

MINUTES OF THE UNIVERSITY FACULTY
January 9, 1942

The University Faculty met in the President's Office Friday, January 9, 1942, with President Donovan presiding. Members in attendance were Jesse E. Adams, Paul P. Boyd, Alvin E. Evans, W. D. Funkhouser, J. H. Graham, Henry H. Hill, Frank D. Peterson, and Edward Wiest. Dean Horlacher represented the College of Agriculture in the absence of Dean Cooper. Dr. R. E. Jagers of the State Department of Education was present.

The minutes of December 17 were read and approved.

Dean Boyd and Dean Funkhouser reported on the matter of credits for military and naval services for the second semester of 1941-42. After careful consideration of the regulations recommended they were adopted as follows:

- "1. A student at the University of Kentucky who, after completing the eighth week and before completing the twelfth week of the semester, withdraws and within ten days is accepted into the armed forces of the United States shall be entitled to receive, without examination, credit and residence for one-half of each course in which he is passing at the time of his withdrawal. The grade reported shall be that attained in the course up to the time of withdrawal.
- "2. Where such withdrawal occurs upon completion of the twelfth week of the semester, or later, such student shall be entitled to receive full credit and residence under like conditions.
- "3. If with the credit and residence thus granted the student has fulfilled all requirements for a degree, he shall be recommended for that degree by the Faculty of the University. If a comprehensive examination is required for graduation, this requirements shall be waived.
- "4. For students in the College of Law, the regulations set up by the Association of American Law Schools at its December, 1941, meeting are adopted."

President Donovan suggested that since the first sixteen pages of the proposed rules of the University Faculty had been distributed to members at the prior meeting it therefore seemed wise to discuss and adopt these with such modifications as seemed advisable. There followed a discussion of the rules as presented. After the approval of certain minor changes the first five divisions were adopted tentatively, as they appear below.

~~RULES OF THE UNIVERSITY FACULTY~~

~~I. REGISTRATION AND ASSIGNMENT TO CLASSES~~

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Registration

Registration dates for each year are fixed by the University Faculty and are published in the University Calendar.

Late Registration

After the third Monday of the first of second semester, no student may register for an organized class. The final date for full term courses the first summer term is the second Monday and for the second term, the first Thursday.

Assignment to Classes

The Dean of the College is responsible for the student's schedule. This schedule, when filed in the Registrar's Office, becomes authority for the official class roll of the instructor. No student will be considered a member of any class, nor will he be dropped from any class except by authority from the Registrar's Office.

Recitation Hours

The daily schedule shall be as follows:

- First hour 8:00--8:50
- Second hour 9:00--9:50
- Third hour 10:00--10:50
- Fourth hour 11:00--11:50
- Fifth hour 1:00--1:50
- Sixth hour 2:00--2:50
- Seventh hour 3:00--3:50
- Eighth hour 4:00--4:50
- Ninth hour 5:00--5:50

II. FEES AND REFUNDS

The following schedule of fees shall be in effect until changed by the Board of Trustees upon recommendation of the University Faculty.

Schedule of Regular Fees per Semester

Classification	Resident Students				Nonresident Students			
	Gen-Dep. ¹	Reg-istra-Fee ²	Inci-dent. Fee	Total	Gen-Dep. ¹	Reg-istra-Fee ²	Inci-dent. Fee	Total
Full-Time Students								
All Colleges except Law	\$6.00	\$5.00	\$45.00	\$56.00	\$6.00	\$5.00	\$75.00	\$86.00
Col. of Law	6.00	5.00	49.00	60.00	6.00	5.00	79.00	90.00

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Part-Time Students:						
All Undergraduates except Law	\$6.00 [†]	\$4.00	\$4 per cred.	\$6.00 [†]	\$4.00	\$6 per cred.
College of Law (Undergraduate)	\$6.00 [†]	\$4.00	\$5 per cred.	\$6.00 [†]	\$4.00	\$7 per cred.
All Graduate Work	\$6.00 [†]	\$4.00	\$5 per cred.	\$6.00 [†]	\$4.00	\$7 per cred.
Auditors:						
In lecture and recitation courses		\$2.00	\$1 per cred.		\$2.00	\$1 per cred.
In studio and laboratory courses		\$2.00	\$4 per cred.		\$2.00	\$4 per cred.

¹ To be returned at the end of the year less any charges that may be assessed against it.

² The registration fee is payable each semester by all students and is not returnable.

[†] Not charged students taking fewer than 9 hours.

Fees for Graduation and Special Privileges

Graduation Fee. Candidates for the bachelor's degree will be charged a graduation fee of \$9.00. This will include the rental of cap and gown, diploma fee, and other necessary expenses. Candidates for advanced degrees will be charged a fee of \$15.00, which will include the above and in addition the candidate will be presented with the hood. Graduation fees are payable not later than the fourth day preceding the commencement.

Late Registration. Students entering the University after the regular registration periods will be charged an additional fee of \$1.00 per day, the total not to exceed \$3.00.

Special Examination. A fee of \$2.00 will be charged for a special examination in a single course.

Special Fees for Students in Applied Music

Students taking courses in applied music are charged the following special fees in addition to the regular fees.

\$36.00 per semester for each student for three-credit courses in applied music.

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\$22.50 per semester for each student for two-credit courses in applied music.

\$15.00 per semester for organ practice.

\$5.00 per semester for each student for rental of University practice room.

Special Fees for Students in Engineering

All students in the College of Engineering are required to pay a special fee of \$5.00 for each summer's work required in the curriculum pursued.

Summer Session Fees

The fee for each college, with the exception of the College of Law, is \$22.75 a term where a load of more than three hours is carried. Students registering for three hours or less will be charged \$5.00 per credit hour. In the College of Law the fee is \$27.50 a term. Students in the College of Law registering for two hours or less will be charged \$9.00 per credit hour. These fees apply to auditors as well as to students who are registered for credit.

Refund of Fees

The regular registration fee and any late registration fee assessed are never refunded, and no other fees are refunded after the ninth week of the first or second semester. Students leaving during the first nine weeks of the first and second semesters will receive a refund, the amount of which will depend upon the date of withdrawal.

During the first week after the opening of either term of the summer session, students withdrawing from the University may receive a refund not to exceed 70 per cent of all fees paid. During the second week a refund of 50 per cent may be secured and during the third week a refund of 30 per cent. In no case shall the amount refunded exceed 70 per cent and in no case will refunds be made after the first three weeks.

A refund will not be granted unless the student makes his withdrawal official. All refunds must be claimed within the fiscal year of the withdrawal. (For detailed regulations governing all refunds see the Minutes of the Board of Trustees for April 1, 1941).

Definition of Residence for Payment of Fees

1. For the purpose of assessing fees, no person will be considered eligible to register in the University as a resident student unless he has resided in the state for twelve consecutive months next preceding the date of his original enrollment.
2. The legal residence of minors will follow that of the parents or legal guardians, except in the case of minors who have always resided in Kentucky but whose legal guardians are residents of other states.

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3. No student shall be deemed to have gained residence privileges at the University by his mere presence at the institution. A student once classified as a non-resident will continue to be thus classified unless he can establish a change of domicile by evidence other than his residence as a student.
4. Aliens who have received their first citizenship papers may be classified under the foregoing provisions. (For a detailed interpretation of the residence rules, see the Minutes of the Board of Trustees for September 17, 1940).

III. ADMISSION TO THE UNIVERSITY

Students may be admitted to the University of Kentucky as freshmen; with advanced standing from other institutions; as special students; and as auditors.

Admission to the Freshman Class

Resident Students. Residents of Kentucky who are graduates of accredited high schools shall be admitted to the University on certificate, provided they have fifteen units of high school work characterized as follows.

At least ten of the units presented must be chosen from the English studies, the social studies, mathematics, the foreign languages, and the natural sciences, the last to include not more than one unit of general science. Within these ten units, the student must present three units in English, exclusive of journalism, public speaking, and dramatics.

One unit is the minimum credit accepted in any foreign language, and one-half unit the minimum in any other subject.

Double periods are required in shop, drawing, typewriting, and other courses requiring no outside preparation.

Admission to the University does not necessarily qualify a student for admission to a particular college. In every case, the student must meet the admission requirements of the college in which he is to enroll.

Resident students who have graduated from unaccredited high schools and those not graduated from high school may be admitted as freshmen if, in addition to presenting the fifteen acceptable units, they successfully pass the University classification examinations.

Students may be admitted either under the above plan or under the regulations previously in force through the first semester of 1944-45.

Nonresident Students. Students who are not residents of Kentucky may be admitted when they meet the above requirements for resident students and when in addition they rank in the upper two-thirds of their high school graduating classes.

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Admission to Advanced Standing

Resident Students. A resident of Kentucky who applies for admission with advanced standing is expected to present evidence that he is in good standing in every respect in the institution last attended and in general is required to have maintained a standing of 1.0 in all previous college work. Where all circumstances seem to warrant, the student may be admitted on probation when his standing is below 1.0. In no case, however, shall a student be admitted whose record is such that he would have been dropped at the University of Kentucky.

The University does not disregard at any time or under any conditions college or university records in order to admit applicants solely on the basis of their high school records.

A transfer student is allowed only as many advanced credits as he can present quality points. Otherwise, work done at a fully accredited college or university is recognized credit for credit.

In order to be classified as fully accredited, a college must be a member of a regional accrediting association or it must be on the approved list of the state university of the state in which it is located. Advanced standing from an unaccredited college may be obtained at the University only by special subject examinations.

Nonresident Students. A nonresident who applies for admission with advanced standing must in all cases have maintained a standing of 1.0 in all previous college work. In other respects, the requirements and conditions of transfer are the same as for resident students.

Admission as a Special Student

A graduate of another university or college may enter the University as a special student. Other persons may be admitted as special students provided they are fully prepared to do the work desired and provided they are at least twenty-one years of age.

Before a special student can become a candidate for a degree he must have his status changed to that of a regular student. This may be done in one of two ways:

1. Satisfying the entrance requirements for admission to the freshman class.
2. Completing in residence sixty-seven semester hours of credit with a standing of at least 1.5 in all work attempted.

Admission as an Auditor

By payment of the required fees any person may be admitted to a class or classes as an auditor. A student regularly enrolled in any college must apply to the Dean of the College in which he is registered in order to be an auditor. Other persons should apply to the Registrar's Office for admission. No credit can be given for a class

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audited, nor is the student permitted an examination for credit. No instructor is authorized to admit an auditor to any of his classes except on presentation of an auditor's card from the Registrar's Office.

Admission to Colleges and Schools

College of Arts and Sciences. Admission to this college is governed by the general admission requirements of the University outlined on the preceding pages.

College of Agriculture and Home Economics. Admission to this college is governed by the general admission requirements of the University outlined on the preceding pages.

College of Engineering. Admission to the freshman class of the College of Engineering is limited to students rated in the upper three-quarters on the University placement tests.

In addition to meeting the general requirements for admission to the University, the high school credits presented by the applicant shall include one unit in Plane Geometry, one-half unit in Solid Geometry, and one and one-half units in Algebra. If the student lacks only the half unit in Solid Geometry, he may be admitted, but this subject will be added to the requirements of the freshman year.

College of Law. An applicant for admission to the College of Law must offer sixty college credits (exclusive of physical education and military science) completed in residence in colleges other than Law, six of which must be in English. A standing of 1.0 is the minimum qualitative requirement, but in other than exceptional cases an applicant will not be accepted unless he has maintained a standing of 1.3 on all previous work. While there is no prescribed pre-law curriculum, the applicant's record is evaluated in terms of its relationship to the study of law, and in terms of the requirements of the Association of American Law Schools which provide that the sixty semester hours shall be "exclusive of credit earned in non-theory courses in military science, hygiene, domestic arts, physical education, vocal or instrumental music, or other courses without intellectual content of substantial value".

College of Education. Admission to the freshman class of the College of Education is limited to students rated in the upper three-fourths on the University placement tests. In order to transfer to the College of Education from another institution or from another college of the University, a student must have a standing of 1.0 or higher. The freshman applicant must meet the general admission requirements of the University.

College of Commerce. Admission to the freshman class of the College of Commerce is limited to students rated in the upper three-fourths on the University placement tests. The freshman applicant must meet the general admission requirements of the University.

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The Graduate School. Graduates of fully accredited institutions of higher learning may be admitted to the Graduate School upon evidence of graduation and an official transcript of undergraduate courses. However, such admission does not obligate the University to accept all credit granted by the undergraduate school. When full credit is not granted, the student will be required to do more than the normal amount of work to complete a graduate degree. Applications from graduates of institutions not fully accredited will be individually evaluated. However, students from such schools are encouraged to secure a bachelor's degree from a fully accredited institution before applying.

Commencements

Degrees will be conferred at the close of the school year and at the close of the summer session. A candidate for a degree is required to attend commencement except when excused by the Dean of his college.

Applications for Degrees

To be eligible for a degree at any commencement, the student must file with the Registrar an application for such degree at least four weeks prior to the commencement date. The University requires the student to use his full and proper name in registering, in applying for a degree, and in other similar circumstances. The institution accepts no responsibility for difficulties arising from a student's failure to comply with this requirement.

Faculty Members as Candidates for Degrees

Members of the faculty of the University having a rank higher than that of instructor may not be considered as candidates for advanced degrees at this institution.

Requirements for Graduation

Undergraduate Colleges. To be eligible for graduation from any undergraduate college of the University, a student must have completed the requirements of the curriculum as approved by the University Faculty. In addition to gaining the specified number of credits, he must have an equal number of quality points--that is, a standing of 1.0.

Curriculum substitutions may be made on recommendation of the college dean to the Registrar's Office.

Regardless of the length of time the student has attended the University, a minimum of twenty-four of the last thirty credits presented for the degree must be completed in residence at the University. The last fifteen credits of residence work must be completed while registered in the college through which the degree is granted.

Not more than 32 of the credits required for an undergraduate degree may be gained by extension, special examination, or both. A student may not satisfy in excess of one-half the requirements for a major by extension, special examination, or both.

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The Graduate School. A student is required to satisfy the requirements for the degree for which he is a candidate as of the date on which he enters the Graduate School. In all cases, however, a minimum residence of one year (36 weeks) is required for the master's degree, and three years (108 weeks) for the doctorate. (See the Catalogue or Graduate Bulletin for the specific requirements for the various graduate degrees).

No transferred credits are accepted toward the master's degree. Two years of graduate work from a fully accredited institution which offers the doctor's degree may be accepted toward the Ph.D. degree.

Theses must be presented in final form to the Dean of the Graduate School not later than three weeks before the date set for the final examination. The final examination must be taken at least fifteen days before the close of the semester.

A graduate student must maintain a standing of 2.0 and no grade below C shall be counted.

No graduate credit is given for courses taken by correspondence or class extension.

No work is given graduate credit unless the student was enrolled in the Graduate School at the time during which the work was taken.

Commencement Honors

Students are graduated "With High Distinction" who attain a standing of 2.6 or higher for at least three years of residence work.

Students are graduated "With Distinction" who attain a standing of 2.4 up to 2.6 for at least three years of residence work.

A student who does only two years at the University may receive the appropriate commencement honors if he attains a standing of .2 greater than the above. The amount of credit is the basis of determining the two years' work, and varies according to the degree for which the student is an applicant.

The bachelor's degree with Honors in the student's major subject will be conferred upon the student who, in addition to having completed the requirements for the degree, shall have (1) attained high standing in his major subject; (2) passed with distinction a thorough, comprehensive examination in his major subject; (3) been recommended for the said degree by the faculty of the department in which his major work was done and by the Dean of his college. Students majoring in those departments that require the final comprehensive examination are automatically candidates for department honors.

A Second Bachelor's or Master's Degree

A student may be eligible for a second bachelor's or a second master's degree when he has completed the requirements of the second curriculum. The total work for both degrees shall consist of not less

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than one year of residence and one year of credits beyond that of the first degree. With the approval of this Dean, the student may pursue the work in the two courses simultaneously, but two degrees will not be granted at the same commencement.

V. MARKS, CREDITS, AND STANDING

The Marking System

Results of work will be recorded in the Registrar's Office as follows:

- A--Exceptionally high quality, valued at 3 points for each credit.
- B--Good, valued at 2 points for each credit.
- C--Fair, valued at 1 point for each credit.
- D--Unsatisfactory, indicates a deficiency and gives no points but gives credit for graduation if with such credits the student's standing is 1 or more.
- E--Failure, valued at 0 credits and 0 points.
- I--Incomplete.
- X--Absent from examination.
- WP--Withdrew, passing.
- WF--Withdrew, failing.

A grade of E means that the work must be taken over in class to be credited.

A grade of I (incomplete) means that some relatively small part of the term's work remains undone, because of sickness or other reason satisfactory to the instructor. This work must be completed within one month after the student re-enters the University if credit for the course is to be gained. The Grade I is not to be given to the student whose work is below passing.

A grade of X may be changed by special examination within one month after the student re-enters the University.

An extension of time for the removal of an I or an X may be granted by the Dean of the college in which the student is enrolled.

Recording of Marks

Up to November 1 in the first semester, March 20 in the second semester, and through the tenth class day in the summer session, students who withdraw from a class or who are dropped from a class will have no mark recorded. After these dates, students who withdraw or who are dropped from a class are to be given WP, WF, or E, as reported by the instructor of the class.

In computing standings for all university purposes, a WF shall be treated as an E.

A mark once reported to the Registrar's Office shall not be changed except when the instructor states that an error has been made or that an injustice would be done the student if the mark remained unchanged.

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Definition of a Credit

A credit represents one hour of recitation or lecture or two hours of laboratory a week for one semester. Drawing, shopwork, physical education and other courses requiring no outside work are reckoned at three hours for one credit.

Definition of Standing

The standing of a student is defined as the ratio of his total number of points to his total number of credits. For example, a student who makes an average mark of C throughout his course of 127 semester hours, would have 127 points and 127 credits, and a standing of one. An average mark of B would give the student 254 points and 127 credits, and a standing of two. When a semester's work is to be considered, "standing" is understood to be the ratio of the number of points gained to the number of credits scheduled.

The remaining section of the rules of the University Faculty as recommended by the Committee on Rules were distributed to each member for critical analysis and study and for adoption at the next regular meeting of the Faculty.

At President Donovan's request Dean Hill discussed the high points of the meeting of the Association of American Colleges and the National Conference of College and University Presidents held recently to consider the contribution of institutions of higher learning to the total war effort of the United States. Since a resume of this report had been mailed previously to members of the University Faculty the discussion was limited somewhat to further explanation of this report and answers to specific questions. Dean Hill reported that the resolutions of the National Conference of College and University Presidents would be distributed to members as soon as they were received.

There followed discussion of the University policy with regard to the total war effort. President Donovan stated that so far we had been following a laissez-faire policy and that he thought we needed a more positive and definite program of action for the University of Kentucky. He suggested another meeting of the University Faculty during the following week, to which idea all members present expressed complete sympathy.

Dean Graham reported that the authorities at Avon wanted approximately twelve advanced students in the division of electrical engineering to take a course in Monmouth, New Jersey, sponsored by the War Department. These twelve students would spend most of the second semester of this year in residence at Monmouth and would then in all likelihood be transferred to Avon for regular duty. These students would all pay tuition to the University of Kentucky and would in substance be carrying on studies in Monmouth which can be more conveniently given there than at the University of Kentucky.

It was voted unanimously that permission be extended during the second semester of 1941-42 and during succeeding semesters where conditions were identical for such students as Dean Graham might approve to substitute

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work completed at Monmouth for the ordinary course work which would have been completed in the College of Engineering, division of electrical engineering, at the University of Kentucky.

Dean Wiest reported the case of a student who had completed fourteen of thirty lessons in a correspondence course carrying three credits and asked whether the student should receive credit since he had now volunteered for the armed forces. President Donovan ruled that without objection the same general rule which applied to regular work at the University of Kentucky would apply in the case of correspondence courses.

Dean Evans called attention to the fact that there would have to be some kind of form provided which would give proof that men who have withdrawn from the University to enter the service actually have been admitted into the armed forces.

Dean Hill distributed copies of civilian defense air raid regulations to each dean present and suggested that each dean, probably in consultation with the comptroller, designate some portion of each building to be known as the air raid refuge, that while no real air raid is expected yet there may be drills for such purposes and the University of Kentucky should be ready for them.

Dean Graham reported that one member of his faculty had been sent to a conference in New York City covering the question of offering air raid courses as a part of the defense training now being offered.

Scott Rumberlain
Secretary

MINUTES OF THE UNIVERSITY FACULTY
January 17, 1942

The University Faculty met in the President's Office Saturday, January 17, 1942, with President Donovan presiding. Members in attendance were J. E. Adams, Paul P. Boyd, Thomas P. Cooper, Alvin E. Evans, W. D. Funkhouser, J. H. Graham, Henry H. Hill, Frank D. Peterson, W. S. Taylor, and Edward Wiest.

With one minor change, the minutes of January 9 were approved as read.

The primary purpose of the meeting was to consider a tentative statement of the University program for cooperation in the total war effort of the United States. The Faculty considered at length and in detail the tentative statement prepared by President Donovan and Dean Hill. The program was finally adopted in the following form: