HANDBOOK
FOR
STUDENTS AND FACULTY
OF
INDIANA CENTRAL COLLEGE
These pages are prepared to answer, at least partially, many of the questions that are most common. Thorough familiarity with the materials in this book is important.

Each faculty member and each student is an important member in a cooperative effort whose success is very important to every one and depends on the best efforts of each one.

To know the rules and to organize your life accordingly is your best guarantee of success in college.
ABSENCES

Any absence from class, lecture, recitation, laboratory or chapel is counted against the student. Absences are divided into three classes as follows: excused, unexcused, and cancelled.

When a student has been absent from class he should present his teacher with an excuse for his absence when he returns to class. The teacher may or may not consider the excuse valid. If the teacher considers the excuse valid, the absence is designated as an excused absence; if not, it is an unexcused absence.

When the absence has been incurred under faculty direction, the student may present a petition to the faculty for cancellation of the absence. There is no penalty attached to absences cancelled by the faculty.

An excused chapel absence is a cancelled absence. An unexcused chapel absence is the same as an unexcused class absence.

For every thirty-six excused absences or twelve unexcused absences a student's requirements for graduation are increased by one semester hour.

All absences incurred immediately preceding or following a vacation are counted double.

ACTIVITIES

No student can successfully participate in a large number of extra curricular activities or belong to many student organizations. All students should participate in their major departmental clubs after their majors have been determined and in their special interest groups such as the music organizations, athletic teams, and dramatic club. Physical activities are essential to all. Your many personal contacts provide opportunity for the best personality and social development. Don't avoid the parties. Failure to keep up regularity of attendance at the church and religious activities
2.
is the surest way to fail all along the line. The YMCA, the YWCA, the Student Volunteers, the Sunday School classes, the Christian Endeavor, and church services provide for essential needs. The schedule of activities should provide for the departmental and academic activities during the time from Monday until Friday while the organized social and general recreational activities should be held on week ends. (The YWCA, YMCA, and Student Volunteers properly have an important hour on Wednesday evening. It is worth your time.)

ADDRESSING A COLLEGE TEACHER

When addressing or speaking of a college teacher the title Mr., Miss, Mrs., Professor or Doctor should be used.

ADVICE OF UPPERCLASSMEN

Advice given by upperclassmen is sometimes good and sometimes poor. It is very helpful to have the friendship and advice of an older student if that older student has the right outlook on life and is really successful as a student. If, however, the advice of an older student seems questionable, it is best to make sure that the advisor is a success himself before following his leadership. The deans and faculty members willingly answer any question you may have if you are in doubt about the advice you are getting.

ADMISSION TO GAMES

Each regularly enrolled student will receive a ticket before the first scheduled event requiring a ticket. This ticket admits the student to all home varsity sport games. This ticket and ten cents gives the student admission to all major productions of the dramatic society.
ATHLETICS

All students upon admission to Indiana Central College are eligible for participation in varsity sports during the first half of the first semester.

In order to be eligible to participate in varsity sports during the second half of the first semester, a first year student must have earned not less than ten quality credits as indicated by mid-semester grade reports.

In order to be eligible to participate in varsity sports during the second semester of the first year, a student shall have earned not less than twelve quality credits during the first semester; and in order to continue to be eligible during the second half of the second semester, he shall be earning currently not less than twelve quality credits in the second semester's teachers' current reports.

In order to participate in varsity sports during the second year, a student shall have earned not less than 24 quality credits during the first year and shall be earning currently an average of not less than 1 quality credit per credit hour as determined by the mid-semester and final grades as well as by teachers' current reports.

In order to be eligible to participate in varsity sports during the third year, a student shall be permitted a maximum quality credit deficit of not more than six quality credits, and he shall be required to be earning currently an average of at least one quality credit per hour during the third year as determined by the mid-semester and final grades as well as by the teachers' current reports.

In order to be eligible to participate in varsity sports during the fourth year, a student shall have earned as many quality credits as credit hours in his previous college record. He shall maintain currently an average of not less than one quality credit per credit hour during his fourth year as determined by the mid-semester and final grades as
the student Sunday School classes, and C. E., together with Mr. Elliott, the pastor, the deans, and president, constitute the Christian Association Council whose purpose it is to coordinate, harmonize, and integrate the religious and social activities in such a way as to make the religious and social life most helpful and enjoyable for all.

CLOTHING

Keep your clothes clean and well-pressed.

Learn, if you do not already know, what is appropriate to wear and then wear it. A well-dressed person has a distinct advantage over others who are careless with their clothing.

Do not loan your clothes. It will lead to trouble even with the best of friends. A good motto to follow would be "I do not loan my clothes, thereby keep my friends." A still better motto is "Neither a borrower nor a lender be."

CONDUCT

A student is expected to show, both within and without the college, unfailing respect for order, morality, personal honor, and rights of others.

Since the day of its founding Indiana Central College has maintained a clear-cut and unequivocal stand regarding the use of profanity, vulgarity, alcoholic liquors, and questionable attitudes on sex relationships. The college is not interested in enlisting young men and women to become members of its student body, nor in keeping them as members of the student body, when their conduct and habits are such as to have an undesirable influence on others.

CREDIT

A college semester is eighteen weeks. A course with one class per week for eighteen weeks gives
the student Sunday School classes, and C. E., together with Mr. Elliott, the pastor, the deans, and president, constitute the Christian Association Council whose purpose it is to coordinate, harmonize, and integrate the religious and social activities in such a way as to make the religious and social life most helpful and enjoyable for all.

CLOTHING

Keep your clothes clean and well-pressed. Learn, if you do not already know, what is appropriate to wear and then wear it. A well-dressed person has a distinct advantage over others who are careless with their clothing.

Do not loan your clothes. It will lead to trouble even with the best of friends. A good motto to follow would be "I do not loan my clothes, thereby keep my friends." A still better motto is "Neither a borrower nor a lender be."

CONDUCT

A student is expected to show, both within and without the college, unfailing respect for order, morality, personal honor, and rights of others.

Since the day of its founding Indiana Central College has maintained a clear-cut and unequivocal stand regarding the use of profanity, vulgarity, alcoholic liquors, and questionable attitudes on sex relationships. The college is not interested in enlisting young men and women to become members of its student body, nor in keeping them as members of the student body, when their conduct and habits are such as to have an undesirable influence on others.

CREDIT

A college semester is eighteen weeks. A course with one class per week for eighteen weeks gives
one hour of credit. A course with two classes per week for eighteen weeks gives two hours of credit, etc. A student is allowed fifteen or sixteen classes per week and is said to be carrying fifteen or sixteen hours of work.

Students are graded with letters A, B, C, D, and F. D, 65-74; F, below 65.

In addition to grades students earn quality credits which are based on the credit hours and grades earned. For every hour of A earned by a student he receives 3 quality credits; for each hour of B, 2 quality credits; for each hour of C, 1 quality credit; for D or F, no hours and grades would result in the corresponding quality credits.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Quality Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>4</td>
<td>C</td>
<td>1 x 4 = 4</td>
</tr>
<tr>
<td>Composition</td>
<td>2</td>
<td>A</td>
<td>3 x 2 = 6</td>
</tr>
<tr>
<td>Bible</td>
<td>2</td>
<td>D</td>
<td>2 x 2 = 4</td>
</tr>
<tr>
<td>Economics</td>
<td>4</td>
<td>D</td>
<td>0 x 4 = 0</td>
</tr>
<tr>
<td>Speech</td>
<td>(2)</td>
<td>F</td>
<td>0 x 2 = 0</td>
</tr>
<tr>
<td>History</td>
<td>2</td>
<td>C</td>
<td>1 x 2 = 2</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>16 - 2 = 14</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**DISCIPLINE**

It is presumed that Indiana Central College students conduct themselves in such a way that they may not find it necessary to try to deceive the administration concerning their conduct or that they may need to be shielded by others in their conduct.

Parents and the board of trustees expect the college administration to know definitely about the conduct of students in order to maintain a wholesome and congenial relationship in the college. In cases of discipline the administration expects full cooperation from everyone without attempt at shielding or subterfuge. Failure at this point on the part of a student encourages wrong conduct and it is inexcusable.
With comparatively few exceptions the whole student body desires thoroughly wholesome conditions among the students and cannot be expected to be "stooges" and liars for those few who would destroy the high standards and wholesome relationships on the campus. The whole college and student body suffer when wrong conduct is encouraged by shielding the wrongdoers.

DORMITORIES

The college maintains the dormitories in order that students can live together in the most helpful way. However, one individual can make life unhappy for many others by not observing the rules and regulations concerning dormitory life. Cooperate fully with your dormitory council. Observe quiet hours scrupulously, keep your radio tuned down, don't shout, or create unnecessary noise. Keep your room clean and well arranged, have a place for everything, and keep everything in its place.

Don't yield to the inclination to visit too much in the rooms of others.

Don't disturb another student's room is a misdemeanor.

EMPLOYMENT

Students wishing employment for partial self-support while in school should make application to the employment committee. Students should keep in mind that there are more applicants for jobs than there are jobs available and that honest, efficient work is expected from those to whom work is assigned. Eventually, the alert, dependable student, who is willing to deliver an hour of work for an hour of pay and is honest in reporting his time, will probably have opportunity to work as many hours as he has at his disposal beyond the time necessary to make good grades.
As a policy the college provides employment for students who are successful in their college work, prove to be good workers, and are most in need of such employment to pay their actual college expenses.

EXAMINATIONS

Teachers will give examinations from time to time during the class hour. All of these examinations, together with the quality of the daily class work and the final examinations, determine the final grade of the student for a semester.

A student requiring a special examination because of failure to take an examination when given is required to pay a fee of $1.00 for the examination.

GENERAL ORDER

If each student will keep in mind that the success of any large group of people attempting to work together depends on orderliness and discipline, it will open the way for better general conditions. Good order requires promptness, neatness, quiet, and doing things at the right time and in the right place.

Orderliness does not admit of throwing scraps of paper or other litter about the grounds or buildings, of shouting, loud talking or whistling in the corridors, of loitering in the corridors during classes, of loud radios and other disturbances in the dormitories during quiet hours, or of rudeness in the dining hall.

There must be no tampering with the flag pole. It is for the American flag only.

Defacing of walls, walks, or pavement with letters or numberals is a serious misdemeanor.

Class "scraps" over numerals or over any other symbols are not in order nor should any class symbols be displayed with that purpose.
Grades at Indiana Central are A, B, C, D, F, Inc., and Cond.

"Inc." indicates that a student has not completed all the work as outlined by the teacher in charge of his course. A student receiving an "Inc." should see the teacher in charge and arrange to do the required work. If an "inc." is not removed in the semester following the semester in which it was received it automatically becomes an F. An "Inc." is not officially removed until the instructor has filed two cards with the registrar indicating the removal of the incomplete. One card is mailed to the student. If a student completes a course he must keep in mind that the "Inc." is not removed until he receives his card through the mail. If the card has not arrived within a few days after completion of the work, notify the instructor.

"Cond." is ordinarily given for lack in quality of work. In this case the instructor may indicate the work he wishes done by the student and give another examination later. The final grade given upon the removal of a "cond." may be F or D. In no case can the grade be higher than D. If the "cond." is not removed by the end of the semester following the semester in which it was received, it automatically becomes an F.

Within two weeks after the close of each semester the student's grades will be sent to his parents. At about the same time the student will receive a report of his grades. (For additional information on grades see CREDIT.)

GRADUATION

A student must have earned at least 124 semester hours for graduation from Indiana Central College and at the same time must have earned at least 124 quality credits. (If a student has lost time unduly by absence, the 124 hour requirement is increased. See ABSENCE.)
A student must have two majors of 24 hours each or one major of 24 semester hours and two minors of at least 15 semester hours each.

**HAZING**

Christian attitudes and relationships do not admit of hazing.
No student or group of students in Indiana Central College has the right or privilege to threaten, menace, or attempt to force any other student or group of students except in properly organized competition authorized by the administration.

**HONOR SYSTEM**

The students who average "B" grades or better and keep a well-balanced program of physical, social, cultural, and religious activities are given recognition as Honor students each year in the Honors list at the commencement exercises. Those who have made between 1.5 and 2 quality credits per semester hour and have kept well-balanced programs otherwise, are given Honorable Mention. Poor attitude and misconduct do not students from the Honors list. These Honors are worth striving for especially since they constitute a real advantage in securing desirable positions after graduation.

**LIBRARY**

The library is for student and faculty use for study and reading of library books. Except for the use of library books, students who live in the dormitories should use their rooms for study, especially during hours when the library is being used by large numbers of students for library work.

The library must be quiet and orderly. It is never the place for a visit, an interview, or for studying together.
Find a table where there will be the least chance of interference with study. Special friends should not find places together in the library. Learn the system by which you can find the library books you desire.

MAJORS

A major is a sequence of courses in one department pursued for sufficient time to earn 24 semester hours credit. Students should consult with the heads of the departments concerned and with the registrar before declaring majors. The registrar will furnish students with blanks upon which to declare their majors sometime before the beginning of their third semester.

MINORS

A minor is a sequence of courses in one department pursued for sufficient time to earn 15 semester hours credit. Minors should be declared at the same time that majors are declared.

PHYSICAL EDUCATION REQUIREMENTS

Students are required to take four courses in non-prepared Physical Education during their freshman and sophomore years.

Permanent physical disability is the only reason for which students are excused from this Physical Education requirement.

PLACEMENT BUREAU

The college maintains a Placement Bureau in the office of the Dean of Men for the purpose of assisting those students who are receiving or have received their training at Indiana Central, to locate desirable positions.
PREPARATION OF LESSONS

An average student will need to spend approximately two hours of preparation for each recitation. If you are in recitation fifteen hours per week, you should study approximately thirty hours per week.

Remember that your college work is much heavier and the ability of your fellow students is considerable greater than in high school.

Careful preparation of every assignment is the only safe policy to follow. The best way to learn to study is to "get at it and stick to it." Let the other fellow loaf and visit somewhere other than in your room while you should be studying.

PROBATION

Students are placed on probation at Indiana Central College and may be dismissed or debarred from activities for any of the following reasons:
1. Unsatisfactory scholarship (Students with fewer quality credits than credits are automatically on probation.)
2. Misconduct or disregard of the established rules and regulations of the college.
3. Repeated unexcused absences.
4. Dishonesty.
5. Immorality.

RELIGION

Students of Indiana Central College are required to take eight semester hours in Bible and religious education courses.

Indiana Central College is maintained and supported by the Church of the United Brethren in Christ. The Church is willing to sacrifice in order that young men and women may receive a college education in a Christian atmosphere in order that they may become effective leaders in Christian living.
The college believes that this Christian atmosphere is best fostered by students associating with Christian people; therefore, students are urged to be regular in their attendance and participation in regularly organized church activities, such as Sunday School, Church, and Christian Endeavor, and that an unbroken interest in church activities is one of the most commendable marks of an Indiana Central College graduate.

ROOM AND BOARD

All students, except local residents or commuters, must live in the college dormitories unless permission is granted by the administration to live elsewhere. The college has found it advisable for social reasons to conduct a dining hall where students living in the dormitories are expected to eat.

SPONSORS

Each student organization has a faculty sponsor chosen or approved by the president of the college. It is the duty of the sponsor to be fully informed on the conduct of the organization, encourage the members in the accomplishment of the purposes of the organization, and to avoid any detrimental procedures.

STUDENT ORGANIZATION FUND

All funds collected by the treasurers or other interested parties of student organizations are to be deposited in the college office for safe keeping. These funds remain under the control of the organization depositing them and may be withdrawn upon order of the depositors. No funds should be kept upon an individual's person or in a room. Make use of the service the college provides to safeguard your money.
"STOOGES" AND "SQUEALING"

It can be assumed in all fairness that the students who come to Indiana Central College choose to do so with the knowledge of and preference for the high moral standards and the definite attitude on questionable conduct and practices maintained by the college. These standards and this attitude are traditional and definitely an important part of the unique influence and value of the college.

Young people who have questionable habits and prefer the association with those who are vulgar and profane, and who cheat, steal, lie, use alcoholic liquors and tobacco, or patronize road houses, taverns, and dance halls, or have questionable attitudes and habits as to sex morality, and those who are indifferent toward and careless in their church attendance and relationship should not come to Indiana Central College.

It is the trick of the undesirable student to call the one who does not shield him in his undesirable conduct and attitudes a "stooge" or a "squealer". To the extent that the undesirables succeed in being shielded in their undesirable conduct, they succeed in making "stooges" of the real student body.

The student body, faculty, and all concerned will succeed better without the undesirables and their "stooges". Then there will be no occasion for those who prefer right conduct and decency being called "squealers". It is better that the undesirables and their "stooges" depart than that they be here to make freshmen believe that they are the "regular fellows", the "adults" and that it is "college spirit" to do the thing that is not approved by the president, faculty and student body.

THEFT

All rooms are provided with good locks and keys. Rooms should be locked at all times when not occupied. In case your lock or key does not work...
well report such to the office at once. See that your mail box is properly locked after you remove your mail.

In case of theft make a complete report to your house mother or to the Dean of Men, or Dean of Women at once. Sometimes small details of information promptly given lead to the apprehension of a thief.

**THIS AND THAT**

It is better to lie right than to make alibies. Don't blame others for your failure. Other people are likely to be skeptical when you blame your teachers for your poor grades.

The time to begin to prepare for the final examinations is on enrollment day.

"Too much work and no play makes Jack a dull boy."

"Too much play and too little work make Jack a 'flunker'."

Consistent application increases interest.

The student used a good bit of psychology when he kept saying to himself, "Day by day, in every way, I like my work better and better."

The student of average ability who is consistent about his work is more likely to succeed than is the spasmodic, brilliant student.

To be college bred does not mean to be "half baked" or to have had a four year college leaf.

The greatest mistake is to continually fear you'll make one.

Courtesy is appreciated by everyone.

Enthusiasm aids successful studying.

Good posture improves your health and your appearance.

Smutty jokes and the I.C.C. spirit are incompatible.
CHARACTERISTICS OF THE IDEALLY EDUCATED PERSON

From "This New Education" by Horne

1. He is physically fit.
2. He has a body which is ready as a servant of his will.
3. He is capable of earning for himself.
4. He is constantly doing his work better and better.
5. He lives near the maximum of his efficiency.
6. He knows about the human factors of the situation of which he is a part.
7. He is indignant at social wrongs.
8. He has good will toward all kinds of people.
9. He stands for the welfare of the larger group in the clash of human affairs.
10. He holds existing social arrangements to be improvable.
11. His loyalty extends beyond family and friends.
12. He regards other people as having the same rights as himself.
13. He keeps old friends and makes new ones.
14. He is tolerant of opinion different from his own.
15. His social interests are constantly widening.
16. He gives wisely of himself and his means.
17. He is a suitable life-partner for another.
18. He loves nature.
19. He prizes creative more than the possessive.
20. His intellectual horizon is constantly expanding.
21. He is self-controlled without being inert and active without nervousness.
22. He can enjoy a vacation.
23. His opinions are based on evidence.
24. He is careful in expressing judgments.
25. He is good company for himself.
26. His is a happy life.
27. He prefers useful articles to be aesthetic.
28. He has courage to do right against odds.
29. He feels at ease in the presence of those greater than himself.
30. He can make something with his hands.
31. He is democratic in his attitudes.
SOCIAL REGULATIONS GOVERNING THE WOMEN OF
INDIANA CENTRAL COLLEGE
and
HOUSE RULES OF DAILEY HALL AND NEW HALL

1. Social functions may occur only on Friday evening, Saturday afternoon and evening. All functions
where both men and women attend must be chaperoned by someone approved by the Dean of Women.

2. Gentlemen callers may be received at Dailey Hall on Tuesday and Thursday evenings until 7:15, on Friday evenings until 10:30, Saturday evening until 10:00, and Sunday from 3:00 until 10:15.

3. Gentlemen callers may be received at New Hall on Tuesday and Thursday evenings until 7:15, on Friday evening until 11:00, Saturday evening until 10:00, and Sunday from 2:30 until 10:30.

4. Girls may not go in cars, other than with members of their own families, except by permission of the Dean of Women. Permission should be secured as early as possible. In case a young man wishes to take a girl in a car, he secures permission. If he is not well known to the Dean, a letter from the girl's mother is necessary.

5. Any girl away from the campus during the day or after 7:15 in the evening will register before leaving in a book provided for that purpose.

6. Girls shall return from the city not later than 11:45 on Friday and Saturday nights and 10:15 on Sunday night.

7. During the first semester freshmen girls may not go to the city with a young man except by permission of the Dean of Women. During the second semester she may get permission either from the Dean of Women or the Social Director of Dailey Hall.
8. Special dates may be interpreted as dates away from the dormitory on week nights, or later than the usual hours on week-end nights. Application for special dates must be made on cards provided for that purpose. These dates are limited in number.

9. Girls going home for the week-end should secure a permit from the Dean of Women. These may be secured immediately after lunch on Thursday, after dinner on Thursday, or after lunch on Friday.

10. Girls wishing to go out of town other than to their homes should secure permission of the Dean.

11. It is expected that a young man who wishes to accompany a girl on a special occasion will himself secure permission of the Dean. He is held responsible for her safety and timely return to the dormitory.

12. Quiet hour will be observed from 1:30 to 3:00 on Sunday afternoon in Deiley Hall and from 1:30 to 2:30 in New Hall.

13. Quiet hours on school days are from 8:00 in the morning until chapel time, and from immediately after lunch until 3:30 in the afternoon. A few minutes rest or nap immediately after lunch makes for better afternoon work. In the evening the dormitory should be quiet fifteen minutes after closing until getting-up time in the morning. The time from 9:15 until 10:00 may be used for getting ready for bed, for social or business calls, but need not be noisy. Monday night is Literary Society night, Wednesday night is Y night. Girls who cannot attend these meetings are expected to be in their room at 6:30, the time the meetings convene. Freshmen girls are welcome to visit "Lit" until they are eligible for membership.

14. On week-end nights the dormitory should be quiet immediately after closing hours.
15. Girls are urged to put on noiseless slippers immediately after coming in for the night. Those who come in after hours will do so quietly.

16. Misrepresentation as to places or companions while away from the dormitory or entering the dormitory other than by the regular entrances is an inexcusable offense.