rules for Declamation.

6. The Prize for Declamation shall be \$15.00, and shall be presented to any student whose studies are entirely in the Preparatory School, who shall at the Regents' Prize Contest deliver the best Declamation, to be awarded by a committee of three, to be appointed each year by the President of the University.

Inter-Society Contest.

7. There shall be an annual \$100 prize to be awarded to the two Literary Societies. The contest between them shall be: For the best Essay \$20.00; the best Declamation \$10.00; the best original Oration \$30.00; the best in Debate \$40.00. The money is to be paid to the Society Treasurers on order of the President, naming the amounts to go to each Society respectively, after the contest.

CHAPTER X.

1. The first recitation hour of the University shall begin at 8:15, A. M.

2. That all students of the University shall assemble in Commencement Hall at 10:15, A. M., each school day for roll-call, when the roll of all the students of the University shall be called and all necessary announcements shall be made.

3. That after roll-call and announcements, any student may quietly and orderly withdraw, after which the President or such person as he may designate, may conduct a simple Devotional Exercise of singing, reading and prayer, after which the regular class work shall be resumed at 10:30.

4. That every absence of any students from roll-call shall count 5 demerits ; 20 demerits shall count one-fourth of one from the general graded standing of the student for the whole term. Provided, however, that any student shall be excused from roll-call on certificate of sickness given by his physician, or for absence from the University by permission of the President and the Dean of the College to which he belongs.

CHAPTER XI.

Literary and Other Societies.

1. The existing Literary Societies shall be under the protection and control of the University Faculty, and their property under the guardianship and control of the Board of Regents.

2. Other societies for literary and religious purposes may also be authorized by the University Faculty.

3. Their meeting shall be at such hours as the University Faculty may approve.

4. They shall have power to adopt any such regulations as they may think proper for the management of their business during the period prescribed for their meeting ; except it shall be unlawful to admit to their halls any of their members who have been expelled, dismissed or suspended from the University, during the period of their suspension or dismissal.

5. Resistance or disobedience to the requisitions and regulations of the University Faculty, by any Society, shall subject the same to the closing of their doors, and suspension of their privileges by the Faculty of Discipline.

CHAPTER XII.

Library and Reading Room.

1. The Library and Reading Room shall be opened at such hours as prescribed by the Faculty of Discipline.

2. No paper, magazine, review, or other periodical, shall be taken from the Reading Room by any one.

3. All monthly and quarterly publications shall, at the end of each month, be removed to the Library and deposited therein, until such time as they can be bound.

4. All unnecessary noise or conversation within the Reading Room is strictly forbidden and the Librarian is charged with maintaining order.

5. The University Library shall be in charge of the Librarian, who shall be responsible for carrying out the rules pertaining to the Library.

6. All curiosities, coins or minerals or museum specimens belonging to the University, shall be under the control of the University Faculty, who shall appoint the proper custodian for the same, and ordain the necessary regulations for their keeping and use.

CHAPTER XIII.

Rates of Tuition.

1. Tuition shall be free to all students from this State over 15 years of age in the several departments of the University; except, each county shall be entitled to one free student for every 500 of its population, or fraction above half of that number, in the Preparatory School.

If a greater number of students than is allowed in the foregoing rate apply for admission, the first enrolled, up to the proportionate number, shall have free tuition and all others shall be charged at the rate of \$5.00 per term in the Preparatory School.

2. Students from other States shall be charged \$12.50 per term for tuition in the Colleges or the Commercial School of the University, and \$5.00 per term for tuition in the Preparatory School, and \$8.00 per term for tuition in the Law College.

CHAPTER XIV.

Boarding Houses.

1. Students shall board only at such houses as are approved by the Faculty of Discipline.
2. No student shall be allowed to room in the University buildings without the consent of the Faculty of Discipline.

CHAPTER XV.

Miscellaneous.

1. No student shall absent himself from any recitation of his class, without permission of the officer whose duty it may be to preside at that exercise, unless he shall have obtained written leave of absence from the head of that School or College, or is absent from the University by permission of the President.
2. Strict attention to the studies prescribed by the Faculty will be required of all students, and habitual idleness will insure dismissal from the University.
3. All ungentlemanly or unlady-like conduct of any kind whatsoever, is absolutely forbidden and will subject the offender to punishment.
4. No student will be expected to inform on a fellow-student, nor to criminate himself; but when any student is called upon as a witness in a particular offense, he or she shall be required to give full and true testimony.
5. Any student may be privately dismissed, or suspended or reprimanded, or required to apologize by the Faculty of Discipline for cause. Public expulsions shall be resorted to only in extreme cases and shall require a unanimous concurrence of the Faculty of Discipline.
6. No student shall be suspended or expelled, until he or she has had the opportunity of explaining or defending his or her conduct before the Faculty of Discipline, unless

on recommendation of some College Faculty. After having been fairly heard by said Faculty, any student in a case of Discipline is entitled to appeal from the decision of a College Faculty to the Faculty of Discipline; and a final appeal to the Board of Regents.

7. General meetings of the students are prohibited, unless the consent of the President be obtained.

8. Every member of the Graduating Class shall be present at Commencement, unless excused by the University Faculty, for special and good reasons.

9. Any law or ordinance of the University may be repealed, amended or temporarily suspended at any meeting of the Board of Regents, by a majority of the Board of Regents.

STANDING ORDERS

— OF THE —

Board of Regents.

CHAPTER A.

Page 114. June 12th, 1895.

The Committee on Athenaeum reported the following which was adopted: That the order of the Board of June 12th, 1894, be rescinded in as far as it applies to the publication of the *Athenaeum* by the Literary Societies; and that matter for publication be subject to the supervision of the President of the University.

Pages 118-9. June 13th, 1895.

The Committee on Athenaeum and Lectures then reported the following resolution: Resolved that the *Athletic Faculty* be empowered to create a "lecture committee or bureau" who under their direction may arrange a *Lecture Course*. All profits accruing from such lectures shall be deposited with the Treasurer as a separate Athletic Fund to be expended under the direction of the aforesaid Faculty of Athletics. But the Board of Regents will assume no re-

sponsibility for any deficit that may result from such lecture arrangements. The aforesaid Committee shall be granted the hall, light, heat, and Janitor's service free.

Page 155. (2.) Oct. 8th, 1896.

Ordered that the *Athletic Clubs*, when absent to engage in contests, shall each be accompanied by a member of the *Athletic Faculty* or by some other member of the University Faculty designated by the Athletic Faculty.

That the number of games to be played by each club be limited to eight games, and to contest with College Teams ; provided that the Athletic Faculty may if they think best permit to be played the Foot-Ball game with the Pittsburg Athletic Club now partly arranged for.

Page 13. (20.) June 9th, 1892.

Ordered that the ground east of the Commencement Hall be converted into a place for *Gymnastic* sports and *Drill* ground purposes, and that after Oct. 1st, 1892, it be placed in good and proper condition for those purposes.

Pages 92-3. June 12th, 1894.

The Committee on Superintendent's report of Buildings and grounds then made the following report on the business management of the University which was adopted: Your committee recommends that there shall be appointed an *Auditor of accounts for the Board of Regents*, who may have an office in the University building, who shall audit and settle all accounts against the University and issue orders upon the Treasurer of the University for such of the accounts as are found to be correct, to keep a full and satisfactory set of books, showing receipts and disbursements of the University ; showing the condition of each and every fund thereof at all times, for which service he shall receive the *sum of \$400.00* per annum, one half thereof to be paid from the funds of the University and one half from the funds of the Agricultural Experiment Station.

The above was amended by the following amendment: Whenever a *Professor* or the Head of any department of the University shall *make any purchase* on account of the University, he shall at once *report the amount* and character thereof to the *Auditor*. Adopted.

CHAPTER B.

Page 7. June 9th, 1892.

That the lower room of the new *Commencement Hall* be used as an Armory, Drill Room and Gymnasium.

Page 91. June 12th, 1894.

This committee also recommended that full *control* of the *University* buildings and *Lecture Rooms* be vested in the *Superintendent of Buildings and Grounds* and in the President of the University. This was adopted by the Board.

Page 155. (4). Oct. 8th, 1896.

Ordered that the request of certain persons not connected with the University to use *University Rooms* for their private purposes, is hereby refused.

CHAPTER C.

Page 115. June 12th, 1895.

For the purpose of Cadet appointments the following distribution of counties among the Regents was adopted:

To Mr. Hart: Hancock, Brooke, Ohio and Marshall.

To Mr. Smith: Wetzel, Marion, Monongalia, Taylor and Barbour.

To Mr. Reed: Lewis, Harrison, Doddridge, Ritchie, Tyler Wood and Pleasants.

To Mr. Evans: Jefferson, Berkeley, Morgan, Hampshire and Hardy.

To Mr. Robinson: Mineral, Pendleton, Grant, Tucker, Preston and Randolph.

To Mr. Stewart: Putnam, Mason, Jackson, Lincoln, Cabell and Wayne.

To Mr. Haymond: Wirt, Calhoun, Gilmer, Braxton, Webster, Pocahontas and Upshur.

To Mr. Brown: Roane, Clay, Nicholas, Fayette, Kanawha, Boone and Logan.

To Mr. Rucker: Greenbrier, Monroe, Mercer, McDowell, Mingo, Raleigh, Summers and Wyoming.

Page 32. (5). Dec. 8th, 1892.

Rule 17 of the Board of Regents for the government of cadets is amended to read as follows:

Coat: A sack coat of gray cloth, single breasted, standing collar. Coat to close with a flap containing five concealed buttons and button holes, a vertical opening in each side of the hip. Trimmings of black flat braid as follows: to be edged all round the bottom, the front edges, the collar and side openings with braid one inch wide. On each sleeve an Austrian knot of 3-8 inch braid. Along each back seam a double row of $\frac{3}{8}$ inch braid, ending with crows feet at top and bottom.

Trousers: of gray cloth with black stripe one and one-fourth inches wide down outer seams.

Cap: like that worn by officers of the Army with a wreath in front surrounding the letters "W. V. U." in silver.

Shoulder straps and gilt or gold lace chevrons, of Army regulation pattern, shall be worn by officers and non-commissioned officers.

Black grain Leather Belts shall be provided by officers and non-commissioned Staff Officers.

This uniform shall be worn upon all occasions except social occasions.

This regulation shall go into effect at the beginning of the Fall Term, 1893

Page 4. June 7th, 1892.

On motion the following was added to rule II, to-wit: "And shall constitute the public guard of the University and the public property belonging thereto."

Page 129. Oct. 1, 1895.

On motion of Mr. Stewart it was ordered that all *fees* paid during a current term by appointed *cadets* be returned to them if application be made to the Treasurer within 30 days after payment of said fees.

Page 103. June 14, 1894.

On motion of Mr. Bassell it was ordered that hereafter no *cadet* shall in any one year draw from the book store, *books* to exceed the cost *value* of \$25.00. This was adopted.

Page 134. April 10th, 1896.

Resolved: That each *cadet* in the future be required to return to the University Cadet Library all *books* issued to him during the time he is serving as a cadet as soon as he finishes the study of each particular book, and the failure of any student to comply with this order without a satisfactory excuse therefor, shall be a bar to his graduation. Provided however that if any student desires to retain his books he shall be allowed to do so upon paying to the University a fair price for said books, to be determined by the book agent of the University.

Page 150. June 9th, 1896.

Upon application of the *cadets*, members of the present graduating class asking leave to retain their *text books* upon graduation, such leave is granted them, but such leave is not to be construed as applying to future classes; the mat-

ter as such being held in obedience until Legislative action is secured.

Page 135. April 10th, 1896.

It was ordered as was recommended by Capt. C. C. Hewitt, that hereafter the *one hour's work in theoretical Military instruction* shall be counted as one hour per week in the work required for graduation.

Page 13. June 9th, 1892.

Mr. Schilling offered the following: Ordered that there shall be three standing *committees* appointed as follows: (1). An *Executive Committee*. (2). A *Station Committee*. (3). A *Mechanical Department Committee*, which several Committees shall have charge of all business pertaining to their several departments. The Executive Committee to be composed of five members; the other two committees of four members each, and the President of the Board shall be ex-officio chairman of all the committees.

CHAPTER D.

June 12th, 1894.

It was further ordered that the control of management of Military or other *Balls* to be given in any of the buildings of the University to be placed under the control of the Sup't. of Buildings and Grounds and the Commandant of the Military Department with power upon their part to appoint all Committees and to prescribe suitable Regulations for the conduct and management of such balls.

Page 129. Oct. 1st, 1895.

The request of Capt. C. C. Hewitt to establish a *dancing* class in the Gymnasium of the cadets was granted and the request of other students to be enrolled in this class under the supervision of the Commandant of Cadets was also granted.

Page 155. (3). Oct. 8th, 1896.

In the matter of the request of certain students to be appointed to conduct and control *dances* in the Gymnasium Hall, said request is refused, and the matter of dances is left wholly to the Commandant of Cadets, Sup't of Buildings and Grounds and to the Director of the Gymnasium who may permit dancing under proper restrictions, and under the supervision of a member of the Faculty, at such times as they deem proper.

Page 33. Dec. 8th, 1892.

On motion of Mr. Vance it was ordered that hereafter no honorary degree shall be conferred by the Board of Regents upon any one unless nominated for such degree forty days prior to the 1st day of June of any year.

And any nomination or application for an honorary degree shall be made to the President of the University or Sec'y of the Board of Regents, and the same laid before the Faculty for its consideration at its next meeting. The Faculty shall ascertain the character and qualifications of such nominee or applicant, and if a majority of the Faculty recommend the nominee or applicant for a degree, the Board may, in its discretion, confer such degree as may be recommended.

Page 88. June 11th, 1894.

The President's recommendation to give the degree of L. L. B. to those only who have taken a regular University course and to give a certificate of graduation or a special Diploma to those who take the Law Course only, was adopted by the Board.

Page 149. June 9th, 1896.

The matter (a Dispensary in connection with University) was then considered and it was ordered that a fee of 50

cents per term be collected from each student by the Treasurer of the University and that a room be painted and papered in the basement of one of the University buildings to be used by Dr. Hartigan for the purpose of giving immediate attention to the students who may need it.

CHAPTER E.

Page 103. June 14th, 1894.

On motion of Mr. Withers it was ordered that all repairs of various buildings and grounds and continuing orders shall be executed under the direction of the *Executive Committee*, and the bills therefor shall be paid out of such funds of the University as the Executive Committee shall determine by orders on the Treasurer issued in the manner heretofore provided by the Board.

Page 125. June 13th, 1895.

It was ordered that hereafter a report shall be made at each meeting of the Board from the *Executive Committee*.

Page 19. (6). June 10th, 1892.

Ordered that the work of the *Experiment Station* be continued independent of any work in the University, and that members of the *Station Staff* be not required to assist in the work of instruction in the other departments of the University. But this order is not to be interpreted as interfering with the order heretofore passed this session relating to Lectures to be delivered by the University by the Station Staff from time to time.

Page 23. June 10th, 1892.

The Board hereby, in order to remove such a misunderstanding, declares that the members of the Experimental Station Staff, including the Agriculturalist, are and shall be under the direction and control of the Director of the Station in the discharge of their respective duties, subject to such orders as this Board may from time to time make.

And the *Director* is held by this Board as directly responsible to it for the success of the Station and the efficient and faithful discharge by the Staff, including the Agriculturalist, of the several and respective duties.

Page 41. June 12th, 1893.

Fourth, we concur in the recommendation that the system of management of the Experiment Station be continued as at present, so far as we understand the same.

Pages 138-9. April 11th, 1896.

This College (Engineering College) hereafter shall consist of the Schools of Civil and Mining Engineering with its Departments and of Mechanical Engineering and Mechanic Arts with its departments.

Page 154. (1). Oct. 8th, 1896.

All students in the West Virginia University who accept the privileges and advantages offered by the *Episcopal Hall* shall be governed by such rules as are or may be adopted by the Warden of said Hall, subject to the approval of the University Faculty. Any violation of said rules by the students shall be reported by the Warden to the University Faculty for consideration and such action as they may deem best.

CHAPTER F.

Page 41. (2). June 12th, 1893.

Ordered that a *fee* of \$5.00 for a Diploma, and also a Laboratory fee of \$2.00 be charged; but this shall not apply to the graduating class of the present year.

Page 10. (6). June 9th, 1892.

Ordered that the rule in relation to a quorum of the *Faculty* be changed so as to require a majority of the Faculty to constitute a quorum.

Page 22. June 10th, 1892.

Whereas it appears to the Board that Rule 16 of Chap-

ter II. requiring that all discussions and proceedings of the *Faculty* shall be secret and confidential, has been violated. The Board doth hereby declare its dis-approval, and that any violation of this rule in the future shall be visited by the removal of the member of the Faculty so violating the said rule.

It is ordered that said rule and this resolution be read in full Faculty meeting and a minute be made of the fact, and of the members of the Faculty present, and if any be absent the said rule and this resolution be read in their hearing when they are present at any meeting of the Faculty, and a minute of this fact be made in the record of the Faculty.

Page 146. June 9th, 1896.

Ordered that Rule 1 of Chapter 2 of the rules and regulations of the University be amended so as to read as follows: The *Faculty of the University* shall consist of only such Professors as shall have charge of the several University Schools, the Principal of the Preparatory Department and the Prof. of Ancient Languages in the Preparatory School; and the President shall be ex-officio Chairman of the Faculty. Any order heretofore made in conflict with this order is hereby repealed.

CHAPTER G.

Page 130. Oct. 2d, 1895.

The President of the University is authorized to have made by the public printer of the State a set of *grade class Record Books* for Professors and also a department grade book for each department and a grade book record for the University, and blank books and *coupons for Regents* for record of *Cadet* appointments.

Page 128. Oct. 1st, 1895.

It was also ordered that the *Gymnasium* be kept open from 1 o'clock to 6, P. M. of week days and that a man be placed in charge of the Gymnasium, Dissecting house and

Boat house, at wages of not over \$15.00 per month.

CHAPTER L.

Page 23. June 10, 1892.

On motion of Mr. Smith it was ordered that the studies in the Law department be arranged for a *two years course*, and that *Lectures in each* course be given by the professors in charge of that department, but this is not to be construed so as to prevent any *student* from *taking the whole course* in *one year* should he be able to pass the examination required for the degree. And the Professor in charge shall distribute the work between them accordingly.

Page 122. June 13th, 1895.

A petition from the *Law Professors* asking that distinguished practitioners be invited from time to time to lecture before the students of Law, and that the traveling expenses of such lecturers be paid by the University Authorities; was approved by the Board and it was so ordered.

Page 139. April 11th, 1896.

The offer of the *Ladies Home Journal* to pay the expenses of certain students through the University was accepted by the Board and a statement of this may appear in the catalogue of the University.

Page 131. Oct. 2nd, 1895.

On motion of Mr. Stewart it was ordered that the University *Library* be re-arranged and classified and certain purely *technical books* be turned over to the Heads of the different departments to which they respectively belong, and the said various heads of departments shall be individually responsible for all books received by them under this order, which books shall be charged to the various departments on the books of the Librarian. Later it was amended by providing that the indexing may be deferred until the cost of the same be ascertained and reported to the Executive Committee.

Page 42. (5). June 13th, 1893.

Ordered that all *Mechanical* work that can be done, and all *furniture* that can be made at the University Mechanical shops, shall be done there, when needed in any of the University Departments.

CHAPTER P.

Page 99. June 13th, 1894.

For Prof. of *Pedagogy* and Principal of the Preparatory, Thos. C. Miller was nominated and having received 12 votes he was declared elected.

Page 42. (4). June 13th, 1893.

Ordered that all *students* not in the Military Department and not physically disqualified, be required to take at least one hour of *Physical* exercise per week in the *Gymnasium* at such time, in such number and duration of exercise as shall be fixed by the Director of the Gymnasium and adjusted to the work of the University.

Page 68. July 21st, 1893.

Mr. Smith also returned the following report in relation to the *Cadet Corps* and the Gymnasium, which was read and adopted :

We recommend first, the creation of a School of *Military Instruction* and *Physical Training*, having the same recognition and being subject to the same control as other established Schools of the University of which Dr. Jas. W. Hartigan shall be the *Instructor in Physical Training*, and the Commandant of Cadets, *Professor of Military Instruction*, and that the Instructors of this School, together with the President, shall have jurisdiction and control of all matters relating to the various *Physical exercises* of the University. (Known as the Athletic Faculty).

Second—That all male students attending the University

be required to enter this School and to perform such work as may be prescribed by the Faculty.

Third—That the time allowed this school shall not exceed five hours a week ; this to include the one hour's theoretical instruction required by the War Department.

Fourth—That the attendance in this department be compulsory for three years on all students entering the Preparatory School, and for two years for all male students entering the Academic College unless excused by the Faculty ; and that this time shall constitute the time of service and instruction in this School ; and that students satisfactorily completing the course be extended the privilege of the School during the remainder of their College life, subject to its rules and regulations.

Fifth—That the time for instruction in this School, be fixed by the Faculty.

Page 96. June 13th, 1894.

Mr. Bassell offered the following which was also adopted: That the second clause of the order of the Board made on July 21st, 1893, in relation to the School of Military Instruction and Physical Training be amended as follows: That all male students attending any of the Academic Departments of the University be required to enter this School, and perform such work as may be prescribed by the Faculty of the University.

Pages 95-6. June 13th, 1894.

Mr. Stewart from the Committee on the President's and Departmental reports recommended certain changes in the *disciplinary methods* of the Preparatory Faculty. These as finally amended were adopted as follows :

1. Students of the *Preparatory School* shall be under the direct supervision and control of the Preparatory Faculty which body is authorized and instructed to prepare,

to promulgate and enforce rules regarding attendance, study, hours and general conduct as shall be consistent with the best interests of the University and the students.

2. That the Preparatory Faculty may enforce such minor punishments as are usual for students of like age and grade.

3. All cases in which the opinion of the majority of the Preparatory Faculty proposes the penalty of suspension or expulsion, the same shall at once be referred to the Faculty of Discipline for such action as they shall deem proper.

4. The *Preparatory Faculty* shall consist of the Principal and Instructors of the Preparatory Department, the Commandant of Cadets and the Instructor of Physical Training. The Principal of the Preparatory Department shall be Chairman, and the Commandant of Cadets, Secretary. The general rules of procedure and the records shall be similar to those prescribed for the University Faculty.

All *decisions of the Preparatory Faculty* shall be subject to the approval of the *President* of the University.

5. Any *student* who has a *majority* of his *studies in the preparatory school* shall for purposes of the foregoing be classed as a Preparatory student.

Page 118. June 13th, 1895.

Whereas, the Board of Regents recognize that*the orderly and successful administration of the affairs of the University requires that it shall have in fact as well as in name an executive head in whom shall be centered powers with responsibility. Resolved, that it is the sense of the Board of Regents that the *President* of the *University* shall be the Executive Head of the Institution, to be respected accordingly as the immediate representative of the Board; and that he shall have the power to suspend any member of the Faculty or other employee of this Board subject to the final action of the Executive Commit-

tee, in all cases except those of suspension of members of the Faculty, which shall be referred to and finally acted upon by the Board of Regents, and any suspension under this resolution shall be at once reported by the President of the University to the President of the Board with his reasons therefor. The above resolution was reported by Mr. Hart and was unanimously adopted by the Board.

Page 12. (12). June 9th, 1892.

Ordered that a record and inventory be kept wherein each *Professor* and teacher shall be charged with all of the *property* belonging to the University in his possession; which inventory shall be revised each year and reported to the Board; also an account of balances unexpended of any appropriation made to any department, and such balance shall lapse into the contingent fund and subject to further appropriation by the Board.

Page 105. June 14th, 1894.

The recommendation of the President that each *Professor* be required to make a *weekly report* of all the *absences from his classes* to the *President* of the University, was adopted and it was ordered.

CHAPTER R.

Page 46 (9). June 13, 1893.

And the official *records* of the *University* shall be kept in the vault in the president's office.

Page 105. June 14, 1894.

The *Secretary of the Board* is directed to properly index the proceedings of the Board contained in the bound book now in use; and that hereafter the proceedings of each meeting of this Board be indexed immediately after the adjournment of the Board.

Page 42. June 13, 1893.

Ordered that no change be made in the present regula-

tions governing the *junior and senior literary performances* and the *regents' prize essay*.

Page 46 (7). June 13, 1893.

Ordered that all students classed as *preparatory students* shall be eligible to contest for the *regents' prize in declamation*.

Page 143. June 8, 1896.

On motion of Mr. Stewart the rule of the Regents that the *Judges of the Regents Prize* contest should be appointed by the President of the Board, was rescinded and it was ordered that hereafter the judges of that contest may be appointed by the President of the University, and that they shall not be members of the Board.

Page 138. April 11, 1896.

Resolved that the following shall be standing orders of the Board and go into effect from date:

1. The first recitation hour of the University shall begin at 8:15 a. m.

2. That all students of the University shall assemble in Commencement Hall at 10:15 a. m., each school day, for *roll-call*, when the roll of all the students of the University shall be called and all necessary announcements shall be made.

3. That after roll-call and announcements any student may quietly and orderly withdraw, after which the President, or such person as he may designate, may conduct a simple devotional exercise of reading, singing and prayer, after which the regular class work shall be resumed at 10:30.

4. That every absence of any student from roll-call shall count 5 demerits; 20 demerits shall count one-fourth of one from the general graded standing of the student for the whole term. Provided, however, that any student shall be

excused from roll-call on certificate of sickness given by his physician or for absence from the University by permission of the President and the dean of the college to which he belongs.

5. That all previous orders of the Board of Regents and the University Faculty pertaining to Chapel service be and are hereby repealed.

CHAPTER S.

Pages 94-5. June 13, 1894.

The Committee on Military Affairs reported the following recommendation, which was ordered :

That *students* of the University wearing the *uniform of military students* shall wear same in accordance with the regulations of the Cadet Corps ; the uniform so worn to be complete ; the blouse to button throughout.

Page 113. June 12, 1895.

It is hereby ordered that no *student* shall be admitted to any class in the University at the beginning of any term until he has paid his fees to the Treasurer or has made satisfactory arrangements with the *Treasurer* for the pay of his fees, and the Treasurer is instructed to report at the next meeting of the Board the number of students who have been admitted contrary to this order and the classes which they have attended.

Page 131. October 2, 1895.

On motion of Mr. Hart it was ordered that the provision relating to the age of admission of students to mean that no *student under the age of 15* be admitted to the University.

CHAPTER T.

Page 42. (3). June 13, 1893.

Ordered that *tuition* shall be free to all students from this State over 15 years of age in the several departments of the University ; except that in the Preparatory School not

more than one student in every five hundred of the population of any county shall have free tuition. If a greater is allowed than in the foregoing rate, and apply for admission in the Preparatory School, the first enrolled up to the proportionate number shall have free tuition, and all others shall be charged at the rate of \$5.00 per term.

Page 46. (9). June 13, 1893.

Ordered that the Treasurer shall fix and publish certain days and the hours of each week when he will be in his office for the transaction of business.

Page 106. June 14, 1894.

It was also ordered that Prof. Alex. R. Whitehill be and is hereby authorized to receipt for, or to endorse checks for interest due, or to become due, on all United States Bonds registered in the name of the West Virginia University, on the books of the Treasury Department, with power to appoint one or more substitutes for the purpose herein expressed, until such authority is officially revoked, and notice of revocation is properly given to the Treasury Department.

Feb. 9, 1897.

On motion it was ordered that all matters of enforcing discipline be placed in the hands of the President of the University, the Commandant of Cadets and the Dean of the Agricultural College, and that these parties be given full and absolute powers for the execution of this authority, except that no student shall be suspended or expelled without the consent of the President of the University.

