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Guidebooks for students  
1930-1936

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燕京大學  
YENCHING UNIVERSITY  
BULLETIN

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Guidebook for Students

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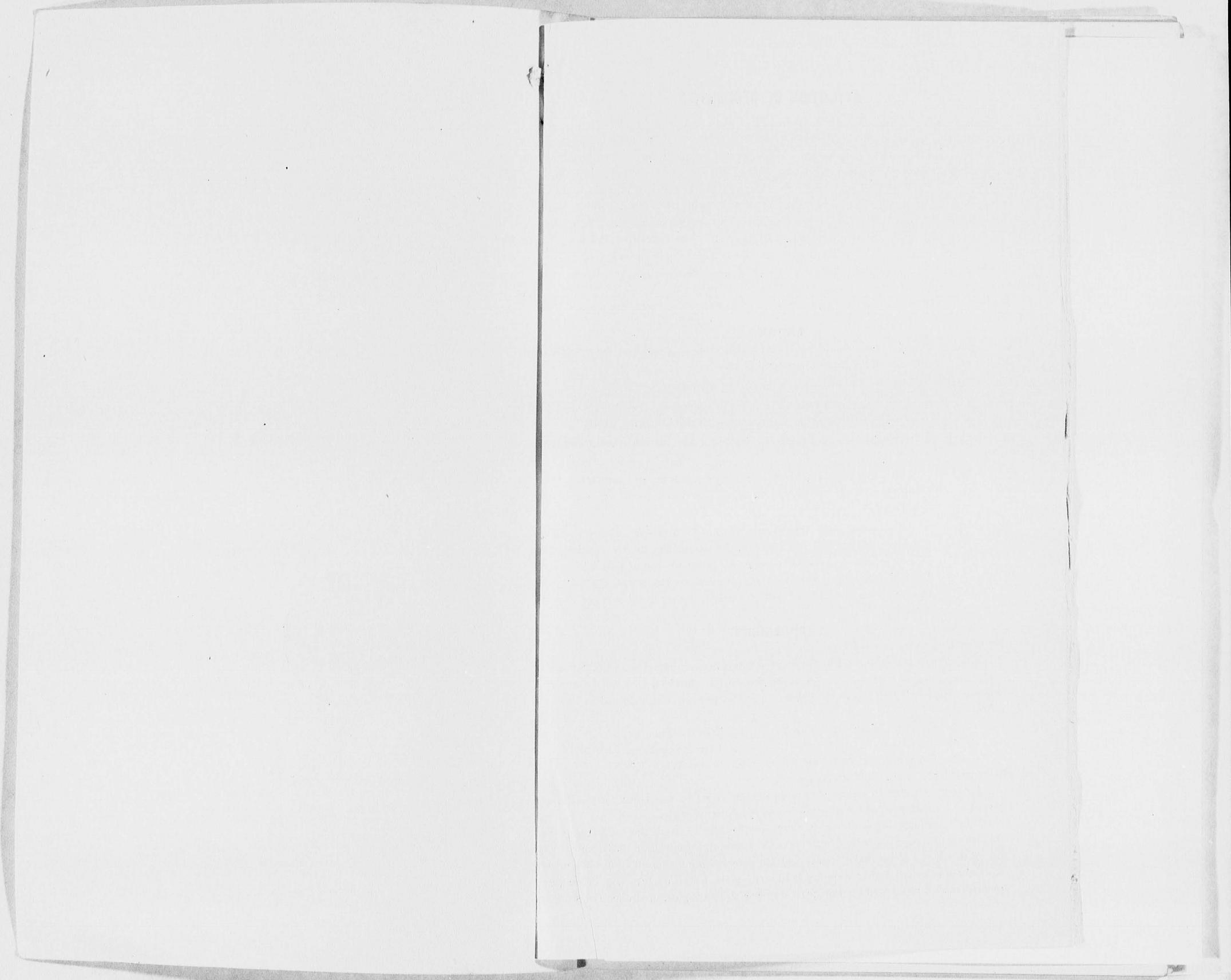
Volume XII—Number 12

Peiping, China

June 1930

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### ATTENTION OF STUDENTS!

Students in Yenching have a general feeling of ignorance and uncertainty as to what to do in a given situation, especially when they first come. The more conscientious ones find it very hard to obtain information. Sometimes they get it from casual sources and get misled, while a large number carelessly let everything go until they get into trouble and find it is too late. The present "Guidebook" is a revised edition of the one published years ago. It is a collection of most of the regulations and information useful to a student. While it is hoped that every member of the University will find it helpful, it is highly expected that all students will read it over carefully and keep it for reference and thereby avoid regrettable mistakes. Henceforth no plea of ignorance concerning points covered in the Guidebook will be accepted by the officers of the University.

Every student is entitled to a copy of the Guidebook free. Extra copies are sold at 20 cents per copy.

### ERRATA

Page	Line	The line should read,
11	21	"No course once dropped may be reregistered, or once added may be dropped again."
15	20-21	Delete: "Deficiency in credits of a course"
16	15	The line should read, "Students entering the Freshman class after 1927 will be classified in accordance with the following table:"
17	17	The line should read, "B. Lowest grade ratio for college record — 1.00"
17	18	The line should read, "C. Minimum residence — 8 semesters, with a maximum of 4 semesters allowed for work done in some other institution."
19	6-7	The paragraph should read, "2. Credits for required work in Chinese and English shall be granted according to the results of the placement examinations. Credits for elective courses in Chinese and English shall be determined in reference to results of the placement examinations and to the grade of work in the same subject performed in Yenching."

### SUPPLEMENT

#### I Name of Extension Courses:

The extension courses of the University have been referred to in the Guidebook under the general name of Chuan Hsiu K'e which should not be used until they become registered with the Government. For the present they should be known as follows:

- |                              |                             |
|------------------------------|-----------------------------|
| 1. Chinese Chuan Hsiu Pan    | 4. Leather Tanning K'e      |
| 2. Education Tuan Ch'i K'e   | 5. Prenursing Tuan Ch'i K'e |
| 3. Kindergarten Shih Fan K'e | 6. Social Work K'e          |

#### II Correspondence with the University

Students on the University campus should come to the University offices in person and avoid writing for information as much as possible.

When students have to write, they should bear in mind the following points:

- (1) Give your name according to the official spelling, attach your R.N., and always put on the date and return address. (2) Be sure to allow enough time for a replay. The only way to get an early replay is to write your letter early. (3) All requests for telegraphic reply will be disregarded unless costs are paid in advance by students.

燕 京 大 學

## YENCHING UNIVERSITY BULLETIN

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### Guidebook for Students

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Volume XII—Number 12

Peiping, China

June 1930

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## YENCHING UNIVERSITY BULLETINS

The regular bulletins of the University are issued at stated times during the year. Other special bulletins are issued from time to time as the need arises. All applications for bulletins should be made to the Registrar's office or the Dean's office of the College or School concerned.

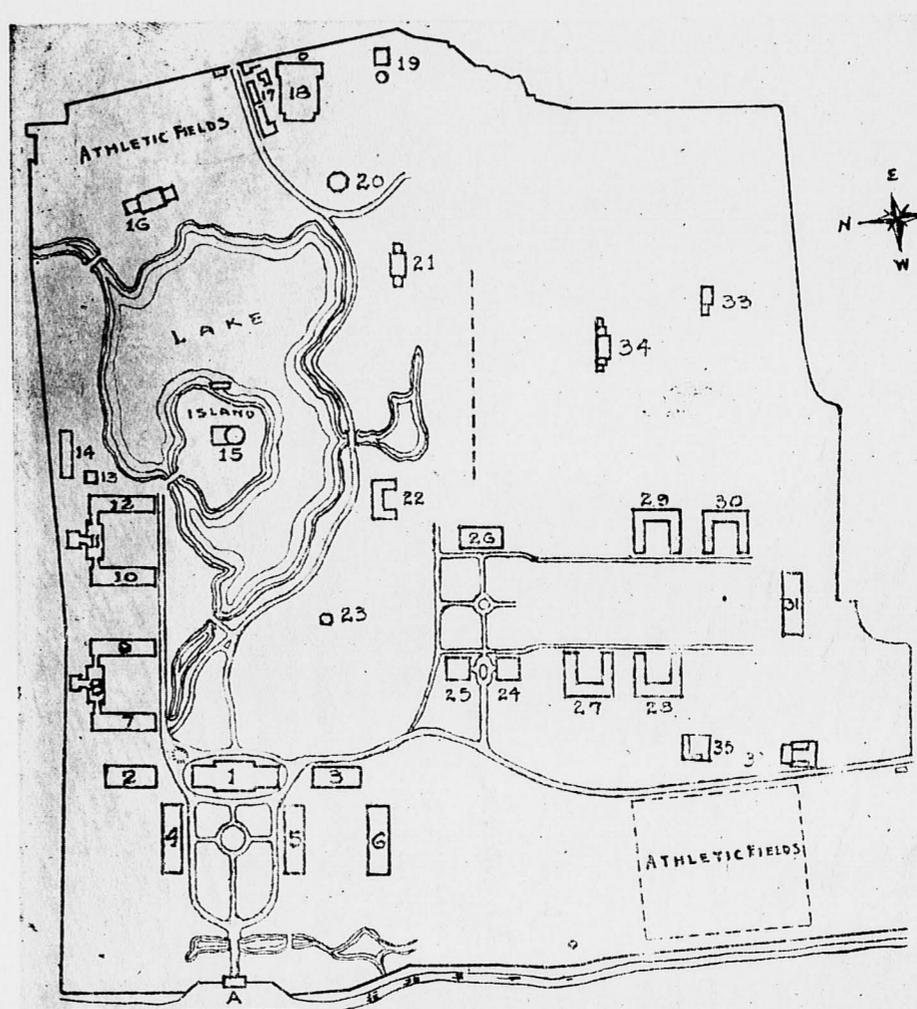
Yenching University General Catalogue .....	In preparation
Graduate Division Announcement of Courses .....	Free
School of Religion Announcement of Courses .....	Free
College of Arts and Letters Announcement of Courses .....	15 cents.
College of Natural Sciences Announcement of Courses .....	15 cents.
College of Applied Social Sciences Announcement of Courses .....	15 cents.
Undergraduate College Bulletin of Entrance Information .....	Free
Chuan Hsiu K'e Bulletin of General Information .....	Free
Yenching University Directory of Faculty and Students .....	15 cents.

Special Departmental bulletins will be supplied by the Registrar and the departments concerned upon receipt of postage.

Address communications for  
General Information  
to  
Y. P. Mei, Registrar  
Yenching University  
Peiping

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| A 校門      | UNIVERSITY ENTRANCE             | 18 機器房   | POWER PLANT          |
| 1 施德樓     | DASHFORD ADMIN BLDG.            | 19 煤汽機房  | GAS PLANT            |
| 2 家德樓     | NINDE HALL                      | 20 水塔    | WATER TOWER          |
| 3 圖書館     | LIBRARY                         | 21 醫院    | MEN'S INFIRMARY      |
| 4 丙樓      | MCBRIER HALL                    | 22 校長住宅  | PRESIDENT'S HOUSE    |
| 5 乙樓      | PHYSICS AND BIOLOGY             | 23 鐘塔    | BELL TOWER           |
| 6 甲樓      | CHEMISTRY AND GEOLOGY           | 24 女部主任樓 | DEAN'S RESIDENCE     |
| 7 男生宿舍一   | MEN'S DORMITORY #1              | 25 女部辦公樓 | MINER HALL           |
| 8 男生宿舍二   | REFECTORY #1                    | 26 聖哲樓   | SAGE HALL            |
| 9 男生宿舍三   | MEN'S DORMITORY #2              | 27 女生宿舍一 | WOMEN'S DORMITORY #1 |
| 10 男生宿舍四  | MEN'S DORMITORY #3              | 28 女生宿舍二 | WOMEN'S DORMITORY #2 |
| 11 男生宿舍五  | REFECTORY #2                    | 29 女生宿舍三 | WOMEN'S DORMITORY #3 |
| 12 男生宿舍六  | MEN'S DORMITORY #4              | 30 女生宿舍四 | WOMEN'S DORMITORY #4 |
| 13 男生宿舍七  | MEN'S DORMITORY #5              | 31 女生體育樓 | BOYD GYMNASIUM       |
| 14 男生宿舍八  | MEN'S DORMITORY #6              | 32 實踐實驗室 | PRACTICE HOUSE       |
| 15 恩路亭    | LUCE PAVILION                   | 33 幼稚園   | KINDERGARTEN         |
| 16 男生體育樓  | WARNER GYMNASIUM                | 34 附屬小學  | PRACTICE SCHOOL      |
| 17 合作社郵政局 | COOPERATIVE STORE + POST OFFICE | 35 女生醫院  | WOMEN'S INFIRMARY    |

SCALE 1" = 480'

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**YENCHING UNIVERSITY**  
ACADEMIC CALENDAR

1930-1931

Fall Semester

Fall Semester begins ... .. Sept. 1 (Mon.)  
 Dormitories open to students ... .. Sept. 1 (Mon.)  
 Placement examinations for transfer students ... .. Sept. 3 (Wed.)  
 Faculty preessional conference ... .. Sept. 5 (Fri.)—Sept. 6 (Sat.)  
 Registration ... .. Sept. 10 (Wed.)—Sept. 12 (Fri.)  
 Classwork begins ... .. Sept. 16 (Tues.)  
 Late registration with fine ... .. Sept. 16 (Tues.)—Sept. 29 (Mon.)  
 Change of courses without fine ... .. Sept. 16 (Tues.)—Sept. 22 (Mon.)  
 Last day for taking make-up examinations ... .. Sept. 22 (Mon.)  
 Change of courses with fine ... .. Sept. 23 (Tues.)—Sept. 29 (Mon.)  
 National holiday ... .. Oct. 10 (Fri.)  
 Senior thesis topic due ... .. Oct. 15 (Wed.)  
 Sun Yat Sen's birthday anniversary ... .. Nov. 12 (Wed.)  
 Freshman mid-semester examinations ... .. Nov. 17 (Mon.)—Nov. 22 (Sat.)  
 Senior thesis outline due ... .. Dec. 1 (Mon.)  
 New Year holiday ... .. Dec. 21 (Sun.)—Jan. 10 (Sat.)  
 University anniversary ... .. Dec. 25 (Thurs.)—Dec. 26 (Fri.)  
 Founding of the Republic of China anniversary ... .. Jan. 1 (Thurs.)  
 Fall semester examinations ... .. Jan. 22 (Thurs.)—Jan. 31 (Sat.)

Spring Semester

Spring semester begins... .. Feb. 1 (Sun.)  
 Registration ... .. Feb. 9 (Mon.)—Feb. 10 (Tues.)  
 Classwork begins ... .. Feb. 12 (Thurs.)  
 Late registration with fine ... .. Feb. 12 (Thurs.)—Feb. 25 (Wed.)  
 Change of courses without fine ... .. Feb. 12 (Thurs.)—Feb. 18 (Wed.)  
 Last day for taking make-up examinations ... .. Feb. 18 (Wed.)  
 Change of courses with fine... .. Feb. 19 (Thurs.)—Feb. 25 (Wed.)  
 Sun Yat Sen's memorial day ... .. Mar. 12 (Thurs.)  
 Huang Hua Kang memorial day ... .. Mar. 29 (Sun.)  
 Master's thesis due to major department ... .. Apr. 1 (Wed.)  
 Spring recess ... .. Apr. 4 (Sat.)—Apr. 6 (Mon.)  
 Master's thesis due to graduate committee ... .. May 1 (Fri.)  
 Senior thesis due to major department ... .. May 1 (Fri.)  
 Alumni home-coming day ... .. May 2 (Sat.)  
 Senior thesis due to dean of college ... .. May 15 (Fri.)  
 Spring semester examinations ... .. June 11 (Thurs.)—June 20 (Sat.)  
 Baccalaureate ... .. June 21 (Sun.)  
 Class day ... .. June 22 (Mon.)  
 Commencement ... .. June 23 (Tues.)

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OFFICERS OF ADMINISTRATION

Wu Lei-ch'uan, Hanlin Academy	....	....	....	....	Chancellor
J. Leighton Stuart, D.D.	....	....	....	....	President
Lew T'ing-fang T., Ph. D., D.D., S.T.D.	....	....	....	....	Assistant to the Chancellor
Shuhsi Hsu, Ph. D.	....	....	....	....	Chairman, Committee for Graduate Division
Ch'en Yuan	....	....	....	....	Director, Research School of Chinese Studies
Chao Tsu-ch'en, M.A., B.D., D. Litt.	....	....	....	....	Dean, School of Religion
Chou Hsueh-Chang H., M.A., Ph. D.	....	....	....	....	Dean, College of Arts and Letters
*Stanley D. Wilson, Ph. D.	....	....	....	....	Dean, College of Natural Sciences
Miss Alice M. Boring, M.A., Ph. D.	....	....	....	....	Acting Dean, College of Natural Sciences, 1930-31
Shuhsi Hsu, Ph. D.	....	....	....	....	Dean, College of Applied Social Sciences
Mrs. M.S. Frame, B.D., D. Litt.	....	....	....	....	Dean, College for Women
Wu Lei-ch'uan, Hanlin Academy	....	....	....	....	Chairman, Committee on Student Welfare
Ch'uan Shao-wen J., B.A.	....	....	....	....	Comptroller
Howard S. Galt, Ed. D., D.D.	....	....	....	....	Acting Treasurer
Mei Yi-pao, Ph. D.	....	....	....	....	Registrar
Ts'ai I-o, S., B.A.	....	....	....	....	Associate Treasurer
Miss Mary Cookingham, B.A.	....	....	....	....	Assistant Registrar
*T'ien Hung-tu, B.A.	....	....	....	....	Acting Librarian
Miss Chung Hui-ying, M.A.	....	....	....	....	Acting Assistant Librarian
Basil L.L. Learmonth, M.D.	....	....	....	....	Medical Officer
Miss Yao Mei-hua, M.D.	....	....	....	....	Medical Officer, College for Women
Miss Chin Kuei-ch'in	....	....	....	....	Director of Dormitories, College for Women
Charles W. Parr, M.B.	....	....	....	....	Executive Secretary, Landscape Committee
Hsieh Ching-sheng, B.A., B.D.	....	....	....	....	Head, Chinese Secretary Bureau
Ch'uan Hsi-hsien	....	....	....	....	Head, Business Department
Ts'ao I, B.A., B.D.	....	....	....	....	Alumni Secretary

\* absent on leave

HISTORICAL STATEMENT.

Yenching University was created in 1917 by a merging of the North China Union College at Tungchow and the Peking University in Peking. The Tungchow institution was founded in 1867 by the American Board Mission and Peking University was established three years later by the Methodist Episcopal Board of Missions.

After the creation of this union university, the Yenching Women's College, which had been started in 1905 as the North China Union Women's College, and the North China Union Theological Seminary, which began its work in 1906, affiliated with the institution. The seminary was the forerunner of the present School of Religion. For the first decade of its existence, the official English name of the institution was Peking University.

As early as 1911, a meeting was held with representatives from the Anglican, the American Board, the Presbyterian, the Methodist Episcopal and the London missions attending to discuss the amalgamation of Christian higher education in North China. The final decision for the creation of a union university was taken in 1916. The first class was graduated in 1919.

Its student body in the first year was less than one hundred; this year it is more than seven hundred. The budget of the first year was less than \$50,000; this year it is almost three quarters of a million. The University had a few plots of land and no suitable buildings to start with; the campus and buildings today represent an investment of \$4,000,000 upon which there are no encumbrances. A staff of less than twenty-five, mostly Westerners, started the work; the faculty and administrative staff today number more than a hundred, of whom over two-thirds are Chinese. The Chancellor and three of the five deans are Chinese. The University is registered under the Ministry of Education of the National Government.

The purpose of Yenching has been stated by President J. Leighton Stuart as follows: "Yenching University aims to mediate to China the finest values of Western civilization by an educational process which will enable young men and women to infuse these into their own culture while preserving the best features of their national heritage." International goodwill, life as a consecration to the highest ideals, scientific knowledge used for human welfare, religion as the inspiration to noble endeavor, are among the ideals suggested by the motto of the University "Freedom through Truth for Service."

## GENERAL ORGANIZATION

The University consists of three undergraduate Colleges, namely, the College of Arts and Letters, the College of Natural Sciences, and the College of Applied Social Sciences. Students should choose one of these colleges at the beginning of their Freshman year, and should elect their major departments at the beginning of their Sophomore year.

The College of Arts and Letters offers majors in the following departments: Chinese, English, European Languages, History, Philosophy, Education, Journalism and Music. This College also includes a Department of Religion and a Department of Physical Education, both of which offer elective courses but are not organized as major departments. Four special short courses of study, Chinese *Chuan Hsiu K'e*, Education *Chuan Hsiu K'e*, English *Chuan Hsiu K'e*, and Kindergarten Training *Chuan Hsiu K'e*, are also offered by this College.

The College of Natural Sciences offers majors in Biology, Chemistry (including Leather), Geography and Geology, Home Economics, Mathematics, Physics, and Psychology. Courses for Premedical students, Pre-nursing I (short course), Pre-nursing Course II and Leather Tanning *Chuan Hsiu K'e*, are also offered by this College.

The College of Applied Social Sciences offers majors in Economics, Political Science, and Sociology and Social Work. One special course, Social Work *Chuan Hsiu K'e* is also offered.

The Announcement of Courses issued by each of the three undergraduate colleges gives information regarding requirements for students in each one. All students registered for special courses may refer to their directors for regulations covering their courses.

Students registered for *Chuan Hsiu K'e* cannot become college students by transfer.

Students may not transfer from one college to another or from one department to another in the University without permission and without making up the requirements for the college and the department to which they transfer. For instance, if a student transfers from the Department of Sociology to the Department of Education he will be required to take Contemporary Civilization and to fulfill the requirements of the College of Arts and Letters and also courses that the Department of Education prescribes.

Besides the three undergraduate colleges, the University includes a Graduate Division, a Chinese Research Institute, and a School of Religion. Information regarding these organizations is contained in their respective bulletins.

## REGISTRATION

All students must register in person. In general the procedure of registration is the same each year, but students are asked to watch the Bulletin Board for special announcements. There are six steps which should be followed carefully:

1 Students are advised to choose the courses which they wish to study from the Announcement of Courses posted on the Bulletin Boards. These courses, together with the number of credits, hours of meeting, and section letters, are to be written down on a slip of paper and later taken to the adviser. All courses which students wish to audit must be clearly marked.

2 The following are to be secured from the Registrar's Desk:

A—Classification Card

B—Work Book

C—Two Schedule Blanks

D—Directory Card (fall semester only)

E—Information Card (fall semester only)

3 Freshman students should see their Doyens and secure advice, so that no required or make-up courses will be omitted from their schedules.

All other undergraduate students and graduate students should take the list of courses which have been selected to Departmental Advisers. If the Adviser approves of the courses chosen he will write them on the Classification Card and the Work Book, both of which will be signed by the Adviser and the Dean of the College. Senior students should take this opportunity to make sure about all graduation requirements. School of Religion, Chinese Institute and *Chuan Hsiu K'e* students should have this attended to by the person in charge. Women students may secure advice from their Class Doyens before or after going to Departmental Advisers.

4 Men students must be examined by the University Physician and women students by the Physician of the College for Women. New students

who failed to present a properly certified medical certificate at the time of application must take a thorough physical examination at this time and a fee of five dollars will be charged.

5 All fees must be paid at the Treasurers' Offices.

6 The last step of registration which must be completed is an interview with the Registrar. Each student must present the work book and cards listed in step number (2) properly filled out. The work book and one schedule card will be returned to the student while the other cards will be kept in the Registrar's Office. The Registrar's Office will issue official Class Lists to the instructors.

In the selection of courses the following table of minimum and maximum credits should be observed by students:

Freshman Year	Minimum 12 Credits	Maximum 18 Credits
Sophomore Year	Minimum 12 Credits	Maximum 18 Credits
Junior Year	Minimum 12 Credits	Maximum 16 Credits
Senior Year	Minimum 12 Credits	Maximum 16 Credits

A student whose general grade ratio is above 1.20 or 1.50 may be allowed to take one or two extra credits respectively in excess of the maximum number of credits allowed.

Students who have not completed registration within the regular registration period indicated in the University Calendar will be fined for late registration. For late registration, fines of one dollar for the first week and two dollars for the second week will be imposed in all cases alike, including sickness, home affairs and difficulties of travel. No student, old or new, may register if he arrives more than two weeks later than the first day of class work.

#### CHANGE OF COURSE

After the registration is over the student should proceed to attend the classes when they begin and only those for which he has registered. If he wishes for any reason to add or drop any of the courses he has already chosen he must do so during the first two weeks of class work. No fine will be charged for change of course during the first week of class work, but a fine of fifty cents for each course added or dropped will be charged during the second week.

There are six steps in the procedure of changing courses:

1 The student takes his work book to his Adviser and explains what courses he wishes to change and why. If the Adviser approves he changes the courses listed in the work book and writes a recommendation to the Registrar.

2 The student next goes to the Instructor of the new course he has chosen and asks for permission to add the course. If the Instructor approves, he also signs the letter of recommendation which the Adviser has written to the Registrar.

3 The student then takes the letter of recommendation to the Registrar. If the Registrar approves of the change he marks the letter O.K.

4 The student goes to the Treasurer's Office and pays the fee necessary for making the change if during the second week and receives a receipt.

5 The student then takes his work book, the letter of recommendation and the Treasurer's receipt to the Registrar's Assistant, who will make all the necessary changes on the student's records and will issue a change-of-course slip.

6 The student takes the change-of-course slip to the Instructor of the course he is dropping and also to the Instructor of the course he is adding so that the Instructors may correct their class lists accordingly.

No course once dropped may be reregistered.

A student will receive the grade of "F" in any course dropped without the permission of the Registrar's Office. In case of illness one of the University Physicians may recommend that a student be allowed to drop courses after the two week limit. Having secured the Physician's recommendation, the student should go through step 1, 3, 4, 5 and 6, as listed above.

#### AUDITING

Students must receive permission for auditing privileges from the Dean of the College and the instructor of the class concerned. Freshmen are not permitted to audit any courses during the first semester.

Auditors need not participate fully in the work of the class, nor need they take the examinations. The office of the Registrar will not keep the record of their grades. An auditor, however, may be dropped from a course

if he cannot follow the lecture or discussion and if his non-participation should prove to have any bad effect on the class as a whole.

Students carrying the maximum number of credit hours will not be permitted to audit courses. The amount of work done in auditing a course is considered equivalent to one half the amount done in a course for credit. For example, a Sophomore, who is taking 17 hours for credit, may be allowed to audit only two hours.

Certain courses, such as graduate courses, laboratory courses, and seminar courses, cannot receive auditors.

When a faculty member or his wife audits a course he must secure the permission of the dean and the instructor concerned; when he takes a course for credit, he will be treated in the same manner as an ordinary student.

#### SCHOLASTIC RECORD

1 A credit denotes a certain amount of satisfactory work done by the student at the University. On an average, a credit is equivalent to three hours of work per week per semester done by the student on a University course. These three hours may consist of one hour of recitation or laboratory in class and two hours of preparation, or they may be three hours of laboratory work or field work. The University requires 136 credits for graduation.

2 Credit is given for a course only in case the student has secured a grade of "P" or above.

3 Sometimes the course runs throughout the entire year. When so specified the student will not receive credits if he has completed only one-half of the course; for instance, History 5-6 is a year course. Students taking only "5" will receive no credit for it. All year courses must be completed in the same year or the following year. Only in exceptional cases credits may be given for the first semester work in year courses to Seniors when necessary for graduation.

4 Sometimes the credit for one course is given only on the completion of another course; this in the case of languages wherein one course would not enable the student to use the language proficiently. French 1-2 is a year course which will not be credited to the student until the student has taken

French 3-4, which is an advanced course. After he has completed both courses he will receive credit for both.

5 College credit cannot be given for any courses taken by students not already enrolled as students of college grade.

6 Auditors receive no credit.

A grade denotes the quality of work a student does in a given course. It denotes the degree of satisfaction in the opinion of the instructor with whom the student has completed his work. It indicates the relative place which a student occupies among his fellow classmates in the same course.

Instead of using the 100% scale of grades the University uses the five-point-letter scale: E, G, M, P, F. In order to facilitate computation, however, to each grade is given a numerical value, known as merit-point. The following table will give the corresponding values in the five-point-letter scale, the 100% scale, and the merit-points.

Grades	100% Scale	Merit-points
E (excellent)	91-100	2.00
G (good)	81-90	1.50
M (medium)	71-80	1.00
P (poor)	61-70	0.50
F (failed)	below 61	0.00

In reckoning the student's attainment in a given course, the number of credits in the course, multiplied by the merit-points corresponding to the grade received, given the number of merit-points received. For example: a student pursuing a course for a semester meeting four times per week, and receiving the grade "E," would obtain 8 merit-points; if he received the grade "G," he would have received 6 merit-points; if he received the grade "F," he would receive no merit-points.

The total number of merit-points a student receives during a semester, divided by the total number of credits the student has registered for in the semester, gives the *grade-ratio* for the semester. Likewise the total merit-points the student receives during the year, divided by the total credits the student has registered for in the year, gives the *grade-ratio* for the year. A *general grade-ratio* is all of the merit-points the student has received in college, divided by the accumulated credits for which the student has registered. For

instance: if in the first semester of the Freshman year a student registers for 18 credits and receives 18 merit-points, in the second semester he also registers for 18 credits and receives 18 merit-points, in the first semester of the Sophomore year he registers for 18 credits and receives 27 merit-points, and in the second semester he registers for 18 credit hours and receives 18 merit-points, then his semester average grade-ratios are 1.00, 1.00, 1.50 and 1.00 respectively, his year average grade-ratios are 1.00 and 1.25 respectively, and his general average grade-ratio is 1.12 (1.125 counting as 1.12).

In the instructors' grade reports sometimes will be found the mark "In", which stands for "incomplete." It refers to certain incompleteness in the class work of the semester, such as themes, reports, laboratory or field work. Incompleteness does not refer, however, to absence from either the final examination or any of the quizzes. Wherever the mark "In" appears on the instructor's grade report, the instructor will also indicate how this incompleteness may be removed and a definite grade given.

The mark "In" is given by instructors only in cases where the student's work is of a passing grade; in cases where the average work is of a failing grade, the instructors may report the grade of "F" instead of the mark "In".

Sometimes the mark "Ab" is given, which stands for "absence" at the final examination or at any supplementary examination required by the instructor. As a rule every course has a final examination scheduled at the end of the semester, the result of which is taken into consideration in determining the student's semester grade of work.

The mark "Ab" is given by instructors only in cases where the student's work is of a passing grade. In cases where the student's work is of a failing grade, the grade "F" will be reported instead of the mark "Ab".

A student absenting himself from final examinations is more than half of his credit hours without proper excuse may not be permitted to return to college the following semester.

Sometimes the mark "C" is given, which stands for condition. This mark is given only to students whose semester grade, though falling below 61%, is sufficiently near it, for instance, 59% or 58%. This condition justifies the instructor to allow another examination to be taken in order to find out if he might give the student the grade of "P".

No credit will be given to courses marked "In", "Ab" or "C", and such courses will not be included in the tentative computation of the grade ratios.

All "In", "Ab" and "C" marks received in a semester must be removed before the last day of the first week after the beginning of class work for the next semester. If "In" and "Ab" are not removed within the date limit the courses taken will become void and stricken off the student's record. An unremoved "C", however, will be changed into an "F" except in the case of certain language courses.

The marks "In" and "Ab" may be displaced by any of the five grades, E, G, M, P, F; the mark "C" cannot be displaced except by either "P" or "F".

Students are charged one dollar for every "Ab" or "C" removal-examination. The grades from these examinations will not be accepted by the Registrar's office unless the student has made the payment for the examinations.

The Yenching scholastic standard consists of two phases, namely Quantity and Quality and both work accumulatively. The marking system affects both of these phases.

In point of Quantity, a student cannot graduate unless he has at least a total of 136 semester hours to his credit. Any grade other than "F" entitles the student to the full amount of credits of a course. Deficiency in credits of a course. Deficiency in credits may be made up by:

- 1 Spending extra semesters
- 2 Studying in summer schools
- 3 Taking extra credits each semester

Regarding the last, it has already been stated that only students whose general grade ratio is above 1:20 or 1:50 may be allowed to take one or two extra credits respectively in excess of the maximum number of credits.

The Quality of a student's work is indicated by his general grade ratio. The passing grade for a course is "P" as far as the number of credits is concerned, while "M" is the passing grade for any one year of work. The number of credits, once lost, cannot be made up except by doing extra work—repeating the same course or substituting another course; while the inferior grade ratio of one course can be pulled up by superior work in another.

Or to express these facts in a general and concrete way: every grade makes a difference to the student's record of Quality, while in his record of Quantity, the only difference comes in between "F" and all the other grades. That single difference is the difference between credits and no credits, and that is vital.

#### CLASSIFICATION AND DISMISSAL

No student with a general grade ratio below .80 for the work of any single year, or a grade ratio below 1.00 for each of two consecutive years shall be permitted to continue in the University.

A Senior at the end of his fourth year at College will not be graduated if the general grade ratio for his Senior and Junior years is below 1.00.

A student who has been dropped on account of poor work cannot be retained as a special student or as an auditor, or as a student in any of the *Chuan Hsiu K'ue*.

Students will be classified in accordance with the following table:

Classification Scale	Credits
Freshman	0-31
Sophomore	32-67
Junior	68-101
Senior	102-136

When a student is placed on "M" probation, he must improve his work so that he receives an average grade of "M" or better during the stated period or else he will fall back to the original status, that is, dismissal or repeating the year.

When a student is required to "repeat" a year, for example, "repeat Freshman", it means that the credits he has taken during that year are not counted toward graduation, and that the credit points are not counted toward the general grade ratio. In this case the student concerned may be excused from repeating required courses passed with a grade of "M".

When a Freshman or a new student, who has been admitted by transfer, has a general grade ratio below .80 at the end of the first semester, and he leaves the regular University study at that time he may not come back to the University without making an application and being readmitted. In this case, however, the student, if allowed to return, may be excused from repeating the required courses which he has passed with a grade of "M".

#### ACADEMIC REQUIREMENTS

Regarding academic requirements there are certain University requirements which are general to all students. Besides these, each college has its own college requirements and each department has its departmental requirements. In order to graduate, a student must fulfill all the general requirements and those of the college and the department he has chosen.

The following is a list of these requirements:

##### I General Requirements:

- A Minimum number of credits—136 (exclusive of credits for Kuo Min Tang Principles, Physical Education and Military Training)
- B Lowest Grade Ratio for last two years—1.00
- C Minimum residence—8 semesters
- D A major department—32-68 credits (including thesis 2-6)
- E Some correlated subject or subjects—16-24 credits
- F Kuo Min Tang Principles—2 credits
- G Military training (men only)—5 credits
- H Physical Education (Freshman men)—2 hours per week-0 credits  
Physical Education (Freshman, Sophomore and Junior women)—  
2 hours per week-0 credits

## II College Requirements:

Subjects	Arts and Letters	Natural Sciences	Applied Social Sciences
Chinese	8	4	8
English	8	8	8
Contemporary Civilization	4		
Natural Sciences		16	
Mathematics		4	
Social Sciences		4	
Hygiene (Women only)	1	1	1

Exemption examinations in certain required courses are given to all students who feel they are qualified to take them. If a student passes the exemption examination he receives no credit for the course but is excused from the requirement. A fee of one dollar is charged for each exemption examination. At present exemption examinations are offered in English, Chinese, and Hygiene (for women students).

### III Departmental Requirements:

Refer to departmental curricular regulations in the Announcement of Courses for the respective colleges.

#### ADVANCED STANDING OF TRANSFER STUDENTS

In determining advanced credits of transfer students, the following principles will be followed:

1 Advanced credits for transfer students shall be granted on the basis of year-for-year and not credit-for-credit. (The normal amounts according to the Yenching scale are 36 credits for the freshman year and 36 for the sophomore year. No extra credit could be granted for freshman year's work while at most four extra for sophomore year's work.)

2 The credits for work in Chinese and English shall be granted according to the results of the placement examinations.

3 Credits shall not be given for work which is repeated in Yenching.

4 Credits for an incomplete course or an incomplete sequence of courses shall be withheld until its completion.

5 Credits for courses completed with questionable grades shall be withheld until a more advanced course on the same subject has been completed with a grade of "M" or above.

6 The maximum number of advance credits that may be granted to any transfer student shall be 76.

7 The amount of work counting towards the fulfillment of the requirements for major and correlated subject shall be determined by the department in which the student majors.

8 The maximum number of credits to be accepted from a summer school shall be determined on the basis of one semester credit for every week of the summer school term, and that summer school credits may be used for making up deficiencies but not for cutting short the eight-semester requirement for graduation from College.

9 A transfer student should be classified according to the number of advanced credits granted him by this University and not according to the number of years he has spent in his former college or colleges.

10 No transfer student may be classified as a Senior he must spend at least four semesters completing at least 60 credits of work in this University before he may graduate.

#### ATTENDANCE

Students are to attend their classes as regularly as keeping personal appointments. If a student has to be absent from classes for good reasons he should secure an excuse slip from the proper authorities and show

it to the instructors concerned. For sickness the man student will apply for the excuse slip to the University Physician and the woman student to the Physician of the College for Women. For private affairs for one day or less, the man student will apply at the Registrar's Office, for longer than one day he will apply at the Office of the Dean concerned. For private affairs the woman student will apply to the Dean of the College for Women. As a rule, leave of absence is granted only when it is applied for ahead of time. Make-up excuse slips are issued only in exceptional cases. The following are the rules governing student absences:

(a) No student shall be credited with the semester's work, if he or she is absent from class accumulatively for a period longer than three weeks, such absence to include time lost through late registration, long period leaves and excuses from class;

(b) If a student is absent from a class and is unable to produce an excuse slip to cover such absence, it will be understood as an unexcused absence;

(No excuse slip may be honored unless it bears the signature of either the Dean of the College concerned, one of the University Physicians, the Registrar, or the Dean of the College for Women.)

(c) Each unexcused absence is to be treated by the instructor as a failure in the daily class record of the student, which is to be taken into consideration in the giving of a final grade for the semester's work;

(d) Instructors have the right to treat three repeated tardinesses of arrival in class as an unexcused absence unless such tardinesses are properly excused in an excuse slip.

#### TRANSFER TO OTHER INSTITUTIONS

The following four steps in the procedure of transferring from this University to another institution are set down for the guidance of students intending to effect a transfer:

1 The student should look up the catalogue of the institution to which he wishes to transfer and make a note of all requirements.

2 The student should write a letter of application to the institution to which he wishes to transfer giving his address (not the address of this

University if the reply is expected to arrive after the student has left the University).

3 The student may obtain a letter of recommendation by writing to the head of his major department or his class doyen and asking that information about his work and character be sent to the President's office for this purpose. If the student has been out of college for some time it is well to make a list of the positions he has held since leaving the University.

4 Upon application to the Registrar a transcript of record will be sent to the institution to which the student wishes to transfer. A certificate of residence will also be enclosed if the student wishes to transfer to another institution in China. But in no case may the Registrar's Office be expected to make copies of students' records submitted to this University by other institutions. Whenever such information is necessary, they should be sent for from those institutions directly.

It will be to the interest of the student to arrange for his own letter of application, the letter of recommendation and the transcript of record to be sent together in the same envelope. For this purpose he should specify in his request for the last two documents as to where they should be directed for mailing—he should ask the President's Office to send the recommendation letter to the Registrar's Office or the Registrar's Office to send the transcript of record to the President's Office for mailing, and he should deposit his own letter with the office that does the mailing.

Application for transfer must be sent in early. About four months are required to make arrangements for study abroad.

An official letter of admission from an American institution is necessary for securing passport, visa and steamer reservations to go the U. S. A.

#### SCHEDULE OF FEES

	Per Semester	Per Year
Tuition, Undergraduate	\$40	\$80
Tuition, Post-Graduate	4 per credit hour	
Tuition, Post-Graduate (audit)	2 per credit hour	
Tuition, School of Religion	40	80
Tuition, Chinese Chuan Hsiu Ke	40	80

Tuition, Education Chuan Hsiu Ke	40	80
Tuition, Kindergarten Chuan Hsiu Ke	25	50
Tuition, Leather Tanning Chuan Hsiu Ke	50	100
Tuition, Social Work Chuan Hsiu Ke	40	80
Tuition, Religious & Social Service Chuan Hsiu Ke	40	80
Tuition, Special Student	4 per credit hour	
Tuition, Auditor	4 per credit hour	

(The minimum charge for tuition for students who pay their fees according to the number of credit hours is \$10 per semester. The maximum charge for tuition for graduate students \$50 per semester.)

Board	approximately 35	70
Dormitory (Light, Heat, and Water included)	20	40
Dormitory Key Deposit		1
Dormitory Reservation Deposit		5

(This amount is not refunded to those who fail to return)

Laboratory		
Biology	5	10
Chemistry (Organic)	7	14
Chemistry	5	10
Chemistry Breakage Deposit	3	6
Physics	5	10
Geology (Mineralogy)	1	2
Geography or Geology	0.50	1
Leather	8	16
Home Economics (Food Preparation)	4	
Home Economics	2	4
Music		
Piano Lessons, with use of instrument	18	36
Piano Lessons, without use of instrument	12	24
Use of Piano, half an hour per day	3	6
Organ Lessons, with use of instrument	7	14
Organ Lessons, without use of instrument	5	10
Voice Lessons, with use of instrument	18	36
Voice Lessons, without use of instrument	12	24
Violin Lessons, without use of instrument	12	24

Medical	2	4
Athletic	2	4
Incidental	2	4
Government Diploma	2	
Bachelor Diploma	5	
Master Diploma	10	
Bachelor of Divinity Diploma	10	
Vocational Certificate	2	
Chuan Hsiu Ke Certificate	2	
Duty Stamps on Government Diploma	0.50	
Diploma Postage	0.50	
Make-up Examination Fee, per Subject	1	
Duplicate Transcript of Record	1	
Duplicate for all other Certificates, each	0.50	
Fine for Late Registration	1 during the 1st week	2 during the 2nd week
Fine for Change of Course during the second week,		
each course dropped or added	0.50	
Duplicate of Work Book	0.50	
Entrance Application	3	
Matriculation for new students	2	
Rematriculation for old students	2	

After the payment of tuition fees and before the beginning of classwork, three quarters of the tuition fee may be returned to a student who is forced to withdraw from the University on account of illness or special circumstances.

During the first month after the beginning of classwork one half of the tuition fee may be refunded to a student who is forced to withdraw on account of illness, duly testified by the University Physician.

#### LOANS, SCHOLARSHIPS AND SELF HELP

Besides the following information regarding loans, scholarship and self help students are directed to the Student Service Bureau for more details.

1 Scholarships. For men students in the undergraduate Colleges, there is enough money available from generous gifts to the University for about

ten general scholarships per year, averaging \$100 each. Good character and a grade ratio of 1.20 are necessary to win and retain such a scholarship. Certain scholarships are given specifically for those who are training for Christian life service.

For women students in the undergraduate Colleges, there is sufficient money at present to grant about ten scholarships a year at \$150 each. There is also a special fund for Home Economics Scholarships.

*Tuition Scholarships.* For both Men and Women of all Schools and Departments.

Yenching "Tuition A" Scholarships—\$80 a year to each student for three years. (There are four such Scholarships annually, chosen by Yenching.)

Yenching "Tuition B" Scholarships—\$80 a year to each student for four years. (There are four such Scholarships annually, one each chosen by the churches or missions in the Methodist, Congregational, London Mission or Church of Christ in China group.)

In addition to these University Scholarships, several of the Departments have departmental scholarships available to particularly well qualified students, both men and women.

All of these scholarships are available only to those who have had at least one year's residence in Yenching. Some of them also have other restrictions.

2 Loans. There are two University loan funds, the Haines fund and the General fund, both open to men and women alike. Sums are loaned up to \$120 a year from each, to undergraduates of regular courses only. Under the Haines fund, repayment must be made within one year after leaving the University, with interest at 6%. Under the General fund, repayment is made in installments, amounting to one-tenth of the borrower's salary each month, beginning six months after graduation, with interest at 8% and a system of mutual guarantee. Only those who have been in the University for at least one year, who have a grade ratio of 1.00 or above, whose character is good and who are financially needy, are entitled to borrow.

3 Self Help. Such positions are open to both men and women students as naturally arise in the activities of a society of the nature of Yenching. These include tutoring, typing, copying and other office work, landscaping,

household work, library work, translating, writing for newspapers, salesmanship, etc. The Student Service Bureau acts as an employment bureau, and tries to help the student to view his self help both as an educational and a financial enterprise. About eighty students a year find such work, and their average earning is about \$25 a year, though some with special skill are able to earn much more. Such work, though open to students of all grades and courses, is uncertain and often unsteady, and the student should not count on it too heavily. Those who are tested and found to be self-reliant are, however, normally favoured for loans and scholarships.

*Costs.* The average student budget, without any extravagances, is about \$350 a year, not counting the summer, but including all personal expenses as well as fees. There is at present no way, except for the Yenching tuition B Scholarship, in which a student may secure University loans or scholarships until he has been here for at least a year. Even after that, scholarships are rare and loans cannot be guaranteed. Sophomores are discouraged from applying for loans. Self help is uncertain. Therefore students should be advised to come to Yenching prepared with sufficient funds to see them through the first year completely. Even there-after, they are strongly advised to get the large proportion of their funds from family or friends. The University funds are merely intended to furnish supplementary assistance, and not to form the foundation for the student's budget.

Graduate and Short Course students are not eligible for University loans or scholarships except for the tuition scholarships, but several departments have departmental funds. Inquiry should be made of the heads of departments.

The School of Religion has a system of scholarships of its own, and inquiries should be addressed to the Dean.

#### MAINTENANCE OF STANDARDS

The University reserves the right to request at any time during the course the withdrawal of students who do not maintain the required standard of scholarship, who cannot remain in the University without danger to their own health or to the health of other, or whose presence is found to lower the moral tone of the University. Students of the last class may be asked to withdraw even though no specific charges be made against them.

## LIBRARY REGULATIONS

During the academic year the Library is open on weekdays from 8 A.M. to 12:30 P.M., and from 1:30 to 10 P.M. On Sundays and single holidays the hours are from 6:45 to 10 P.M. The hours of the Library during holidays that run more than one day will be announced in their specific cases.

As a general rule the Library will be closed during the hours when important University exercises are held, such as Convocation, Commencement, etc.

Books may be drawn by the members of the faculty, officers, and students. This privilege may be extended at the discretion of the Library to graduates and to former students of the University, as well as to other responsible persons.

Books shall be loaned for a period of two weeks, with the privilege of renewal for a like period unless reserved for another borrower, and except in the case of books in great demand.

Each book kept over time is subject to a fine of two cents per day until it is returned.

The Library reserves the right to call in books and otherwise restrict the use of its reading matter at any time.

Reference books and periodicals may not be drawn from the Library unless special permission is given by the Librarian.

Books reserved for class use may be taken out from the Library at 9:30 P.M. and must be returned by 8:15 the next morning.

Students entitled to draw books may call at the Library charging desk at any time during the day and sign for the reserved books that they wish to take out that day. Failure to return a reserved book on time will subject the borrower to a fine of five cents for the hour or fraction thereof, and five cents for each subsequent hour or fraction thereof. In case a student thrice fails to return a reserved book on time, his privilege of taking reserved books out at night is suspended for the rest of the semester. Books lost or damaged must be replaced or paid for.

No borrower shall write or mark in a book belonging to the Library, turn down leaves, or otherwise deface it.

All penalties shall be rigidly enforced, and the Librarian will not deliver books to any person who is delinquent in the payment of fines or unsettled claims for damage or loss of books.

If necessary the case will be referred to the University authorities for discipline.

Books may be borrowed for use in vacations if a deposit is made. No student is permitted to draw more than two books.

Readers are not to return books to the shelves but to leave them on the table or with the Library attendant.

After reading the magazines, readers are to return them to their proper places on the shelves.

Newspapers are bought by the Library chiefly for the purpose of filing for future research. Readers of newspapers must be especially careful in seeing to it that they are not torn or defaced. Students who are found clipping the Library newspapers will lose not only the privilege of the Library but will also be reported to the University authorities for discipline.

Quietness and order must be observed in the Library.

## GATE REGULATIONS

The University gate from the first of March to the last of October will be opened at 5:00 A.M. and closed at 11:30 P.M. From the first of November to the last of February the gate will be opened at 6:00 A.M. and closed at 11:30 P.M.

Students who wish to pass through the University gate with baggage should secure from the Student's Self-Government Association a permission slip to be presented to the gateman.

## LIGHTS AND WATER

All electric lights are shut off at 11:30 P.M. and turned on at 6:00 A.M. Hot water is supplied from 6:00—9:00 A.M., 12:00 M.—1:30 P.M. and from 5:00—11:15 P.M.

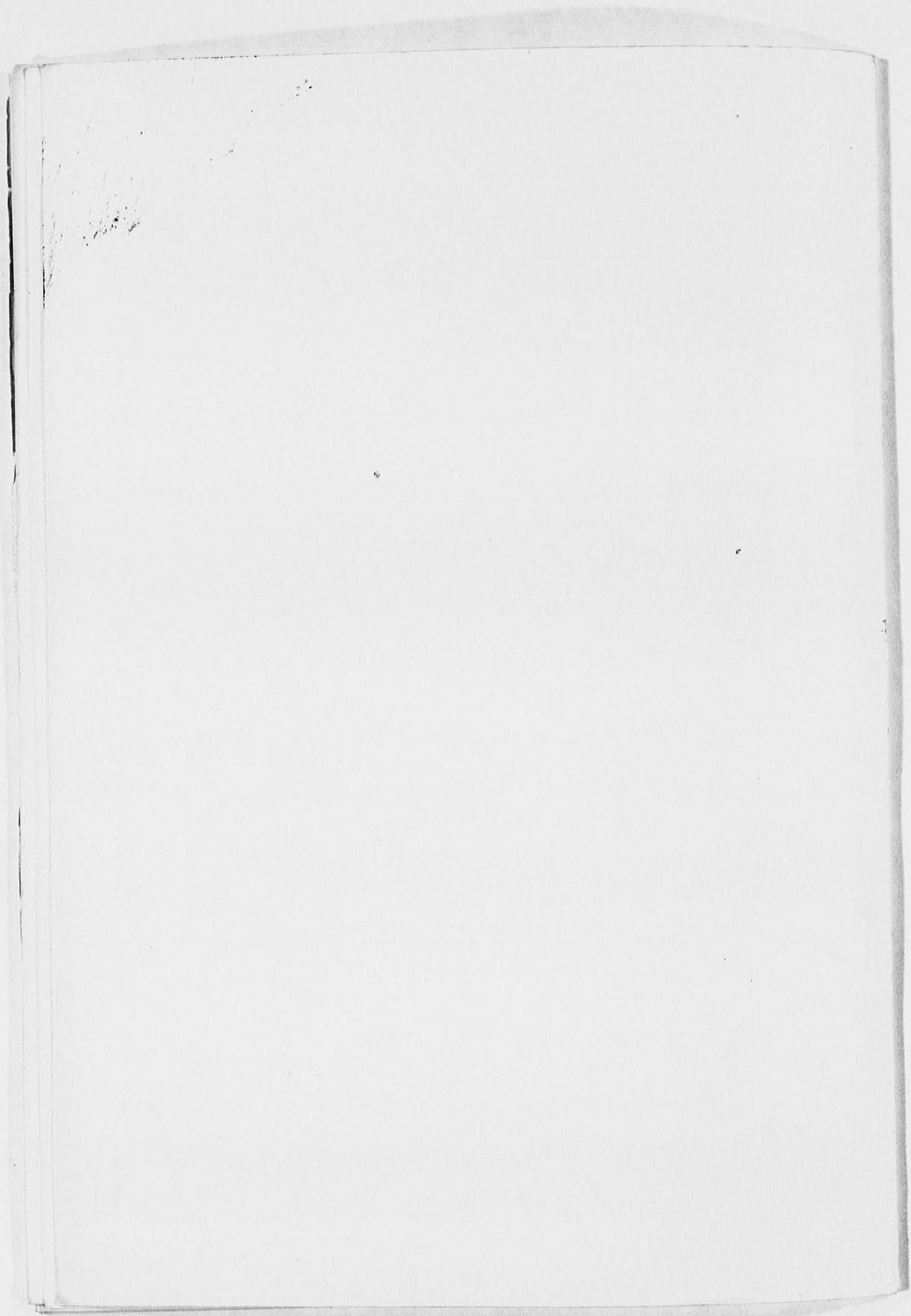
### THE UNIVERSITY BELL

In order to avoid confusion which might be caused by striking the University bell according to the ordinary 24 hour system, the marine system has been adopted. The University bell begins operations at 6:00 A.M. and ends at 11:00 P.M. daily. The system calls for the striking of the hour and the half-hour and rotates once in every four hours which can be understood by the following schedule:

<i>Strokes</i>	<i>Hours</i>			
1	8:30 A.M.	12:30 P.M.	4:30 P.M.	8:30 P.M.
2	9:00 "	1:00 "	5:00 "	9:00 "
3	9:30 "	1:30 "	5:30 "	9:30 "
4	6:00 A.M. 10:00 "	2:00 "	6:00 "	10:00 "
5	6:30 " 10:30 "	2:30 "	6:30 "	10:30 "
6	7:00 " 11:00 "	3:00 "	7:00 "	11:00 "
7	7:30 " 11:30 "	3:30 "	7:30 "	
8	8:00 " 12:00 "	4:00 "	8:00 "	

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燕京大學  
YENCHING UNIVERSITY  
BULLETIN

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Guidebook for Students

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Volume XVII—Number 12

Peiping, China

August 1932

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東 京 大 學  
UNIVERSITY OF TOKYO  
BULLETIN

Department of Education



Volume 17, Number 1  
January 1968



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燕京大學  
YENCHING UNIVERSITY  
BULLETIN

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Guidebook for Students

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Volume XVII—Number 12

Peking, China

August 1932

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YENCHING UNIVERSITY  
BULLETIN

GUIDEBOOK FOR STUDENTS



ATTENTION OF STUDENTS!

Besides this Guidebook for Students the University also publishes an official Weekly containing announcements and notices to students. Information of more immediate interest is posted on the various bulletin boards in the University buildings and on the campus. All students are expected to pay close attention to these sources of notification, and no plea of ignorance will be entertained where the rule or regulation has already been published.

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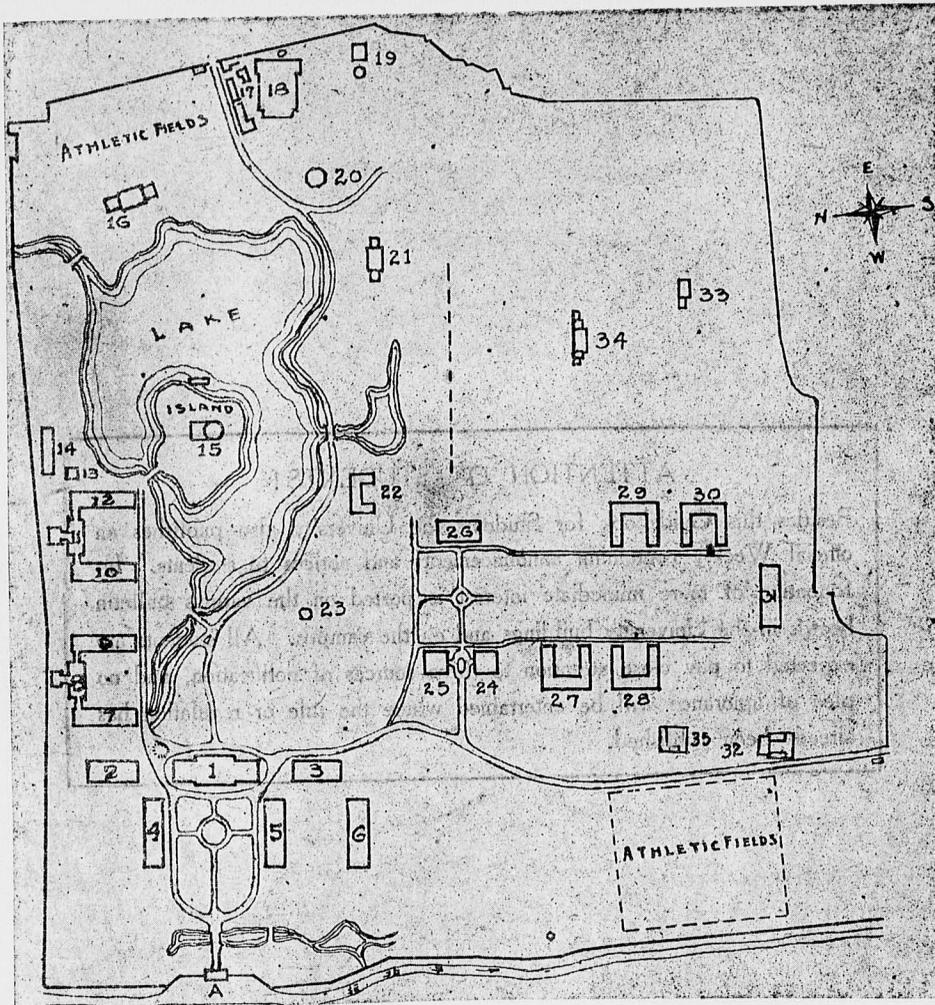
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A Sketch Map of the University Campus  
校園平面圖



A	校門	University Entrance	18	機房	Power Plant
1	公棟	Bashford Adm. Bldg	19	煤汽機	Gas Plant
2	寧德	Ninde Hall	20	博塔	Water Tower
3	前瑞	Library	21	慕氏	Men's Infirmary
4	前瑞	McBrier Hall	22	慕氏	President's House
5	密容	Physics & Biology	23	臨鐘	Bell Tower
6	化學	Chemistry & Geology	24	甘德	Dean's Residence
7	斐第	Men's Dormitory No. 1	25	參風	Miner Hall
8	一膳	Refectory No. 1	26	道	Sage Hall
9	蔚第	Men's Dormitory No. 2	27	一	Women's Dormitory No. 1
10	復第	Men's Dormitory No. 3	28	二	Women's Dormitory No. 2
11	二膳	Refectory No. 2	29	三	Women's Dormitory No. 3
12	幹宿	Men's Dormitory No. 4	30	四	Women's Dormitory No. 4
13	湖濱	Men's Dormitory No. 5	31	鮑氏	Boyd Gymnasium
14	湖濱	Men's Dormitory No. 6	32	家政	Practice House
15	思義	Luce Pavilion	33	幼稚	Kindergarten
16	華氏	Warner Gymnasium	34	附屬	Practice School
17	合作社郵政局	Co-operative Store & Post Office	35	女學生	Women's Infirmary

SCALE 1"=480'  
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英尺每寸等於四百八十尺

### YENCHING UNIVERSITY BULLETINS

The regular bulletins of the University are issued at stated times during the year. Special bulletins are issued from time to time as the need arises. Requests for bulletins should be made to the University Book Store with cost prepaid. Bulletins given without charge are distributed by the Admissions Bureau.

University Catalogue (in Chinese) . . . . .	50 cents
Directory of Faculty and Students . . . . .	15 cents
Guidebook for Students. Each student of the University is entitled to one copy free. Extra copies, each . . . . .	15 cents
Graduate Division . . . . .	15 cents
Graduate Division Information Sheet . . . . .	Free
School of Religion . . . . .	Free
College of Arts and Letters . . . . .	15 cents
College of Natural Science . . . . .	15 cents
College of Public Affairs . . . . .	15 cents
Description of Departments (in Chinese) . . . . .	Free
Undergraduate College Entrance Information (in Chinese) . . . . .	Free
Entrance Examination Questions, 1931. . . . .	15 cents
Chuan Hsiu K'e: General Information (in Chinese) . . . . .	Free

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**YENCHING UNIVERSITY**  
Academic Calendar 1932-1933

**Fall Semester**

Fall semester begins .....	Sept. 1 (Thurs.)	
Dormitories open to students .....	Sept. 1 (Thurs.)	
Freshman week .....	Sept. 1 (Thurs.)-Sept. 7 (Wed.)	
Faculty professional conference .....	Sept. 2 (Fri.) -Sept. 3 (Sat.)	
Exemption examinations .....	Sept. 3 (Sat.)	
Opening convocation .....	Sept. 5 (Mon.)	
Registration .....	Sept. 5 (Mon.) -Sept. 7 (Wed.)	
Class work begins .....	Sept. 8 (Thurs.)	
Late registration with fine .....	Sept. 8 (Thurs.)-Sept. 21 (Wed.)	
Change of courses without fine .....	Sept. 8 (Thurs.)-Sept. 14 (Wed.)	
Last day for taking make-up examinations .....	Sept. 14 (Wed.)	
Change of courses with fine .....	Sept. 15 (Thurs.)-Sept. 21 (Wed.)	
National holiday .....	Oct. 10 (Mon.)	
Senior thesis topic due .....	Oct. 15 (Sat.)	
Freshman mid-semester examinations .....	Nov. 7 (Mon.) -Nov. 12 (Sat.)	
Sun Yat Sen's birthday anniversary holiday .....	Nov. 12 (Sat.)	
Senior thesis outline due .....	Dec. 10 (Sat.)	
University anniversary holiday .....	*Dec. 25 (Sun.)	
Founding of the Republic of China anniversary holiday .....	Jan. 1 (Sun.)	
New Year holiday .....	Jan. 1 (Sun.) -Jan. 3 (Tues.)	
Fall semester examinations .....	Jan. 9 (Mon.) -Jan. 17 (Tues.)	
Winter recess .....	Jan. 18 (Wed.) -Jan. 31 (Tues.)	

**Spring Semester**

Spring semester begins .....	Feb. 1 (Wed.)	
Registration .....	Feb. 1 (Wed.) -Feb. 2 (Thurs.)	
Class work begins .....	Feb. 3 (Fri.)	
Late registration with fine .....	Feb. 3 (Fri.) -Feb. 16 (Thurs.)	
Change of courses without fine .....	Feb. 3 (Fri.) -Feb. 9 (Thurs.)	
Last day for taking make-up examinations .....	Feb. 9 (Thurs.)	
Change of courses with fine .....	Feb. 10 (Fri.) -Feb. 16 (Thurs.)	
Sun Yat Sen's memorial day holiday .....	*Mar. 12 (Sun.)	
Leaders of Revolution memorial day holiday .....	Mar. 29 (Wed.)	
Master's thesis due to major department .....	Mar. 31 (Fri.)	
Spring recess .....	Apr. 3 (Mon.) -Apr. 9 (Sun.)	
Alumni home-coming day holiday .....	Apr. 29 (Sat.)	
Senior thesis due to major department .....	May 1 (Mon.)	
National Government Inauguration Day holiday .....	May 5 (Fri.)	
Master's thesis due to graduate committee .....	May 15 (Mon.)	
Senior thesis due to dean of college .....	May 15 (Mon.)	
Spring semester examinations .....	June 8 (Thurs.)-June 17 (Sat.)	
Baccalaureate .....	June 18 (Sun.)	
Class day .....	June 19 (Mon.)	
Commencement .....	June 20 (Tues.)	

\* A Make-up holiday will be given the following Monday

**OFFICERS OF ADMINISTRATION**

Wu Lei-ch'uan, Hanlin Academy.	<i>Chancellor</i>
J. Leighton Stuart, D.D., Litt. D.	<i>President</i>
Howard S. Galt, Ed. D.,	<i>Chairman, Committee for Graduate Division</i>
*Chao Tsu-ch'en, M. A., B.D., D. Litt.	<i>Dean, School of Religion</i>
Henry H. C. Chou, Ph. D.	<i>Dean, College of Arts and Letters</i>
Stanley D. Wilson, Ph. D.	<i>Dean, College of Natural Sciences</i>
Gideon C. T. Chen, B. A.	<i>Dean, College of Public Affairs</i>
Miss Nettie Soo-hoo, M. A.	<i>Dean, College for Women</i>
Mei Yi-pao, Ph. D.	<i>Director of Studies</i>
*Stephen I. O. Ts'ai, B.A.	<i>Treasurer and Acting Comptroller</i>
Miss Mary Cookingham, B.A.	<i>Associate Treasurer</i>
William Hung, M.A., S.T.B.	<i>Director of the Library</i>
T'ien Hung-tu, B.A.	<i>Librarian</i>
Basil L. L. Learmonth, M.B.C.M.	<i>Medical Officer</i>
Tien-chueh Li, M.D.	<i>Medical Officer</i>
Miss Clara A. Nutting, M.D.	<i>Medical Officer, College for Women</i>
Ma Wen-cho, B. Com.	<i>Chairman, Committee on Loans, Scholarships and Self-help</i>

\* Absent on leave 1932-33

## HISTORICAL STATEMENT

Yenching University was created in 1917 by a merging of the North China Union College at Tungchow and the Peking University in Peking. The Tungchow institution was founded in 1867 by the American Board Mission and Peking University was established three years later by the Methodist Episcopal Board of Missions.

After the establishment of this union university, the Yenching Women's College, which had been started in 1905 as the North China Union Women's College, and the North China Union Theological Seminary, which began its work in 1906, affiliated with the institution. The seminary was the forerunner of the present School of Religion. For the first decade of its existence, the official English name of the institution was Peking University.

As early as 1911, a meeting was held with representatives from the Anglican, the American Board, the Presbyterian, the Methodist Episcopal and the London Missions attending to discuss the amalgamation of Christian higher education in North China. The final decision for the formation of a union university was taken in 1916. The first class was graduated in 1919.

Its student body in the first year was less than one hundred; when the University opened for the 1930-31 session the student enrollment reached the mark of 800, which figure has been adopted by the University authorities as the tentative limiting quota for the next few years. The budget of the first year was less than \$50,000; this year it is just under a million dollars. The University had a few plots of land and no suitable buildings to start with; the campus and buildings today represent an investment of \$4,000,000 upon which there are no encumbrances. A staff of less than twenty-five, mostly Westerners, started the work; the faculty

and administrative staff today number more than a hundred, of whom over two-thirds are Chinese. The Chancellor and four of the five deans are Chinese. The University has been registered under the Ministry of Education of the National Government since May 1929, and under the Regents of the University of the State of New York since its reorganization on the present basis.

The purpose of Yenching has been stated by President J. Leighton Stuart as follows: "Yenching University aims to mediate to China the finest values of Western civilization by an educational process which will enable young men and women to infuse these into their own culture while preserving the best features of their national heritage." International goodwill, life as a consecration to the highest ideals, scientific knowledge used for human welfare, religion as the inspiration to noble endeavor, are among the ideals suggested by the motto of the University "Freedom through Truth for Service."

### ATTENTION OF STUDENTS!

Besides this Guidebook for Students the University also publishes an official Weekly containing announcements and notices to students. Information of more immediate interest is posted on the various bulletin boards in the University buildings and on the campus. All students are expected to pay close attention to these sources of notification, and no plea of ignorance will be entertained where the rule or regulation has already been published.

## THE CAMPUS

The University campus occupies the site of the famous Sho Garden planned and built by Mi Wan Chung of the Ming Dynasty. It came into the possession of the University in 1920 on a permanent lease from Gen. Chen Shu Fan, who had previously bought it from a prince of the Ching Dynasty. According to the deeds the land covers 380 mu (over 60 acres). Later additions have doubled this area which now forms the University campus proper. Building operations were started in 1922 and most of the buildings were completed in the summer of 1926, when both the Men's and the Women's Colleges moved out from the city to the new campus. It was originally intended to hold the formal opening that fall, but political disturbances made it necessary to delay the occasion till October 1, 1929, when, at a very solemn ceremony, Mr. Franklin Warner, the Chairman of the Board of Trustees, representing those who have helped in founding this University, handed over the key of the University campus to Chancellor Wu Lei-ch'uan.

Since 1926 several new buildings have been added. The wall which surrounds the campus was built with funds contributed by Chinese friends of the University. The main gate, known as the "Alumni Gate," was built largely with funds contributed by graduates and students.

The original landscape features of the prince's garden have been preserved as much as possible. Undulating hills, crowned by beautiful old cedar and pine trees, are bordered by little valleys and secluded paths. Lotus ponds, lakes, islands and bridges are interspersed in the landscape. Many new trees and flowering shrubs have been planted and new walks and roads have been laid out. In addition there are athletic grounds, including a large number of tennis courts, for men and women

students and for the faculty. The lakes provide skating rinks in the winter season.

As a whole the campus stands for both utility and beauty and should become more beautiful and attractive as the years come and go.

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## ACADEMIC ORGANIZATION

The University consists of three undergraduate Colleges, namely, the College of Arts and Letters, the College of Natural Sciences, and the College of Public Affairs. Students should choose one of these colleges at the beginning of their Freshman year, and should elect their major departments at the beginning of their Sophomore year.

The College of Arts and Letters offers majors in the following departments: Chinese, English, European Languages, History, Philosophy, Education, Sociology and Social Work, Journalism, and Music. This College also includes a Department of Physical Education, which offers elective courses but is not organized as a major department. A Chuan Hsin K'e in Kindergarten Training is offered by the Department of Education in this College.

The College of Natural Sciences offers majors in Chemistry (including Leather), Biology, Physics, Geography and Geology, Mathematics, Psychology and Home Economics. A Chuan Hsiu K'e in Leather Tanning is offered by the Department of Chemistry in this College. While there are no more Premedical and Prenursing Courses as such, students will be provided every opportunity to prepare themselves for entrance to medical colleges and nursing schools by selecting work offered in the different departments of this College.

The College of Public Affairs offers majors in Jurisprudence, Political Science, and Economics.

The Bulletins issued by the three undergraduate Colleges give information regarding requirements for students in each college. A pamphlet containing a collection of descriptions of departments in Chinese is also available.

Students may not transfer from one college to another nor from one department to another in the University without permission and without making up the requirements for the college and the department to which they transfer. For instance, if a student transfers from the Department of Economics to the Department of Education he will be required to take Contemporary Civilization and to fulfill the requirements of the College of Arts and Letters and also take such courses as the Department of Education prescribes. No student is allowed to transfer at the end of the sophomore year from one college to another without the unanimous consent of the two college deans and the two department chairmen concerned, and that after registration for the junior year no student is allowed to transfer from one college to another.

Besides the three undergraduate colleges, the University includes a Graduate Division, a Chinese Research Institute, and a School of Religion. Information regarding these organizations is contained in their respective bulletins.

## REGISTRATION

Students are divided up according to their classification to be registered each morning and each afternoon, to avoid the rush. For the fall semester, the following schedule usually obtains:

	<i>Morning</i>	<i>Afternoon</i>
First day:	Graduates School of Religion (Incl. Religion Short Course)	Seniors
Second day:	Juniors Freshmen	Sophomores Freshmen
Third day:	Freshmen Transfers Chuan Hsiu K'e	Freshmen

All students must register in person. In general the procedure of registration is the same each year, but students are asked to watch the Bulletin Board for special announcements. There are six steps which should be followed carefully:

1. Students are advised to choose the courses which they wish to study from the Announcement of Courses posted on the Bulletin Boards. These courses, together with the number of credits, hours of meeting, and section letters, are to be written down on a slip of paper and later taken to the adviser. All courses which students wish to audit must be clearly marked "aud."

2. The following may be secured from the Registration Bureau as soon as the semester begins and during the registration period:

A—Registration Card (New students are asked to note his registration No. and the official English spelling of his name).

B—Workbook

C—Two Schedule Blanks

D—Course slips

E—Directory Card (fall semester only)

F—Information Card (fall semester only)

3. Freshman students should see their Doyens and secure advice, so that no required or make-up courses will be omitted from their schedules.

All other undergraduate students and graduate students should take the list of courses selected to Departmental Advisers. If the Adviser approves of the courses chosen he will write them on the Registration Card and the Workbook and put his signature on both. Senior students should take this opportunity to make sure about all graduation requirements. School of Religion and Chuan Hsiu K'e students should have this attended to by the proper person in charge. Women students may secure advice from their Class Doyens before or after going to Departmental Advisers.

Freshman men and Sophomore and Junior men should consult the Chairman of the Division for Men of the Physical Education Department about required physical education and military training respectively. Freshman, Sophomore, and Junior women should consult the Chairman of the Division for Women of the Physical Education Department about required physical education.

4. Graduate students should see the Chairman of the Committee for the Graduate Division, and other students should see the Dean of their College and secure his signature on the Registration Card and the Workbook.

5. Men students should be examined by the University Physician and women students by the Physician of the College for Women. New students who failed to present a properly certified medical certificate at

the time of application must take a thorough physical examination at this time and a fee of five dollars will be charged.

6. All fees should be paid at the Treasurer's Office. (For rules concerning deferred payment and refund of fees see p. 52)

7. All the cards and blanks secured by the student under step No. 2 should be properly filled out. The student is to keep the Workbook and one schedule blank for his own reference. All the rest should be returned to the Registration Bureau, which office will issue the official class lists to the instructors accordingly. *Registration is incomplete without this last step, and students who have not completed their registration within the two-week limit allowed will be considered as not having registered for the semester.*

In the selection of courses the following table of minimum and maximum credits per semester should be observed by students:

Freshman	Minimum 12 Credits	Maximum 18 Credits
Sophomore and sub-Sophomore	Minimum 12 Credits	Maximum 18 Credits
Junior and sub-Junior	Minimum 12 Credits	Maximum 16 Credits
Senior and sub-Senior	Minimum 12 Credits	Maximum 16 Credits

A student whose general grade ratio is above 1.20 or 1.50 may be allowed to take one or two extra credits respectively in excess of the maximum number of credits allowed. No student may take less than 12 credits of work in a semester unless with proper approval. Such approval is to be secured from the Dean concerned in the case of men students, and from the Dean of College for Women in the case of women students.

Students who have not completed registration within the regular registration period indicated in the University Calendar will be fined for late registration. For late registration, fines of one dollar for the first week and two dollars for the second week will be imposed unless the student has obtained exemption from his Dean. No student, old or new,

may register if he arrives more than two weeks later than the first day of class work.

All courses registered by a student, except where a change is effected according to the procedure described in the following section, will be entered to the student's record card and the student is held responsible to complete them with proper grades.

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### RESIDENCE IN THE DORMITORY

With a desire to develop self-control among the students, the Student Self-Government Association has been granted the privilege of managing the dormitory under the supervision of the proper authorities of the University. Besides the general principles of maintaining sanitary and hygienic conditions and quiet in the dormitories which are expected of every student, the following rules might be selected for special mention:

1. Because the University has set a quota of 800 students which is also the present capacity of the University dormitories, and because of the increasingly large number of applicants to study in the University, it is necessary to require every student to make reservation by paying a dormitory deposit of \$5.00. Old students who expect to continue their course in the following semester should pay this deposit to the Treasurer's Office at the time announced towards the end of a semester. New students should pay this deposit to the Treasurer's Office upon being notified about their admission. All students, old and new, who have not paid the dormitory deposit are taking the risk of being prevented from registration on account of lack of space in the dormitories.
2. No student may live outside of the University campus unless special permission has been secured (men students from the Student Welfare Committee and women students from the Dean of College for Women), and the places where they live will be subject to inspection by the University authorities.
3. The University admits married women as students providing they are living with their husbands or family or in the women's dormitories. They shall be registered under their married names. For

admittance to the women's dormitories the following conditions must be observed:

- (1) That husbands are not living in Yenching, nor its environs (Tsinghua, Chengfu, Haitien) nor Peiping. In these cases married women are expected to live with their husbands.
- (2) That before registration married women students desiring to reside in the dormitories shall report personally to the Dean of the Women's College, and obtain from her permission to live in the dormitories. The Dean shall give the names of all married women students to the physician of the Women's College.

### CHANGE OF COURSE

After registration is completed the student should proceed to attend the classes when they begin and only those for which he has registered. If he wishes for any reason to add or drop any of the courses he must do so during the first two weeks of class work. No fine will be charged for change of course during the first week of class work, but a fine of fifty cents for each course added or dropped will be charged during the second week.

There are six steps in the procedure of changing courses:

1. The student takes his workbook to his Departmental Adviser or Doyen and explains what courses he wishes to change and why. If the Adviser approves he will sign a recommendation blank indicating clearly the change or changes approved.
2. The student next goes to the Instructor of the new course he has chosen and asks for permission to add the course. If the Instructor approves, he also signs the recommendation blank which the Adviser has issued.
3. The student then takes the letter of recommendation to his Dean. If he approves of the change he will also sign the letter.
4. The student goes to the Treasurer's Office and pays the fee necessary for making the change and receives a receipt. (During the first week this step is omitted.)
5. The student then takes his workbook, the letter of recommendation and the Treasurer's receipt to the Registrar, who will make all the necessary changes on the student's records and will issue a change-of-course slip.

6. The student takes the change-of-course slip to the Instructor of the courses affected so that the Instructors may correct their class lists accordingly.

No course once dropped may be reregistered, or once added may be dropped again. Students are not allowed to attend courses which they have not registered.

A student will receive the grade of "F" in any course dropped not according to the procedure prescribed above. In case of illness one of the University Physicians may recommend that a student be allowed to drop courses after the two-week limit. Having secured the Physician's recommendation, the student should still go through steps 1, 3, 4, 5 and 6, as listed above.

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## AUDITING

Students must receive permission for auditing privileges from the Dean of the College and the instructor of the class concerned. Freshmen are not permitted to audit any courses during the first semester.

Auditors need not participate fully in the work of the class, nor need they take the examinations. The Registration Bureau will not keep the record of their grades. An auditor, however, may be dropped from a course if he cannot follow the lectures or discussion and if his presence should prove to have any bad effect on the class as a whole.

Students carrying the maximum number of credit hours will not be permitted to audit courses. The amount of work done in auditing a course is considered equivalent to one half the amount done in a course for credit. For example, a Sophomore, who is taking 17 hours for credit may be allowed to audit only two hours.

Certain courses, such as graduate courses, laboratory courses, and seminar courses, cannot receive auditors.

When a faculty member or his wife audits a course he must secure the permission of the dean and the instructor concerned; when he take a course for credit, he will be treated in the same manner as an ordinary student.

## THE CREDIT.

1. A credit denotes a certain amount of satisfactory work done by the student at the University. On an average, a credit is equivalent to three hours of work per week per semester on a University course. These three hours may consist of one hour of recitation in class and two hours of preparation, or they may be three hours of laboratory work or field work.

2. Credit is given for a course only in case the student has secured a grade of "P" or above.

3. Sometimes the course runs throughout the entire year. When so specified the student will not receive credits if he has completed only one-half of the course; for instance, History 1-2 is a year course. Students taking only "Hist. 1" will receive no credit for it. The grade, however, will not be cancelled, but always included in the computation of grade ratios. All year courses must be completed in the same year or the following year. Only in exceptional cases credits may be given for the first semester work in year courses to Seniors when necessary for graduation.

4. Sometimes the credit for one course is given only on the completion of another course; this in the case of languages wherein one course would not enable the student to use the language proficiently. French 1-2 is a year course which will not be credited to the student until the student has taken French 3-4, which is an advanced course. The grade, however, will not be cancelled, but always included in the computation of grade ratios. After he has completed both courses he will receive credit for both.

5. College credit cannot be given for any course taken by students not already enrolled as students of college grade.

6. Auditors receive no credit.
7. The University requires 136 credits for graduation.
8. Deficiency in credits may be made up by:

- (1) Spending extra semesters
- (2) Studying in summer schools (A maximum of 1/8 of the total credits towards a degree may be accepted but summer school work may neither reduce the residence requirement of 8-semester nor reduce the load of work to be registered for any of the subsequent semesters.
- (3) Taking extra credits each semester

Regarding the last, it has already been stated that only students whose general grade ratio is above 1.20 or 1.50 may be allowed to take one or two extra credits respectively in excess of the maximum number of credits.

## CREDIT AND CLASSIFICATION

Classification of students is based on the number of credits they have obtained. Students in the undergraduate colleges are classified once a year, before the opening of the fall semester.

Classification principles:

1. That the University considers 36, 36, 32, and 32 credits as the proper amounts of work to be taken by students in their Freshman, Sophomore, Junior and Senior years in College. (Students who entered in 1926 or earlier have a 42-credit load for the Freshman year.)
2. That students who have received not more than half of the number of credits required for the freshman year—0-18—shall be classified as Freshman.
3. That students who have received more than half of and less than the total number of credits required for the freshman year of college work—19-35—shall be classified as "Sub-Sophomore Students".
4. That students who have received the total number of credits required for the freshman year of college work or more but not more than the total number of credits required for the freshman and half of the sophomore year of college work—36-54—shall be classified as Sophomores.
5. That students who have received more than the total number of credits required for the freshman year and half of the sophomore year of college work but less than the total number of credits required for the freshman and the sophomore year of college work—55-71—shall be classified as "Sub-Junior Students".

6. That students who have received the total number of credits required for the freshman and the sophomore year of college work or more but not more than the total number required for the freshman and sophomore and half of the junior year of college work—72-88—shall be classified as Juniors.
7. That students who have received more than the total number of credits required for the freshman and the sophomore and half of the junior year of college work but less than the total number of credits required for the freshman, the sophomore and the junior year of college work—89-103—shall be classified as "Sub-Senior Students".
8. That students who have received the total number of credits required, for the freshman, the sophomore and the junior year of college work or more—104-136—shall be classified as Seniors.

Classification table:

Freshman .....	0-18
Sub-Sophomore .....	19-35
Sophomore .....	36-54
Sub-Junior .....	55-71
Junior .....	72-88
Sub-Senior .....	89-103
Senior .....	104-136

### THE GRADE

1. A grade denotes the quality of work a student does in a given course. It denotes the degree of satisfaction in the opinion of the instructor with whom the student has completed his work. It indicates the relative place which a student occupies among his fellow classmates in the same course.

2. Instead of using the 100% scale of grades the University uses the five-point-letter scale: E, G, M, P, F. In order to facilitate computation, however, to each grade is given a numerical value, known as merit-point. The following table will give the corresponding values in the five-point-letter scale, the 100% scale, and the merit-points.

Grades	100% Scale	Merit-points
E (excellent) . . . .	91-100 . . . .	2.00
G (good) . . . .	81-90 . . . .	1.50
M (medium) . . . .	71-80 . . . .	1.00
P (poor) . . . .	61-70 . . . .	0.50
F (failed) . . . .	below 61 . . . .	0.00

3. In reckoning the student's attainment in a given course, the number of credits in the course, multiplied by the merit-points corresponding to the grade received, gives the number of merit-points received. For example: a student pursuing a 4-credit course and receiving the grade "E", would obtain 8 merit-points; if he received the grade "G", he would have received 6 merit-points; if he received the grade "F", he would receive no merit-points.

4. The total number of merit-points a student receives during a semester, divided by the total number of credits the student has registered for in the semester, gives the *grade-ratio* for the semester. Likewise the total merit-points the student receives during the year,

divided by the total credits the student has registered for in the year, gives the *grade-ratio* for the year. A *general grade-ratio* is all of the merit-points the student has received in college, divided by the accumulated credits for which the student has registered. For instance: if in the first semester of the Freshman year a student registers for 18 credits and receives 18 merit-points, in the second semester he also registers for 18 credits and receives 18 merit-points, in the first semester of the Sophomore year he registers for 18 credits and receives 27 merit-points, and in the second semester he registers for 18 credit hours and receives 18 merit-points, then his semester grade-ratios are 1.00, 1.00, 1.50 and 1.00 respectively, his year grade-ratios are 1.00 and 1.25 respectively, and his general grade-ratio is 1.12 (1.125 counting as 1.12). The average general grade-ratio for all college students is usually between 1.15 and 1.20.

5. In the instructors' grade reports sometimes will be found the mark "In", which stands for "incomplete." It refers to certain incompleteness in the class work of the semester, such as themes, reports, laboratory or field work. Incompleteness does not refer, however, to absence from either the final examination or any of the quizzes. Wherever the mark "In" appears on the instructor's grade report, the instructor will also inform the student how this incompleteness may be removed and a definite grade given.

The mark "In" is given by instructors only in cases where the student's work is of a passing grade; in cases where the average work is of a failing grade, the instructors may report the grade of "F" instead of the mark "In".

6. Sometimes the mark "Ab" is given, which stands for "absence" at the final examination or at any supplementary examination with proper excuse from the Dean. As a rule every course has a final examination scheduled at the end of the semester, the result of which is taken into consideration in determining the students' semester grade of work.

The mark "Ab" is given by instructors only in cases where the student's work is of a passing grade, and his absence from the examination has been excused by his Dean. In cases where the student's work is of a failing grade or where his absence is not excused, the grade "F" will be reported instead of the mark "Ab".

A student absenting himself from final examinations in more than half of his credit hours without proper excuse will not be permitted to return to college the following semester.

7. Sometimes the mark "C" is given, which stands for condition. This mark is given only to students whose semester grade, though falling below 61%, is sufficiently near it, for instance, 60% or 59%. This condition justifies the instructor to allow another examination to be taken in order to find out if he might give the student the grade of "P".

8. No credit will be given to courses marked "In", "Ab" or "C", and such courses will not be included in the tentative computation of the grade ratios.

All "In", "Ab" and "C" marks received in a semester must be removed before the last day of the first week after the beginning of class work for the next semester. If "In", "Ab" and "C" marks are not removed within the date limit they will be replaced by the grade "F", except "C" in certain language courses where the make-up period is extended to the semester following.

The marks "In" and "Ab" may be displaced by any of the five grades, E, G, M, P, F; the mark "C" cannot be displaced except by either "P" or "F".

9. Students are charged one dollar for every "Ab" or "C" removal-examination. The grades from these examinations will not be accepted by the Registration Bureau unless the student has made the payment for the examinations.

The Yenching scholastic standard consists of two phases, namely Quantity and Quality and both work accumulatively. The marking system affects both of these phases. The quantity of a student's work is indicated by his number of credits; the quality is indicated by his general grade ratio. The passing grade for a course is "P" as far as the number of credits is concerned, while "M" is the passing grade for any one year of work. The number of credits, once lost, cannot be made up except by doing extra work—repeating the same course or substituting another course; while the inferior grade ratio of one course can be pulled up by superior work in another. Or to express these facts in a general and concrete way: every grade makes a difference to the student's record of Quality, while in his record of Quantity, the only difference comes in between "F" and all the other grades. Successful repetition of an "F" course will recover the credits for the course but does not cancel the "F" grade or its effect on the general grade ratio.

#### SCHOLASTIC RECORD AND DISMISSAL

1. Students with a grade-ratio below .80 for the work of any single year, or a grade-ratio below 1.00 for each of two consecutive years (not average) shall be dismissed from the University.
2. Students who have been dismissed on account of poor work may not be retained as special students or as auditors, or as students in any of the Chuan Hsiu K'e.
3. When a student is placed on "M" probation, he must improve his work so that he receives an average grade of "M" or better during the stated period.
4. When a student is required to "repeat" a year, for example, "repeat Freshman", it means that the credits he has taken during that year are not counted toward graduation. The grades, however, will not be cancelled, but always included in the computation of grade-ratios. In this case the student concerned may be excused from repeating courses passed with a grade of "M".
5. When a Freshman or a new student, who has been admitted by transfer, has a grade-ratio below .80 at the end of the first semester, and he leaves the regular University study at that time, he may not come back to the University without special permission from his Dean.

## GRADUATION AND DEGREES

On account of the double registration of the University with the Ministry of Education of the Chinese Government and with the Board of Regents of the University of the State of New York, it is enabled to confer upon its graduates diplomas and degrees from both authorities. The degrees are conferred upon the graduates according to the following table:

	From Ministry of Education of Nanking	From the Regents of New York
College of Arts & Letters	文學士 Wen Hsüeh Shih	B. A.
College of Natural Sciences	理學士 Li Hsüeh Shih	B. S.
College of Public Affairs	法學士 Fa Hsüeh Shih	B. A.

Besides the degrees and diplomas, vocational certificates are also given to students majoring in Education, Journalism, Chemistry (Leather Tanning Division), and Social Work, and students majoring in any department and at the same time fulfilling certain requirements made by the Department of Education to prepare the students to teach in their special subjects.

Regarding graduation requirements there are certain University requirements which are general to all students. Besides these, each college has its own college requirements and each department has its departmental requirements. In order to graduate, a student must fulfill all the general requirements and those of the college and the department that he has chosen.

The following is a list of these requirements:

### I. General Requirements.

1. Minimum number of credits—136 (exclusive of credits for Kuo Min Tang Principles, Physical Education and Military Training)

2. Lowest general Grade Ratio for college record—1.00.
3. Minimum residence—8 semesters (with a maximum of 4 semesters allowed for work done in some other institution). A semester will not be counted towards a student's residence unless he has passed at least one half of the work for which he has registered. Summer school work may not be offered to reduce the residence requirement.
4. A major department—32-68 credits. (The exact amount required within this range is left with the Department.)
5. A thesis of 2-6 credits—(thesis credits are included in major department requirement). The thesis should ordinarily represent the results of a piece of original research, although in exceptional cases translation is also accepted. A student who has been unable to meet this requirement but fulfilled all the other requirements during his residence, is allowed a maximum of 3 years to complete the thesis and graduate. The following is the regulation concerning the form of the thesis:
  - (a) All theses must be written on regular thesis paper adopted by the University. Such paper may be procured at the University Bookstore at cost. Pictures, charts, drawings, etc. may be made on paper different in quality but same in size or reducible to the size of the thesis, and must be bound with the thesis.
  - (b) Except for special and approved reasons, the thesis must be bound in one volume.
  - (c) Thesis in Chinese must be finally copied in plain handwriting (楷書) and in Chinese ink. Thesis in English must be typewritten.
  - (d) Each thesis must have a cover sheet in standard form bear-

ing the title of the thesis, name of the writer, purpose of the thesis, etc. Sample coversheets may be had by applying to the secretary of the Office of the Director of Studies.

- (e) The pages in a thesis must be numbered and page references must be given in the table of contents.
  - (f) All theses must be checked at the Office of the Director of Studies in point of form and appearance before they are handed to the Departments for acceptance. No diploma for graduation will be issued until the thesis has been finally accepted.
  - (g) Two copies of each thesis are required by the University, one to be kept in the University Library, and the other in the Department.
6. Kuo Min Tang Principles (From 1932 this requirement is to be met in the Junior year).
  7. Military training (men only).
  8. Physical Education (Freshman men)—2 hours per week.  
Physical Education (Freshman, Sophomore and Junior Women)—2 hours per week.

II College Requirements:

Subjects	Arts & Letters	Natural Sciences	Public Affairs
Chinese	6	4	6
English	8	8	8
Contemporary Civilization	4		
Natural Sciences		16	
Mathematics		4	
Social Sciences		4	
Hygiene (Women only)	I	I	I

Exemption examinations in certain required courses are given to all students who feel they are qualified to take them. If a student passes the exemption examination he receives no credit for the course but is excused from the requirement. A fee of one dollar is charged for each exemption examination. At present exemption examinations are offered in English, Chinese, and Hygiene (for women students).

III. Departmental Requirements:

Refer to departmental curricular regulations in the College Bulletins.

Any student who is unable to fulfill all the requirements for graduation before a Commencement but makes up the deficiencies after the commencement will be graduated at the following commencement.

ATTENTION OF STUDENTS!

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### ADVANCED STANDING OF TRANSFER STUDENTS

In determining advanced credits of transfer students, the following principles will be followed:

1. Advanced credits for transfer students shall be granted on the basis of year-for-year and not credit-for-credit. (The normal amounts according to the Yenching scale are 36 credits for the freshman year and 36 for the sophomore year. No extra credit could be granted for freshman year's work while at most 4 extra for sophomore year's work.)

2. The maximum number of advance credits that may be granted to any transfer student shall be 76. (A total of 136 credits is required for graduation.)

3. Credits for required work in Chinese and English shall be granted according to the results of the placement examinations. Credits for elective courses in Chinese and English shall be determined in reference to results of the placement examinations and to the grade of work in the same subject accomplished in Yenching.

4. Credits shall not be given for work which is repeated in Yenching.

5. Credits for an incomplete course or an incomplete sequence of courses shall be withheld until its completion.

6. The maximum number of credits to be accepted from a summer school shall be determined on the basis of one semester credit for every week of the summer school term, and that summer school credits may be used for making up deficiencies but not for reducing the eight-semester residence requirement for graduation from College.

7. The amount of work counted towards the fulfillment of the requirements for major and correlated subject shall be determined by the department in which the student majors.

8. A transfer student shall be classified according to the number of advanced credits granted him by this University and not according to the number of years he has spent in his former college or colleges.

9. No transfer student may be classified as a Senior. He must spend at least four semesters completing at least 60 credits of work in this University before he may graduate.

## ATTENDANCE

Students are to attend their classes as regularly as keeping personal appointments. If a student has to be absent from classes for good reasons he should secure an excuse slip from the proper authorities and show it to the instructors concerned. For sickness the man student will apply for the excuse slip to the University Physician and the woman student to the Physician of the College for Women. For private affairs for one day or less, the man student will apply at the Registration Bureau, for longer than one day he will apply at the Office of the Dean concerned. For private affairs the woman student will apply to the Dean of the College for Women. *As a rule, leave of absence is granted only when it is applied for ahead of time.* Make-up excuse slips are issued only in exceptional cases. The following are the rules governing student absences:

1. No student shall be credited with the semester's work, if he or she is absent from class accumulatively for a period longer than three weeks (16½ working days), such absence to include time lost through late registration, long period leaves and excuses from class;

2. If a student is absent from a class and is unable to produce an excuse slip to cover such absence, it will be understood as an unexcused absence.

(No excuse slip may be honored unless it bears the signature of either the Dean of the College concerned, Dean of the College for Women, one of the University Physicians, or the stamp of the Registration Bureau.)

3. Each unexcused absence is to be treated by the instructor as a failure in the daily class record of the student, which is to be taken into consideration in the giving of a final grade for the semester's work;

4. Instructors have the right to treat three repeated tardinesses of arrival in class as an unexcused absence unless such tardinesses are properly excused in an excuse slip.

5. If a student cut class in any given course for more than three periods per credit point, the course is to be given the grade "F" unless exempted by the Deans' Committee.

6. All absences from class will be recorded by the instructors daily and reported to the Registration Bureau at the end of the semester.

## TRANSFER TO OTHER INSTITUTIONS

The following information on the procedure and regulations concerning transferring from this University to another institution are set down for the guidance of students intending to effect such a transfer:

1. The student should look up the catalogue of the institution to which he wishes to transfer and make a note of all requirements.

2. The student should write a letter of application to the institution to which he wishes to transfer, giving his address (not the address of this University if the reply is expected to arrive after the student has left the University.)

3. The student may obtain a letter of recommendation from the President by writing to the Chairman of his major department or his class doyen and asking that information about his work and character be sent to the President's office for this purpose. If the student has been out of college for some time it is well to make a list of the positions he has held since leaving the University.

4. Upon application to the Registration Bureau a transcript of record will be sent to the institution to which the student wishes to transfer. A certificate of residence will also be enclosed if the student wishes to transfer to another institution in China. But in no case may the Registration Bureau be expected to make copies of students' records submitted to this University by other institutions. Whenever such information is necessary, they should be sent for from those institutions directly.

It will be to the interest of the student to arrange for all the material concerning his application to be sent together in the same envelope. The Registration Bureau will do this for him if he will deliver everything in time to the Bureau.

5. No student having once secured a transcript to another college may be received back into the University unless with the special recommendation of the major advisor and the approval of the Dean.

6. The transcripts of records are issued for students by the Registration Bureau. The first copy is issued free. For every other copy the student is to pay a fee of \$1.00 at the Treasurer's Office.

7. Application for transfer must be sent in early. About four months are required to make arrangements for study abroad.

8. An official letter of admission from an American institution is necessary for securing passport, vise and steamer reservations to go to the U. S. A.

#### SUSPENSION OF STUDIES AND DROPPING FROM UNIVERSITY

1. A student who, on account of illness or some other proper reason, wishes to suspend his studies must make an application in writing and secure a letter granting the privilege of suspension of studies from the Director of Studies.
2. The period for suspension of studies may not exceed three years. Unless a student has been given special permission for extension, he is considered as having dropped from the University after three years.
3. A student who suspends his studies over three weeks without having secured permission according to (1) is considered as having dropped from the University.
4. The University reserves the right at any time during the course to drop students who do not maintain the required standard of scholarship, who cannot remain in the University without danger to their own health or to the health of others, or whose presence is found to lower the moral tone of the University. Students of the last class may be asked to withdraw even though no specific charges be made against them.
5. A student who has suspended his studies or dropped from the University on his own account may apply for a letter of honorable dismissal and transcripts of record. A student who has been dropped by the University may not receive the letter of honorable dismissal.
6. A student who wishes to terminate his suspension of studies and be readmitted to the University, must make an application in writing at least a month before the beginning of the semester in which the student wishes to return with a \$5.00 dormitory deposit

and secure a letter granting the privilege of readmission from the Director of Studies. Without having secured such permission, the student may not be registered.

7. A student who has dropped from the University on his own account may be readmitted only by the same procedure as a new student. A student who has been dropped by the University on account of poor scholastic standards or misconduct, either general or particular, may not be readmitted at all.

#### ATTENTION OF STUDENTS!

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REGULATIONS CONCERNING STUDENTS' LEAVING  
THE UNIVERSITY

1. Men and women students wishing to leave the University during the regular session shall secure proper permission from their College Dean and the Dean of the Women's College respectively.
2. Men and women students who have secured permission for leaving the University according to Article (1) shall apply for a blank from the Welfare Committee and at the office of the Dean of the Women's College respectively for the purpose of registering the procedure for leaving the University.
3. The procedure for leaving the University requires the student to report him- or her-self at the following offices:
  - a) The different laboratories in which the student has been taking work to check up the student's breakage account.
  - b) The University Library to return all the books that the student has borrowed.
  - c) The Treasurer's Office to pay all the bills due.
  - d) The Dormitory Department of the Student Association to leave proper notice.
  - e) The Business Bureau of the Comptroller's Office to return the dormitory key. (Men students only.)
4. Men and women students who have completed the procedure for leaving the University according to Article (3) shall secure a certificate for leaving the University from the Student Welfare Committee and the Office of the Dean of the Women's College respectively, and shall leave the University within three days.
5. Students having secured the certificate for leaving the University shall apply at the Office of the Director of Studies for a letter granting the privilege of suspension of studies.

6. Students who at the end of a semester leave the University without expectation of returning the following semester should also follow the procedure outlined above. If decision not to return follows withdrawal from the University, the essential steps in the above procedure may be undertaken by correspondence or through the assistance of friends. Students who are delinquent in any of the items mentioned may forfeit the privilege of returning to the University.
7. All students who leave the University without securing proper permission and without attending to the necessary procedure will not be allowed to return to the University.
8. The names of students who have completed the procedure for suspending their studies and leaving the University shall be published in the University Bulletins.

ALUMNI AND ALUMNAE RETURNING TO THE UNIVERSITY  
FOR FURTHER STUDY

The University discourages in principle any graduate to remain as an undergraduate special student in another department. Exceptions may be made by the joint approval of the Dean and the Chairman of the Department concerned and the Director of Studies. To graduates who have had some experience and wish to return to the University for further study, the following regulations are applicable:

1. Only graduates of Yenching University and the constituent colleges can enjoy this privilege.
2. They must have been in the teaching profession and expect to return to the same or similar positions.
3. They must come with the recommendation of the school authorities concerned.
4. They are to be classified as special students.
5. They shall pay tuition according to the regulations for graduate students.
6. They must take at least twelve credits of work each semester for which they are qualified.
7. They must specify the colleges they belong to and are to be under the direction of the respective Deans.
8. If at the judgment of the Dean concerned such students are not doing serious work, they will be requested to withdraw from the University.

A student who has completed a given Chuan Hsiu K'e or short course may not be admitted to another short course without having in the meantime spent at least one year in active service.

UNIVERSITY FEES

	Per Semester	Per Year
Tuition, Post-Graduate	\$ 4 per credit hour	
Tuition, Post-Graduate (audit or make-up work)	2 per credit hour	
Tuition, Master's Thesis	\$15	
Tuition, Undergraduate	40	\$ 80
Tuition, Kindergarten Chuan Hsiu K'e	40	80
Tuition, Leather Tanning Chuan Hsiu K'e	50	100
Tuition, School of Religion	40	80
Tuition, Religious Social Service Short Course	40	80
Tuition, Special Student	4 per credit hour	
Tuition, Auditor	4 per credit hour	
(The minimum charge for tuition for students who pay their fees according to the number of credit hours is \$10 per semester. The maximum charge for tuition for a graduate student is \$50 per semester.)		
Board (approximately)	40	80
Dormitory (Light, Heat, and Water included)	20	40
Dormitory Key Deposit		1
Dormitory Reservation Deposit		5
(This amount is not refunded to those who fail to return)		
Laboratory:		
Biology	5	10
Chemistry (Organic)	7	14

	Per Semester	Per Year
Chemistry	5	10
Chemistry Breakage Deposit	3	6
Physics	5	10
Geography or Geology	1	2
Leather	8	18
Home Economics	7	14
<b>Music:</b>		
Piano Lessons, with use of instrument	25	50
Piano Lessons, without use of instrument	15	30
Use of Piano, half an hour per day	5	10
Voice Lessons, with use of instrument	25	50
Voice Lessons, without use of instrument	15	30
Violin Lessons, without use of instrument	15	30
Medical	2	4
Athletic	2	4
Incidental	2	4
Undergraduate Graduation Fee		\$5

The above covers the following items:

- 1 Government Diploma in Chinese
- 2 Vocational Certificate, if the student is entitled to it
- Duty Stamps
- Postage
- Binding of the University copy of the thesis
- Use of cap and gown for Commencement

Master Diploma (English)	10
Bachelor of Divinity Diploma (English)	10
Bachelor Diploma (English)	5
Vocational Certificate	2
Chuan Hsiu K'e Certificate	2
Duty Stamps on Government Diploma	0.50
Diploma Postage	0.50
Duplicate Transcript of Record	1
Duplicate for all other Certificates, each	0.50
Duplicate of Work Book	0.50
Entrance Application	3
Matriculation for new students	2
Rematriculation for old students	2
Make-up Examination Fee, per Subject	1
Fine for Late Registration	\$1 during the 1st week 2 during the 2nd week
Fine for Change of Course during the second week, each course dropped or added	0.50

#### PAYMENT OF FEES

1. All students' fees, except board fees for men students which may be paid for one month at a time, must be paid by the semester at the time of registration.
2. After the payment of University fees and before the first day of classwork, three quarters of the tuition and dormitory fees may be refunded to a student who is forced to withdraw from the University on account of illness or special circumstances.
3. During the first month of a semester after the first day of classwork one half of the tuition and dormitory fees may be refunded to a student who is forced to withdraw from the University on account of illness or special circumstances.
4. If students, for special reasons, cannot pay fees at the time of registration, permission for men students to defer payment must be secured from the Committee on Student Welfare and for women students from the Dean of the College for Women. A promisory note must be filled out by each student and filed at the Treasurer's Office stating the amount due for fees and the time of extension requested. In no case may extension be more than one month.
5. If a student still cannot pay fees at the expiration of the extended time, he or she must again apply at the office of either the Student Welfare Committee or the Dean of the College for Women for further extension. In no case may the second extension be more than twenty days.
6. At the expiration of the second extension a fine of fifty cents a day for ten days, Sundays and holidays included, will be collected. If, at the end of the ten days, the bill for any student is still unpaid, the amount due together with the fine shall be collected from the student's

guarantor, or parties responsible for his support. No credits shall be given for the semester until the total amount due is paid, and in the future during his stay at Yenching permission to defer payment will not be given.

7. All bills other than those payable at registration are to be paid within ten days after receiving notices from the Treasurer's Office. Privileges mentioned in No. (4) and (5) may also apply to this class of bills. In case of failure to pay, conditions in No. (6) will also apply.

8. Students who have failed to pay any of the University bills during a semester may not be registered for the following semester until he has made the payment. A student of the graduating classes will not be allowed to graduate until he has paid all the University bills.

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## SCHOLARSHIPS, LOANS, AND SELF HELP

The University has a standing Committee on Loans, Scholarships, and Selfhelp. Its Chairman keeps regular office hours. Besides the following information, all inquiries concerning such matters should be directed to the Chairman of the Committee.

1 Scholarships. For men students in the undergraduate Colleges, there is enough money available from generous gifts to the University for about twenty general scholarships per year, averaging \$100 each. Good character and a grade ratio of 1.20 are necessary to win and retain such a scholarship. Certain scholarships are given specifically for those who are training for Christian life service.

For women students in the undergraduate Colleges, there is sufficient money at present to grant about ten scholarships a year at \$150 each. There is also a special fund for Home Economics Scholarships.

Tuition Scholarships. For both Men and Women of all Schools and Departments.

Yenching "Tuition A" Scholarships—\$80 a year to each student for three years. (There are four such Scholarships annually, chosen by Yenching).

Yenching "Tuition B" Scholarships—\$80 a year to each student for four years. (There are four such Scholarships annually, one each chosen by the churches or missions in the Methodist, Congregational, London Mission or Church of Christ in China group.)

In addition to these University Scholarships, several of the Departments have departmental scholarships available to particularly well qualified students, both men and women.

All of these scholarships are available only to those who have had at least one year's residence in Yenching. Some of them also have other restrictions.

2 Loans. The general loan is open to men and women alike. Sums are loaned up to \$120 a year to undergraduates of regular courses only. Repayment is made in installments, amounting to one-tenth of the borrower's salary each month, beginning six months after graduation, with interest at 8% and a system of mutual guarantee. Only those who have been in the University for at least one year, who have a grade ratio of 1.00 or above, whose character is good and who are financially needy, are entitled to borrow.

3. Self Help. Such positions are open to both men and women students as naturally arise in the activities of a society of the nature of Yenching. These include tutoring, typing, copying and other office work, landscaping, household work, library work, translating, writing for newspapers, salesmanship, etc. The committee acts as an employment bureau, and tries to help the student to view his self help both as an educational and a financial enterprise. About one hundred students a year undertake such work, and their average earning is about \$30 a year, though some with special skill are able to earn much more. Such work, though open to students of all grades and courses, is uncertain and often unsteady, and the student should not count on it too heavily. Those who are tested and found to be self-reliant are, however, normally favoured for loans and scholarships.

*Costs.* The average student budget, without any extravagances, could be placed between \$350-400 a year, not counting the summer, but including all personal expenses as well as fees. There is at present no way, except for the Yenching tuition B Scholarship, in which a student may secure University loans or scholarships until he has been here for at least a year. Even after that, scholarships are rare and loans cannot be

guaranteed. Sophomores are discouraged from applying for loans. Self help is certain. Therefore students should be advised to come to Yenching prepared with sufficient funds to see them through the first year completely. Even there-after, they are strongly advised to get the large proportion of their funds from family or friends. The University funds are merely intended to furnish supplementary assistance, and not to form the foundation for the student's budget.

Graduate, Chuan Hsiu K'e, and Short Course students are not eligible for University loans or scholarships except for the tuition scholarships, but several departments have departmental funds. Inquiry should be made with the chairmen of departments.

## LIBRARY REGULATIONS

During the academic year the Library is open on weekdays from 8 A. M. to 12:30 P. M., and from 1:30 to 10 P. M. On Sundays and single holidays the hours are from 6:45 to 10 P. M. The hours of the Library during holidays that run more than one day will be announced in their specific cases.

As a general rule the Library will be closed during the hours when important University exercises are held, such as Convocation, Commencement, etc.

Books may be drawn by the members of the faculty, officers, and students. This privilege may be extended at the discretion of the Librarian to graduates and to former students of the University, as well as to other responsible persons.

Books shall be loaned for a period of two weeks, with the privilege of renewal for a like period unless reserved for another borrower, and except in the case of books in great demand.

Each book kept over time is subject to a fine of two cents per day until it is returned.

The Library reserves the right to call in books and otherwise restrict the use of its reading matter at any time.

Reference books and periodicals may not be drawn from the Library unless special permission is given by the Librarian during the day, after 9:30 P. M. may be taken out for over night use and must be returned by 8:15 the next morning.

Books reserved for class use may be taken out from the Library at 9:30 P. M. and must be returned by 8:15 the next morning.

Students entitled to draw books may call at the Library Charging Desk at any time during the day and sign for the reserved books that

they wish to take out that day. Failure to return a reserved book on time will subject the borrower to a fine of five cents for the hour or fraction thereof, and five cents for each subsequent hour or fraction thereof. In case a student thrice fails to return a reserved book on time, his privilege of taking reserved books out at night is suspended for the rest of the semester. Book lost or damaged must be replaced or paid for.

No borrower shall write or mark in a book belonging to the Library, turn down leaves, or otherwise deface it.

All penalties shall be rigidly enforced, and the Librarian will not deliver books to any person who is delinquent in the payment of fines or unsettled claims for damage or loss of books.

If necessary the case will be referred to the University authorities for discipline.

Books may be borrowed for use in vacations if a deposit of two dollars for one volume is made. No student is permitted to draw more than two books. In the case of Chinese books one folio or "han" is counted as one volume.

Readers are not to return books to the shelves but to leave them on the table or with the Library attendant.

After reading the magazines, readers are to return them to the charger.

Newspapers are bought by the Library chiefly for the purpose of filing for future research. Readers of newspapers must be especially careful in seeing to it that they are not torn or defaced. Students who are found clipping the Library newspapers will lose not only the privilege of the Library but will also be reported to the University authorities for discipline.

Quietness and order must be observed in the Library.

## THE UNIVERSITY SCHEDULE

During the regular session, classes will be conducted according to the following schedule:

Morning—First Period	7:50- 8:40
Chapel ..	8:40- 9:10
Second ..	9:10-10:00
Third ..	10:10-11:00
Fourth ..	11:10-12:00
Noon Recess	
Afternoon—First Period	1:00-1:50
Second ..	2:00-2:50
Third ..	3:00-3:50

### THE UNIVERSITY BELL

The University bell is operated according to the marine system. It begins operations at 6:00 a.m. and ends at 11:00 p.m. daily. The system calls for the striking of the hour and the half-hour and rotates once in every four hours which can be understood by the following schedule:

STROKES	HOURS				
	8:30 a.m.	12:30 p.m.	4:30 p.m.	8:30 p.m.	
1	8:30 a.m.	12:30 p.m.	4:30 p.m.	8:30 p.m.	
2	9:00 "	1:00 "	5:00 "	9:00 "	
3	9:30 "	1:30 "	5:30 "	9:30 "	
4	6:00 a.m.	10:00 "	2:00 "	6:00 "	10:00 "
5	6:30 "	10:30 "	2:30 "	6:30 "	10:30 "
6	7:00 "	11:00 "	3:00 "	7:00 "	11:00 "
7	7:30 "	11:30 "	3:30 "	7:30 "	
8	8:00 "	12:00 "	4:00 "	8:00 "	

Besides the University bell, the power plant blows its whistle every morning on week days at 7:30 a. m.

### USE OF UNIVERSITY BUILDINGS

Students and student organizations may use University buildings for purposes of meetings or performances. The meetings or performances should ordinarily first be approved by the Students' Welfare Committee: With such approval, use of buildings or rooms should be registered for at the latest on the previous day at the proper respective offices as follows:

Students' Welfare Committee:	The Auditorium The Luce Pavilion
Office of the Dean of the College for Women:	Sage Hall Miner Hall
Registration Bureau:	All other classrooms.

The following are the regulations concerning the use of the Bashford Auditorium and the Luce Pavilion:

1. Any faculty organization that desires to use the Bashford Auditorium or the Luce Pavilion should apply to the Business Office beforehand.
2. Any student organization that desires to use the Bashford Auditorium or the Luce Pavilion should first secure a permit to hold the meeting or to give the performance from the Committee on Students Welfare, and then make application at the Business Office.
3. No pasting of papers, placards, etc., on the walls, on windows or any part of the Auditorium or the Pavilion is allowed, nor may nails be driven into the walls or woodwork.
4. No smoking is allowed.
5. No electric bulbs are to be changed or added without special permission from the University Engineer.

6. No furniture is allowed to go out of the Auditorium or the Pavilion without special permission from the Business Office.
7. No performances or meetings are allowed before 7:30 a.m.
8. All performances must be over not later than 11:15 in the evening.
9. Faculty or student organizations that use the Auditorium or the Pavilion are to be responsible for any damage done to any part of the buildings furniture or fixtures.
10. No refreshments may be served or sold in the Auditorium.
11. No seats are to be added in the aisles of the Auditorium, and the chairs of the hall are not to be moved or re-arranged.
12. No persons other than the operators are allowed in the cinema machine room.
13. The organization concerned is to be responsible for the cost of coal that may be needed in the winter for heating purposes and for the kitchen stove in the Pavilion.

#### GATE REGULATIONS

The University gate from the first of March to the end of October will be opened at 5:00 a. m. and closed at 11:30 p. m. From the first of November to the end of February the gate will be opened at 6:00 a. m. and closed at 11:30 p. m.

Students who wish to pass through the University gate with baggage should present to the gatemen certificates for leaving the University, which are to be secured according to Regulation Governing students Leaving the University. (P. 46).

#### LIGHTS AND WATER

All electric lights are shut off at 11:30 p. m. and turned on at 6:00 a. m. Hot water is supplied from 6:00-9:00 a. m., 12:00-1:30 p. m. and from 5:00-11:15 p. m.

#### ATTENTION OF STUDENTS!

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## CORRESPONDENCE WITH OFFICERS OF THE UNIVERSITY

1. Students on the University campus should come to the University offices in person and avoid writing for information, unless the matter is of such a nature as to require statements in writing. Most of the University officers would appreciate to have students make their business calls within their office hours and in their offices, while they welcome personal consultation and social intercourse in their homes.
2. When students have to write, they should bear in mind the following points:
  - (a) Address your communication as definitely and directly to the office or person in charge as you can. Do not send every letter to the President's Office to be redirected.
  - (b) Give your name according to the official spelling, attach your R. N., and always put on the date and return address.
  - (c) Be sure to allow enough time for a reply. The only way to get an early reply is to write your own letter early.
  - (d) All requests for telegraphic replies will be disregarded unless costs are paid in advance by students.

## APPENDIX I

### Plan for Individual Study Courses

Yenching University is introducing a system of Individual Study courses on an experimental basis, for the academic year of 1932-1933.

The plan is not mandatory on the different departments of the University, but may be adopted by departments at their own discretion.

Individual study or "honors" courses will, for the year 1932-33, be offered only to members of the junior and sub-junior class, and are to be regarded as a privilege extended to selected students by the departments. If the experiment succeeds, it is proposed to extend the plan later to the senior year, leading to graduation from the University "with honors".

#### I. General Purpose and Method of the Plan.

The chief elements of the Plan are, *individual study* and *tutorial assistance*.

The purpose of the individual study course is:

In general:

Acquaintance with, and experience in, an important field of human study, thought or activity.

In particular:

To learn the facts, laws, principles and theories of the field.

To become acquainted with the chief authorities, writings or other sources of information relating to the subject.

To understand the important methods of investigation in the field.

To become acquainted with the chief questions and problems of the field.

To develop independent thought relating to important problems and principles and their application to life.

To correlate the whole field, or important portions of it, with other fields of study thought or activity.

To acquire facility in oral and written expression of subject-matter pertaining to the field.

Tutorial assistance is a special educational feature to be combined with the system of individual study.

"The theory of the tutorial system is education through companionship. Two persons interested in a given field, one of them of considerable knowledge and experience, the other with very little, come together for the discussion of things of common interest. The older person serves to a certain extent as a guide. The relation is not supposed to be that of pedagogue and pupil, but of two friends with common interests. It is not a matter of direct and uniform method, of definite assignments and tests of achievements, but of two co-workers in a common field. Examinations must be passed, but the tutor is not placed in the position of preparing a student, directly and consciously, to meet their requirements. The intent is rather that, through his own efforts, and with the friendly assistance of the tutor, the student shall acquire such range of knowledge and experience in his chosen field as to make any reasonable examination in it no special obstacle to him". (Adapted from *Richardson*, "A Study of the Liberal College.")

## II. General Regulations.

1. Junior students with a minimum general grade ratio of 1.30 may be selected by the department for an individual study course. Such students may reduce to twelve credits per semester the number of regular courses taken during the year. Students so selected shall be designated "Junior honors students".

Junior students not qualified, or not selected, to take individual study courses, shall pursue their work as in the past.

2. Upon consultation with and approval of the chairman of his department, the junior honors student shall choose a field for individual study, to be evaluated quantitatively at from six to ten credits, and a tutor to assist in his study. This individual study shall proceed during the year, shall produce one or more written reports or essays, and be tested at the end of the year by a general examination conducted by others than the tutor. Both quantitative and qualitative evaluation shall be determined by the examiners, not by the tutor.
3. The chairman of the department concerned shall be responsible for reporting to the Director of Studies, as early as possible, the names of junior honors students, the subjects of their individual study courses and the tutors chosen for them.
4. The adjustment of individual study courses to departmental major requirements shall be made by the departments concerned.
5. If, under this system, enough students are pursuing individual study in similar or related fields, the tutors concerned may organize and conduct special lecture or seminar periods. But the students' attendance on these shall be voluntary.
6. The tutor and the student shall meet at least once a week for a conference, from a half hour to one hour in length. The student shall be free to request additional interviews or conferences, and the tutor shall comply so far as he deems wise and has time available. The tutor shall also be free to propose additional conferences.

At the weekly conferences the student should report for discussion the results of the week's study. This report may be oral or written and should introduce questions or difficulties where guidance is needed.

7. Since one object of the individual study course is to develop facility in written expression, papers written by the student should be encouraged and at least one paper per month should be prepared. But during the spring semester a more extensive and comprehensive paper, summing up the year's study, may take the place of monthly papers.
8. The conference hours of tutors should be set down as part of the departmental time schedules. In the rating of teaching loads two conference hours shall be considered equivalent to one teaching hour.
9. The Deans' Committee shall arrange for a monthly meeting of all tutors appointed by the various departments for conference regarding the methods and problems of the individual study plan and tutorial functions.

Under the general direction of the council the Deans' Committee may make any other needed arrangements for the administration or consideration of the plan during the experimental stage.

10. The general or comprehensive examination for the evaluation of individual study courses may be oral and/or written, or may consist in part of the scrutiny of the papers, reports or other results which the students may exhibit.
11. In preparation for the comprehensive examination the tutor concerned shall report to the chairman of the department, not later than the end of May, the general scope and

character of his student's work and the written papers or other results available for scrutiny, with suggestions for a committee of examiners.

12. The chairman of the department shall appoint the committee of examiners, arrange the time and place for the examination, and report the results to the Director of Studies.
13. The comprehensive examination shall not exceed three hours in length. The date of the examination shall be within the examination period at the close of the spring semester.
14. In case a student has to discontinue an individual study course with proper excuse prior to the completion of the comprehensive examination no credit for the course shall be recorded. Before such record can be made the residual work must be completed to the satisfaction of the department. If he drops the course without proper excuse, he should be given an "F" for the course as of 4 credits per semester.
15. If the quantitative evaluation of an individual study course is less than the required amount (8 credits) the student shall be responsible subsequently for making up the deficiency.

## APPENDIX II

### SYNOPSIS OF A BRIEF GUIDE TO THESIS WRITING.

#### I. *Purpose of the Thesis:*

1. Training, a continued systematic study of a limited field and a clear and orderly report of the results.
2. Testing, a test of the student's ability in a form which can be evaluated.

#### II. *Subject of the Thesis:*

1. It should appeal to the student's interest.
2. It should be clearly defined and limited in scope.
3. It should be concrete and objective.
4. It should be fresh and demand new and original effort.
5. It should give promise of permanent value in the results.
6. It should have available data or material.
7. It should not demand more time than the student can afford.
8. It should not demand large financial expenditure.
9. It should not be chiefly in the realm of opinion.

#### III. *Procedure in writing a Thesis:*

1. A preliminary exploration of the fields.
2. The preparation of a bibliography, which may be arranged
  - a. Topically
  - b. Chronologically
  - c. Alphabetically
  - d. Analytically
3. Determining a consistent and systematic method which may be
  - a. Scientific method
  - b. Inductive method

- c. Experimental method
- d. Historical method
- e. Investigation, by observation or questionnaire.
- f. Comparison, analysis, classification
- g. Interpretation and evaluation
- h. Generalization and application

4. Preparing an outline, setting forth the main points in their proper sequence.

5. Arranging for consultation with the advisor
  - a. In selecting and stating the subject
  - b. When the exploration of material has been made and the bibliography has been prepared.
  - c. When the outline has been formulated
  - d. When the results of conclusions have been reached
  - e. When the first draft of the thesis has been completed.

#### IV. *Body of the Thesis:*

1. Length, depending on the nature of the subject and the method of treatment.
2. Language and Style: Punctuation following the western system.
  - a. In Chinese, simple and clear
    - (1) Pai hua
    - (2) Wen li
  - b. In English
3. Outline, take the form of a table of contents.
4. Proportion and balance, the thesis should be carefully balanced, with emphasis laid on most important part, avoiding "hu t'ou she wei".
5. Quotations and citations, these should be carefully indicated by



2. Have confidence in yourself. If your preceding study has been faithful you will probably do well.
3. Take steps to have yourself in good physical and mental condition.
4. Avoid worry and agitation of mind.

#### IV. TAKING THE EXAMINATION

##### 1. Studying the questions:

- A. Read through all the questions and accompanying directions.
- B. If any questions or directions are not clear, ask the instructor as early as possible.
- C. Study the wording of each question carefully.
- D. If choice of questions is allowed, choose those which you can do best—not those which are easiest.
- E. Avoid hasty, careless judgments as to meaning.

##### 2. Outlining the answers.

- A. Before you begin to write, think out the main points in the answers to *all* the questions.
- B. Use your powers of thought; do not depend exclusively on your memory.
- C. Be sure that the material for your reply is *directly related to the question*, and does not merely reproduce some material in the course which the question suggests.
- D. Use a separate sheet of paper and outline briefly your replies to all questions.

This method should:

- a. Make clear the relations between different questions or topics in the examination.
- b. Avoid duplication of material.
- c. Contribute material for the answer to each question by exploring the related topics.

##### 3. Writing the answers:

- A. Apportion your time carefully amongst all the questions. Allow a short period at the end for reviewing your work.

- B. Grapple directly with the questions; avoid unnecessary words.  
Quality is worth more than quantity.
- C. In many cases answers should comprise several points in each.  
These may well be indicated and numbered consecutively.
- D. Oftentimes a brief or syllabus is better than connected discourse.
- E. Generalizations or statements of laws or principles may well be accompanied by concrete illustrations or applications.
- F. Give attention to clearness in handwriting, arrangement and all matters of form.

4. Reviewing the answers:

- A. Carefully "read proof" on the whole paper.
- B. Make changes or corrections boldly where needed.

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*File copy*

燕京大學  
YENCHING UNIVERSITY  
BULLETIN

Guidebook for Students



Volume—XIX Number 12  
Peiping, China  
July 1934

Guidebook for Students

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燕京大學  
YENCHING UNIVERSITY  
BULLETIN

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Guidebook for Students

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Volume—XIX Number 12

Peiping, China

July 1934

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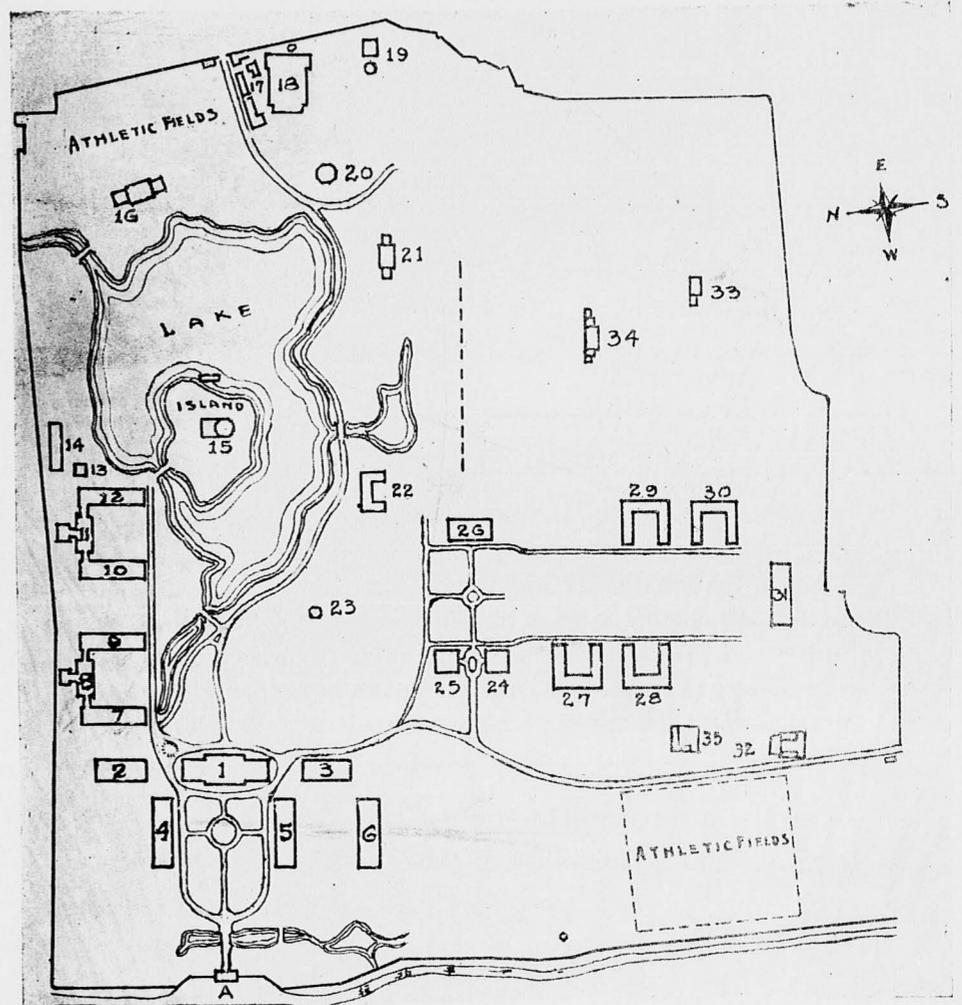
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A Sketch Map of the University Campus  
校園平面圖



A	校門	University Entrance	18	機器房	Power Plant
1	貝公樓	Bashford Admin. Bldg	19	煤汽機	Gas Plant
2	寧德樓	Ninde Hall	20	博塔	Water Tower
3	面樓	Library	21	慕氏院	Men's Infirmary
4	穆樓	McBrier Hall	22	臨湖軒	President's House
5	容樓	Physics & Biology	23	鐘亭	Bell Tower
6	化學樓	Chemistry & Geology	24	甘德閣	Dean's Residence
7	斐斐齋	Men's Dormitory No. 1	25	麥風閣	Miner Hall
8	第一膳廳	Refectory No. 1	26	適一樓	Sage Hall
9	蔚蔚齋	Men's Dormitory No. 2	27	一二院	Women's Dormitory No. 1
10	復復齋	Men's Dormitory No. 3	28	三三院	Women's Dormitory No. 2
11	第二膳廳	Refectory No. 2	29	四四院	Women's Dormitory No. 3
12	湖濱宿舍	Men's Dormitory No. 4	30	鮑氏體育館	Women's Dormitory No. 4
13	湖濱宿舍	Men's Dormitory No. 5	31	家政見習室	Boyd Gymnasium
14	湖濱宿舍	Men's Dormitory No. 6	32	家幼雜園	Practice House
15	思義亭	Luce Pavilion	33	附屬小學	Kindergarten
16	華氏體育館	Warner Gymnasium	34	女生醫院	Practice School
17	雜貨店郵政局	Store & Post Office	35		Women's Infirmary

SCALE 1"=480'

英尺每寸等於四百八十八尺

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**YENCHING UNIVERSITY BULLETINS**

The regular bulletins of the University are issued at stated times during the year. Special bulletins are issued from time to time as need arises. Requests for bulletins should be made to the University Book Store with cost prepaid. Bulletins given without charge are distributed by the Admissions Bureau.

University Catalogue (in Chinese, out of print).....	50 cents
Graduate Division.....	15 cents
College of Arts and Letters.....	15 cents
College of Natural Sciences.....	15 cents
College of Public Affairs.....	15 cents
Directory of Faculty.....	15 cents
Directory of Students.....	15 cents
Guidebook for Students. Each student of the University is entitled to one copy free. Extra copies, each.....	15 cents
Entrance Examination Questions, 1933..... (with syllabus of subjects)	15 cents
Graduate Division Information Sheet.....	Free
Undergraduate College Entrance Information (in Chinese).....	Free
School of Religion .....	Free

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## YENCHING UNIVERSITY

Academic Calendar 1934-1935

### Fall Semester

Fall semester begins.....	Sept. 1 (Sat.)	
Dormitories open to students.....	Sept. 1 (Sat.)	
New students to arrive.....	Sept. 1 (Sat.)	-Sept. 4 (Tues.)
Faculty Preessional Conference.....	Sept. 3 (Mon.)	-Sept. 4 (Tues.)
Exemption and placement tests.....	Sept. 5 (Wed.)	
Freshman Week.....	Sept. 5 (Wed.)	-Sept. 10 (Mon.)
Registration.....	Sept. 10 (Mon.)	-Sept. 12 (Wed.)
Opening Convocation.....	Sept. 13 (Thurs.)	
Class work begins.....	Sept. 13 (Thurs.)	
Change of courses without fee.....	Sept. 13 (Thurs.)	-Sept. 19 (Wed.)
Late registration with fee.....	Sept. 13 (Thurs.)	-Sept. 26 (Wed.)
Last day for taking make-up examinations.....	Sept. 19 (Wed.)	
Change of courses with fee.....	Sept. 20 (Thurs.)	-Sept. 26 (Wed.)
National holiday.....	Oct. 10 (Wed.)	
Sun Yat Sen's birthday anniversary holiday.....	Nov. 12 (Mon.)	
Freshman mid-semester examinations.....	Nov. 13 (Tues.)	-Nov. 17 (Sat.)
University anniversary holiday.....	Dec. 25 (Tues.)	
Founding of the Republic of China anniversary holiday.....	Jan. 1 (Tues.)	
New Year holiday.....	Jan. 1 (Tues.)	-Jan. 3 (Thurs.)
Fall semester examinations.....	Jan. 9 (Wed.)	-Jan. 17 (Thurs.)
Winter recess.....	Jan. 18 (Fri.)	-Jan. 31 (Thurs.)

### Spring Semester

Spring semester begins.....	Feb. 1 (Fri.)	
Registration.....	Feb. 1 (Fri.)	-Feb. 2 (Sat.)
Class work begins.....	Feb. 4 (Mon.)	
Change of courses without fee.....	Feb. 4 (Mon.)	-Feb. 9 (Sat.)
Late registration with fee.....	Feb. 4 (Mon.)	-Feb. 16 (Sat.)
Last day for taking make-up examinations.....	Feb. 9 (Sat.)	
Change of courses with fee.....	Feb. 11 (Mon.)	-Feb. 16 (Sat.)
Sun Yat Sen's memorial day holiday.....	Mar. 12 (Tues.)	
Leaders of Revolution memorial day holiday.....	Mar. 29 (Fri.)	
Spring recess.....	Apr. 1 (Mon.)	-Apr. 7 (Sun.)
Alumni home-coming day holiday.....	Apr. 27 (Sat.)	
National Government Inauguration Day holiday.....	May 5 (Sun.)*	
Last day for handing in master's thesis to Graduate Committee.....	May 15 (Wed.)	
Last day for handing in Senior thesis to Dean of College.....	May 31 (Fri.)	
Spring semester examinations.....	June 12 (Wed.)	-June 21 (Fri.)
Class day.....	June 22 (Sat.)	
Baccalaureate.....	June 23 (Sun.)	
Commencement.....	June 24 (Mon.)	

\* A Make-up holiday will be given the following Monday

### OFFICERS OF ADMINISTRATION

Y. T. Tsur, M.A., D. Litt.	<i>Acting Chancellor</i>
J. Leighton Stuart, D.D., Litt. D.	<i>President</i>
Howard S. Galt, Ed. D.	<i>Chairman, Committee for Graduate Division</i>
Chao Tsu-ch'en, M.A., B.D., D. Litt.	<i>Dean, School of Religion</i>
Henry H. C. Chou, Ph. D.	<i>Dean, College of Arts and Letters</i>
Stanley D. Wilson, Ph. D.	<i>Dean, College of Natural Sciences</i>
Gideon C. T. Chen, B. A.	<i>Dean, College of Public Affairs</i>
Miss Margaret B. Speer M. A.	<i>Dean, College for Women</i>
*Mei Yi-pao, Ph. D.	<i>Director of Studies</i>
Stephen I.O. Ts'ai, B.A.	<i>Controller</i>
*Miss Mary Cookingham, B.A.	<i>Bursar</i>
William Hung, M.A., S.T.B.	<i>Director of the Library</i>
T'ien Hung-tu, B.A.	<i>Librarian</i>
Basil L. L. Learmonth, M.B.C.M.	<i>Medical Officer</i>
Tien-chueh Li, M.D.	<i>Medical Officer</i>
Miss Clara A. Nutting, M.D.	<i>Medical Officer, College for Women</i>

\* Absent on leave 1934-35.

## HISTORICAL STATEMENT

Yenching University was created in 1917 by a merging of the North China Union College at Tungchow and the Peking University in Peking. The Tungchow institution was founded in 1867 by the American Board Mission and Peking University was established three years later by the Methodist Episcopal Board of Missions.

After the establishment of this union university, the Yenching Women's College, which had been started in 1905 as the North China Union Women's College, and the North China Union Theological Seminary, which began its work in 1906, affiliated with the institution. The seminary was the forerunner of the present School of Religion. For the first decade of its existence, the official English name of the institution was Peking University.

As early as 1911, a meeting was held with representatives from the Anglican, the American Board, the Presbyterian, the Methodist Episcopal and the London Missions attending to discuss the amalgamation of Christian higher education in North China. The final decision for the formation of a union university was taken in 1916. The first class was graduated in 1919.

Its student body in the first year was less than one hundred; when the University opened for the 1930-31 session the student enrollment reached the mark of 800, which figure has been adopted by the University authorities as the tentative limiting quota for the next few years. The budget of the first year was less than \$50,000; this year it is just under a million dollars. The University had a few plots of land and no suitable buildings to start with; the campus and buildings today represent an investment of \$4,000,000 upon which there are no encumbrances. A staff of less than twenty-five, mostly Westerners, started the work; the faculty

and administrative staff today number more than a hundred, of whom over two-thirds are Chinese. The Chancellor and the majority of the administrative officers are Chinese. The University has been registered under the Ministry of Education of the National Government since May 1929, and under the Regents of the University of the State of New York since its reorganization on the present basis.

The purpose of Yenching has been stated by President J. Leighton Stuart as follows: "Yenching University aims to mediate to China the finest values of Western civilization by an educational process which will enable young men and women to infuse these into their own culture while preserving the best features of their national heritage." International goodwill, life as a consecration to the highest ideals, scientific knowledge used for human welfare, religion as the inspiration to noble endeavor, are among the ideals suggested by the motto of the University "Freedom through Truth for Service."

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## THE CAMPUS

The University campus occupies the site of the famous Sho Garden planned and built by Mi Wan Chung of the Ming Dynasty. It came into the possession of the University in 1920 on a permanent lease from Gen. Chen Shu Fan, who had previously bought it from a prince of the Ching Dynasty. According to the deeds the land covers 380 mu (over 60 acres). Later additions have doubled this area which now forms the University campus proper. Building operations were started in 1922 and most of the buildings were completed in the summer of 1926, when both the Men's and the Women's Colleges moved out from the city to the new campus. It was originally intended to hold the formal opening that fall, but political disturbances made it necessary to delay the occasion till October 1, 1929, when, at a very solemn ceremony, Mr. Franklin Warner, the Chairman of the Board of Trustees, representing those who have helped in founding this University, handed over the key of the University campus to Chancellor Wu Lei-ch'uan.

Since 1926 several new buildings have been added. The wall which surrounds the campus was built with funds contributed by Chinese friends of the University. The main gate, known as the "Alumni Gate," was built largely with funds contributed by graduates and students.

The original landscape features of the prince's garden have been preserved as much as possible. Undulating hills, crowned by beautiful old cedar and pine trees, are bordered by little valleys and secluded paths. Lotus ponds, lakes, islands and bridges are interspersed in the landscape. Many new trees and flowering shrubs have been planted and new walks and roads have been laid out. In addition there are athletic grounds, including a large number of tennis courts, for men and women

students and for the faculty. The lakes provide skating rinks in the winter season.

As a whole the campus stands for both utility and beauty and should become more beautiful and attractive as the years come and go.

### ATTENTION OF STUDENTS!

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## ACADEMIC ORGANIZATION

The undergraduate division of the University consists of three undergraduate colleges, namely, the College of Arts and Letters, the College of Natural Sciences, and the College of Public Affairs. Students should choose one of these colleges at the beginning of their Freshman year, and should elect their major departments at the beginning of their Sophomore year.

The College of Arts and Letters offers majors in the following departments: Chinese, English, European Languages, History, Philosophy, Education, Journalism, and Music. A Chuan Hsiu K'e in Kindergarten Training is offered by the Department of Education in this College.

The College of Natural Sciences offers majors in Chemistry (including Leather Tanning), Biology, Physics, Geography and Geology, Mathematics, Psychology and Home Economics. A Chuan Hsiu K'e in Leather Tanning is offered by the Department of Chemistry in this College. While there are no more Pre-medical and Pre-nursing courses as such, students will be provided every opportunity to prepare themselves for entrance to medical colleges and nursing schools by selecting work offered in the different departments of this College.

The College of Public Affairs offers majors in Economics, Political Science, and Sociology and Social Work.

The Bulletins issued by the three undergraduate Colleges give information regarding special requirements for students in each college. For further information not given in the bulletins, students are asked to see their respective Deans and Chairmen of Departments.

Students may not transfer from one college to another nor from one department to another in the University without permission and without making up the requirements for the college and the department to which they transfer. For instance, if a student transfers from the Department of Economics to the Department of Education he will be required to fulfill the

requirements of the College of Arts and Letters and also take such courses as the Department of Education prescribes. No student is allowed to transfer at the end of the Sophomore year from one college to another without the unanimous consent of the two college deans and the two department chairmen concerned, and that after registration for the Junior year no student is allowed to transfer from one college to another.

Besides the three undergraduate colleges, the University includes a Graduate Division, and a School of Religion. Information regarding these organizations is contained in their respective bulletins.

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THE UNDERGRADUATE CURRICULUM PLAN

1. FRESHMAN PLAN FOR THE COLLEGES OF ARTS AND LETTERS AND PUBLIC AFFAIRS

<i>Group A</i>			
Chinese		3 - 3	
English		4 - 4	
<i>Group B</i>			
Mathematics	3 - 3	}	3 - 3
Biology*	3 - 3		
Chemistry*	3 - 3		
Geology*	3 - 3		
General Science (when it can be offered)	3 - 3		
<i>Group C</i>			
Psychology	3 - 3	}	3 - 3
How We Think	3 or 3		
Mental Hygiene	3 or 3		
<i>Group D</i>			
Sociology	3 or 3	}	3 - 3
Economics	3 or 3		
Political Science	3 or 3		
Education	3 -		
History	- 3		
Geography	3 - 3		
<i>Group E</i>			
Electives		3 - 3	
Total		19 - 19	

- NOTE:— (1) Freshmen intending to major in Economics, Political Science, or Sociology must elect two out of these three Social Sciences under Group D.
- (2) Students intending to major in Economics must elect a Natural Science course under Group B and may take Mathematics as the elective under Group E.

(3) The number of non-science students who can be received in the starred courses (\*) is limited.

(4) Women students may take the 1-Cr. required course in hygiene as an additional course in the second semester of Freshman year, or they must take it in the Sophomore year.

2. FRESHMAN PLAN FOR THE COLLEGE OF NATURAL SCIENCES

<i>Group A</i>			
English			4 - 4
<i>Group B</i>			
A Natural Science	{ Bio., Chem., Phys., }		4 - 4
A Natural Science	{ or Calculus }		4 - 4
<i>Group C</i>			
Mathematics			3 - 3
<i>Group D</i>			
(1) Sociology	3 or 3	}	3 - 3
Economics	3 or 3		
Political Science	3 or 3		
	or		
(2) Education	3 -	}	3 - 3
History	- 3		
Geography	3 - 3		
How We Think	3 or 3		
Mental Hygiene	3 or 3		
Psychology	3 - 3		
Total.....			18-18

- NOTE:— (1) Freshmen intending to major in Psychology will take Psychology instead of one of the subjects specified in Group B.
- (2) In Group D, the student will select either 6 credits from Sub-group (1) or 6 credits from Sub-group (2).

- (3) Women students may take the 1-Cr. required course in hygiene as an additional course in the second semester of Freshman year, or they must take it in the Sophomore year.

3. GENERAL PROGRAM OF STUDIES RECOMMENDED  
FOR THE BACHELOR'S DEGREE.

- (a) One year of Chinese (Freshman or Sophomore year).
- (b) One year of English (Freshman year).
- (c) A second year of Chinese or of English (Sophomore year), or two years of a second foreign language,—Japanese, French, or German. (Freshman & Sophomore years, or Sophomore & Junior years).
- (d) A laboratory course in natural science in any one of the following five departments: Physics, Chemistry, Biology, Geology, Psychology (Psy. 5-6).
- (e) A descriptive course in natural science in any of the departments of the College of Natural Sciences—those in Inheritance, Psychology, and Geography are specially recommended—or the course in General Science in Freshman Plan (A).
- (f) A year-course in Economics, Political Science, or Sociology. (The combination of two semester courses in two of these subjects as provided in the Freshman program will be accepted, if this condition is met in the Freshman year.)
- (g) A year-course in History, Education, Literature, or Philosophy. (The combination of two semester courses in two of these subjects as provided in the Freshman program will be accepted, if this condition is met in the Freshman year.)
- (h) A major study with its correlated courses including the bachelor's thesis to the maximum amount of 68 credits within which a minimum of 32 credits, including those for the thesis, should be in one department. Ordinarily the major study is carried on in and

under the supervision of one department. As far as possible, a student's major study should be planned with reference to a significant problem that he is interested in rather than just as a group of courses. The provision for minor or correlated subject arrangement should be made and used wherever profitable. Qualified students should be encouraged to pursue their major study at the more advanced level on the Individual Study Plan (Honors Course Plan). Furthermore, there should be a few courses for advanced students conducted by more than one instructor in collaboration.

- (i) Military Training for men during their Freshman and Sophomore years and Physical Education for women during their Freshman, Sophomore and Junior years, each with 4 credits.
- (j) Free electives.

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## REGISTRATION

All students must register in person. In general the procedure of registration is the same each year, but students are asked to watch the Bulletin Board for special announcements. There are seven steps which should be followed carefully :

1. Students are advised to choose the courses which they wish to study from the Announcement of Courses posted on the Bulletin Boards. These courses, together with the number of credits, hours of meeting, and section letters, are to be written down on a slip of paper and later taken to the adviser. All courses which students wish to audit must be clearly marked "audit".

2. The following may be secured from the Registration Bureau as soon as the semester begins and during the registration period :

A—Registration Card (New students are asked to note his registration No. and the official English spelling of his name).

B—Workbook

C—Two Schedule Blanks

D—Course slips

E—Directory Card (fall semester only)

F—Information Card (fall semester only)

3. Freshman students should see their Doyens and secure advice, so that no required or make-up courses will be omitted from their schedules.

All other undergraduate students and graduate students should take the list of courses selected to Departmental Advisors. If the Advisor approves of the courses chosen he will write them on the Registration Card and the Workbook and put his signature on both. Senior students should take this opportunity to make sure about all graduation requirements. School of Religion and Chuan Hsiu K'e students should have this attended to by the proper person in charge. Women students may secure advice from their Class Doyens before or after going to Departmental Advisors.

4. Graduate students should see the Chairman of the Committee for the Graduate Division, and other students should see the Dean of their College and secure his signature on the Registration Card and the Workbook.

Students who have participated in the preliminary registration at the end of the spring semester may start from the 5th step after the 2nd.

Supplements and changes on the preliminary registration may be made at this time only when good reasons are presented and approved by the Dean. All supplements and changes made on the regular registration card must be signed by the Department Chairman and the Dean.

5. Men students should be examined by the University Physician and women students by the Physician of the College for Women. New students who failed to present to the Admissions Bureau a properly certified medical certificate at the time of arrival must take a thorough physical examination at this time and a fee of five dollars will be charged.

6. All fees should be paid at the Bursar's Office. (For rules concerning deferred payment and refund of fees see p. 55).

7. All the cards and blanks secured by the student under step No. 2 should be properly filled out. The student is to keep the Workbook and one schedule blank for his own reference. All the rest should be returned to the Registration Bureau, which office will issue the official class lists to the instructors accordingly. *Registration is incomplete without this last step, and students who have not completed their registration within the two-week limit allowed will be considered as not having registered for the semester.*

All students expecting to graduate at the end of a school year are required to report themselves at the Registration Bureau at the beginning of the fall semester, so that all graduation requirements may be checked up. Those failing to do so will themselves be responsible for omission of graduation requirements and being prevented from graduating.

In the selection of courses the following table of minimum and maximum credits per semester should be observed as a rule :

Freshman	Minimum 12 Credits Maximum 18 Credits
Sophomore and sub-Sophomore	Minimum 12 Credits Maximum 18 Credits
Junior and sub-Junior	Minimum 12 Credits Maximum 16 Credits
Senior and sub-Senior	Minimum 12 Credits Maximum 16 Credits

A student whose general grade ratio is above 1.20 or 1.50 may be allowed to take one or two extra credits respectively in excess of the maximum number of credits allowed. No student may take less than 12 credits of work in a semester unless with proper approval. Such approval is to be secured from the Dean concerned in the case of men students, and from the Dean of College for Women in the case of women students.

Students who have not completed registration within the regular registration period indicated in the University Calendar will be fined for late registration. For late registration, fines of three dollars for the first week and five dollars for the second week will be imposed unless the student has obtained exemption from his Dean. No student, old or new, may register if he arrives more than two weeks later than the first day of class work.

All courses registered by a student, except where a change is effected according to the procedure described in the following section, will be entered to the student's record card and the student is held responsible to complete them with proper grades.

#### CHANGE OF COURSE

After registration is completed the student should proceed to attend the classes when they begin and only those for which he has registered. If he wishes for any reason to add or drop any of the courses he must do so during the first two weeks of class work. No fine will be charged for change of course during the first week of class work, but a fine of fifty cents for each course added or dropped will be charged during the second week.

There are six steps in the procedure of changing courses :

1. The student takes his workbook to his Departmental Advisor or Doyen and explains what courses he wishes to change and why. If the Advisor approves he will sign a recommendation blank indicating clearly the change or changes approved.
2. The student next goes to the Instructor of the new course he has chosen and asks for permission to add the course. If the Instructor approves, he also signs the recommendation blank which the Advisor has issued.
3. The student then takes the recommendation blank to his Dean. If he approves of the change he will also sign the recommendation blank.
4. The student goes to the Bursar's Office and pays the fee necessary for making the change and receives a receipt. (During the first week this step is omitted.)
5. The student then takes his workbook, the recommendation blank and the Bursar's receipt to the Registrar, who will make all the necessary changes on the student's records.
6. The student fills out a late registration course slip and takes it to the Instructor of the course to be added so that the Instructor may add the student's name on his class list accordingly.

No course once dropped may be reregistered, or once added may be dropped again. Students are not allowed to attend courses which they have not registered.

A student will receive the grade of "F" in any course dropped not according to the procedure prescribed above. In case of illness one of the University Physicians may recommend that a student be allowed to drop courses after the two-week limit. Having secured the Physician's recommendation, the student should still go through steps 1, 3, 4, and 5 as listed above.

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#### AUDITING

Students of the University who, besides registering for the required and elective courses in a given semester, wish also to attend the lectures of certain other courses are said to be "auditing" these latter courses, and such students will be known as auditors in those courses.

Students must receive permission for auditing privileges from the authorities concerned in the registration of courses and the instructor of the class concerned. Freshmen are not permitted to audit any courses during the first semester.

Auditors need not participate fully in the work of the class, nor need they take the examinations. The Registration Bureau will not keep the record of their grades. An auditor, however, may be dropped at any time from a course if he cannot follow the lectures or discussion or if his presence should prove to have any undesirable influence on the class as a whole.

Students carrying the maximum number of credit hours will not be permitted to audit courses. The amount of work done in auditing a course is considered equivalent to one half the amount done in a course for credit. For example, a Sophomore, who is taking 17 hours for credit may be allowed to audit only two hours.

Certain courses, such as graduate courses, laboratory courses, and seminar courses, cannot receive auditors.

Auditing privilege is also extended to members of the faculty and their wives. When a faculty member audits a course he must secure the permission of the dean and the instructor concerned; when he takes a course for credit, he has to observe all the rules applicable to an ordinary student.

Undergraduate students who pay their tuition fee by the semester will not be charged extra for auditing. Graduate students will be charged \$2.00 per credit for courses audited. To faculty members and their wives is extended the courtesy of auditing without charge.

### THE CREDIT.

1. A credit denotes a certain amount of satisfactory work done by the student at the University. On an average, a credit is equivalent to three hours of work per week per semester on a University course. These three hours may consist of one hour of recitation in class and two hours of preparation, or they may be three hours of laboratory work or field work.

2. Credit is given for a course only in case the student has secured a grade of "P" or above.

3. Sometimes the course runs throughout the entire year. When so specified the student will not receive credits if he has completed only one half of the course; for instance, History 1-2 is a year course. Students taking only "Hist. 1" will receive no credit for it. The grade, however, will not be cancelled, but always included in the computation of grade ratios. All year courses must be completed in the same year or the following year. As an exception credits may be given for the first semester work in year courses to Seniors when necessary for graduation.

4. Sometimes the credit for one course is given only on the completion of another course; this is in the case of languages wherein one course would not enable the student to use the language proficiently. French 1-2 is a year course which will not be credited to the student until the student has taken French 3-4, which is an advanced course. The grade, however, will not be cancelled, but always included in the computation of grade ratios. After he has completed both courses he will receive credit for both.

5. College credit cannot be given for any course taken by students not already enrolled as students of college grade.

6. Auditors and Auxiliary Students receive no credit.
7. The University requires 136 credits for graduation. (140 credits beginning with the Freshman class of 1934)
8. Deficiency in credits may be made up by :
  - (1) Spending extra semesters
  - (2) Studying in summer schools (A maximum of  $\frac{1}{8}$  of the total credits towards a degree may be accepted, but summer school work may neither reduce the residence requirement of 8-semester nor reduce the load of work to be registered for any of the subsequent semesters.)
  - (3) Taking extra credits each semester

Regarding the last, it has already been stated as a rule that only students whose general grade ratio is above 1.20 or 1.50 may be allowed to take one or two extra credits respectively in excess of the maximum number of credits.

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### CREDIT AND CLASSIFICATION

Classification of students is based on the number of credits they have obtained. Students in the undergraduate colleges are classified once a year, before the opening of the fall semester.

Classification principles:

1. That the University considers 36, 36, 32, and 32 credits as the proper amounts of work to be taken by students in their Freshman, Sophomore, Junior and Senior years in College. (The Freshman class of 1934 will take 4 credits of Military Training—Physical Education in the case of girl students—which will be counted in addition to all of the figures in this section.)
2. That students who have received not more than half of the number of credits required for the freshman year (0-18) shall be classified as Freshman.
3. That students who have received more than half of and less than the total number of credits required for the freshman year of college work (19-35) shall be classified as "Sub-Sophomore Students".
4. That students who have received the total number of credits required for the freshman year of college work or more but not more than the total number of credits required for the freshman and half of the sophomore year of college work (36-54) shall be classified as Sophomores.
5. That students who have received more than the total number of credits required for the freshman year and half of the sophomore year of college work but less than the total number of credits required for the freshman and the sophomore year of college work (55-71) shall be classified as "Sub-Junior Students".
6. That students who have received the total number of credits required for the freshman and the sophomore year of college work or more but not more than the total number required for the freshman

and sophomore and half of the junior year of college work (72-88) shall be classified as Juniors.

7. That students who have received more than the total number of credits required for the freshman and the sophomore and half of the junior year of college work but less than the total number of credits required for the freshman, the sophomore and the junior year of college work (89-103) shall be classified as "Sub-Senior Students".
8. That students who have received the total number of credits required, for the freshman, the sophomore and the junior year of college work or more (104-136) shall be classified as Seniors.

Classification table.

Freshman.....	0-18
Sub-Sophomore.....	19-35
Sophomore.....	36-54
Sub-Junior.....	55-71
Junior.....	72-88
Sub-Senior.....	89-103
Senior.....	104-136

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## THE GRADE

1. A grade denotes the quality of work a student does in a given course. It denotes the degree of satisfaction in the opinion of the instructor with whom the student has completed his work. It indicates the relative place which a student occupies among his fellow classmates in the same course.

2. Instead of using the 100% scale of grades the University uses the five-point-letter scale: E, G, M, P, F. In order to facilitate computation, however, to each grade is given a numerical value, known as merit-point. The following table will give the corresponding values in the five-point-letter scale, the 100% scale, and the merit-points.

Grades	100% Scale	Merit-points
E (excellent).....	91-100.....	2.00
G (good) .....	81- 90.....	1.50
M (medium) .....	71- 80 .....	1.00
P (poor) .....	61- 70.....	0.50
F (failed).....	below 61.....	0.00

3. In reckoning the student's attainment in a given course, the number of credits in the course, multiplied by the merit-points corresponding to the grade received, gives the number of merit-points received. For example: a student pursuing a 4-credit course and receiving the grade "E", would obtain 8 merit-points; if he received the grade "G", he would have received 6 merit-points; if he received the grade "F", he would receive no merit-points.

4. The total number of merit-points a student receives during a semester, divided by the total number of credits the student has registered for in the semester, gives the *grade-ratio* for the semester. Likewise the total merit-points the student receives during the year, divided by the

total credits the student has registered for in the year, gives the *grade-ratio* for the year. A *general grade ratio* is all of the merit-points the student has received in college, divided by the accumulated credits for which the student has registered. For instance: if in the first semester of the Freshman year a student registers for 18 credits and receives 18 merit-points, in the second semester he also registers for 18 credits and receives 18 merit-points in the first semester of the Sophomore year he registers for 18 credits and receives 27 merit-points, and in the second semester he registers for 18 credits and receives 18 merit-points, then his semester *grade-ratios* are 1.00, 1.00, 1.50 and 1.00 respectively, his year *grade-ratios* are 1.00 and 1.25 respectively, and his general *grade-ratio* is 1.12 (1.125 counting as 1.12). The average general *grade-ratio* for all college students is usually approximately 1.20.

5. In the instructors' grade reports sometimes will be found the mark "In", which stands for "incomplete." It refers to certain incompleteness in the class work of the semester, such as themes, reports, laboratory or field work. Incompleteness does not refer, however, to absence from either the final examination or any of the quizzes. Wherever the mark "In" appears on the instructor's grade report, the instructor will also inform the student how this incompleteness may be removed and a definite grade given.

The mark "In" is given by instructors only in cases where the student's work is of a passing grade; in cases where the average work is already definitely of a failing grade, the instructors may report the grade of "F" instead of the mark "In".

6. Sometimes the mark "Ab" is given by the instructor, which stands for "absence" at the final examination or at any supplementary examination. If such absence has not been properly excused, the "Ab" mark given by the instructor will be changed into "F" at the Registration Bureau. As a rule every course has a final examination scheduled at the end of the semester, the result of which is taken into consideration in determining the students's semester grade of work.

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The mark "Ab" is given by instructors only in cases where the student's work is of a passing grade. In case where the student's work is already definitely of a failing grade, the grade, "F" will be reported by the instructor instead of the mark "Ab".

A student absenting himself from final examinations in more than half of his credit hours without proper excuse will not be permitted to return to college the following semester.

7. Sometimes the mark "C" is given, which stands for condition. This mark is given only to students whose semester grade, though falling below 61%, is sufficiently near it, for instance, 60% or 59%. This condition justifies the instructor giving another examination in order to find out if he might give the student the grade of "P".

8. No credit will be given to course marked "In", "Ab" or "C", and such courses will not be included in the tentative computation of the grade ratios.

All "In", "Ab" and "C" marks received in a semester must be removed before the last day of the first week after the beginning of class work for the next semester. If "In", "Ab" and "C" marks are not removed within the date limit they will be replaced by the grade "F", except "C" in certain language courses where the make-up period is extended to the semester following.

The marks "In" and "Ab" may be displaced by any of the five grades, E, G, M, P, F; the mark "C" cannot be displaced except by either "P" or "F",

9. Students are charged one dollar for every "Ab" or "C" removal-examination. The grades from these examinations will not be accepted unless the student has made the payment for the examinations and presented the receipts to the Registration Bureau.

10. Credits for summer work are counted towards the preceding spring semester for classification, but grades are counted in the subsequent fall semester for computation of grade ratio. Both grades and credits for Military Training and Physical Education are counted at the end of the total period of training.

The Yenching scholastic standard consists of two phases, namely Quantity and Quality and both work accumulatively. The marking system affects both of these phases. The quantity of a student's work is indicated by his number of credits; the quality is indicated by his general grade ratio. The passing grade for a course is "P" as far as the number of credits is concerned, while "M" is the passing grade for any one year of work. The number of credits, once lost, cannot be made up except by doing extra work—repeating the same course or substituting another course; while the inferior grade ratio of one course can be pulled up by superior work in another. Or to express these facts in a general and concrete way: every grade makes a difference to the student's record of Quality, while in his record of Quantity, the only difference comes in between "F" and all the other grades. Successful repetition of an "F" course will recover the credits for the course but does not cancel the "F" grade or its effect on the general grade ratio.

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### SCHOLASTIC RECORD AND DISMISSAL

1. Students with a grade-ratio below .80 for the work of any single year, or a grade-ratio below 1.00 for each of two consecutive years (not average) shall be dismissed from the University.

2. Students who cannot pass the course in Freshman Chinese or the course in Freshman English after attending the course twice shall be dropped from the University irrespective of his record in the other courses.

3. Students who have been dismissed on account of poor work may not be retained as special students or as auditors, or as students in any of the Chuan Hsiu K'e.

4. When a student is placed on "M" probation, he must improve his work so that he receives an average grade of "M" or better during the stated period.

5. When a student is required to "repeat" a year, for example, "repeat Freshman", it means that the credits he has taken during that year are not counted toward graduation. The grades, however, will not be cancelled, but always included in the computation of grade-ratios. In this case the student concerned may be excused from repeating courses passed with a grade of "M".

6. When a Freshman or a new student admitted by transfer has a grade-ratio below .80 at the end of the first semester, he may be dismissed from the University. If he himself leaves regular University study at that time, he may not come back to the University without special permission from his Dean.

### GRADUATION AND DEGREES

All students expecting to graduate at the end of a school year are required to report themselves at the Registration Bureau at the beginning of the fall semester, so that all graduation requirements may be checked up. Those failing to do so will themselves be responsible for omission of graduation requirements and being prevented from graduating.

On account of the double registration of the University with the Ministry of Education of the Chinese Government and with the Board of Regents of the University of the State of New York, it is enabled to confer upon its graduates diplomas and degrees from both authorities. The degrees are conferred upon the graduates according to the following table :

	From Ministry of Education	From the Regents of New York
College of Arts & Letters	文學士 Wen Hsüeh Shih	B. A.
College of Natural Sciences	理學士 Li Hsüeh Shih	B. S.
College of Public Affairs	法學士 Fa Hsüeh Shih	B. A.

Besides the degrees and diplomas, vocational certificates are also given to students majoring in Education, Journalism, Chemistry (Leather Tanning Division), and Social Work, and students majoring in any department and at the same time fulfilling certain requirements made by the Department of Education to prepare the students to teach in their special subjects.

Regarding graduation requirements there are certain University requirements which are general to all students. Besides these, each college has its own college requirements and each department has its departmental requirements. In order to graduate, a student must fulfill all the general requirements and those of the college and the department that he has chosen.

The following is a list of these requirements :

I. General Requirements.

1. Minimum number of credits- 136 (140 beginning with Freshman Class of 1934, exclusive of credits for Kuo Min Tang Principles.)
2. Minimum general grade ratio for college record—1.00
3. One year of college Chinese and English for those who can pass the course with the grade "M" or better, and two years for those who can pass the first year course only with the grade "P".
4. Minimum residence—8 semesters (with a maximum of 4 semesters allowed for work done in some other institution). A semester will not be counted towards a student's residence unless he has passed at least one half of the work for which he has registered. Summer school work may not be offered to reduce the residence requirement.
5. A major department—32-68 credits. (The exact amount required within this range is left with the Department.)
6. A thesis of 2-6 credits—(thesis credits are included in major department requirement). The thesis should ordinarily represent the results of a piece of original research, although in exceptional cases translation is also accepted. A student who has been unable to meet this requirement but fulfilled all the other requirements during his residence, is allowed a maximum of 3 years to complete the thesis and graduate. The following is the regulation concerning the form of the thesis :
  - (a) All theses must be written on regular thesis paper adopted by the University. Such paper may be procured at the University Bookstore at cost. Pictures, charts, drawings, etc. may be made on paper different in quality but same in size or reducible to the size of the thesis, and must be bound with the thesis.
  - (b) Except for special and approved reasons, the thesis must be bound in one volume.

- (c) Thesis in Chinese must be finally copied in plain handwriting (楷書) and in Chinese ink and with proper punctuation marks. Thesis in English must be typewritten.
  - (d) Each thesis must have a cover sheet in standard form bearing the title of the thesis, name of the writer, purpose of the thesis, etc. Sample coversheets may be had by applying to the secretary of the Office of the Director of Studies.
  - (e) The pages in a thesis must be numbered and page references must be given in the table of contents.
  - (f) All theses must be checked at the Office of the Director of Studies in point of form and appearance before they are handed to the Departments for acceptance. No diploma for graduation will be issued until the thesis has been finally accepted.
  - (g) Two copies of each thesis are required by the University, one to be kept in the University Library, and the other in the Department.
7. Kuo Min Tang Principles (This requirement is to be met in the Junior year).
  8. Military training. (Freshman and Sophomore men).
  9. Physical Education (Freshman men)—2 hours per week.  
Physical Education (Freshman, Sophomore and Junior Women)—2 hours per week.

Exemption examinations in certain required courses are given to all students who feel they are qualified to take them. If a student passes the exemption examination he receives no credit for the course but is excused from the requirement. A fee of one dollar is charged for each exemption examination. At present exemption examinations are offered in English, Chinese, and Hygiene (for women students).

II. College and Departmental Requirements :

For college and departmental graduation requirements, the student is referred to college and departmental curricular regulations in the College Bulletins.

Any student who is unable to fulfill all the requirements for graduation before a commencement but makes up the deficiencies after the commencement will be graduated at the following commencement. All reports affecting a student's candidacy must be in the Registration Bureau before the University Council meeting preceding the commencement.

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**ADVANCED STANDING OF TRANSFER STUDENTS**

In determining advanced credits of transfer students, the following principles will be followed:

1. Advanced credits for transfer students shall be granted on the basis of year-for-year and not credit-for-credit. (The normal amounts according to the Yenching scale are 36 credits for the freshman year and 36 for the sophomore year. No extra credit could be granted for freshman year's work while at most 4 extra for sophomore year's work.)
2. The maximum number of advance credits that may be granted to any transfer student shall be 76. (A total of 136 credits is required for graduation.)
3. Credits for required work in Chinese and English shall be granted according to the results of the placement examinations. Credits for elective courses in Chinese and English shall be determined in reference to results of the placement examinations and to the grade of work in the same subject accomplished in Yenching.
4. Credits shall not be given for work which is repeated in Yenching.
5. Credits for an incomplete course or an incomplete sequence of courses shall be withheld until its completion.
6. Summer school credits may be used for making up deficiencies but not for reducing the eight-semester residence requirement for graduation from College.
7. The amount of work counted towards the fulfillment of the requirements for major and correlated subject shall be determined by the department in which the student majors.
8. A transfer student shall be classified according to the number of advanced credits granted him by this University and not according to the number of years he has spent in his former college or colleges.
9. No transfer student may be classified as a Senior. He must spend at least four semesters completing at least 60 credits of work in this University before he may graduate.

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#### ATTENDANCE REGULATIONS AND EXPLANATION

1. Reporting of absences : All absences in each course shall be reported daily by teachers to the Registration Bureau.
2. Excuse from class attendance : Excuse from class attendance shall always be procured by a student before an absence occurs.

(a) Officers responsible for issuing excuse :

In case of illness, a student may apply to the Medical Officer for such excuse. In every other case, he shall apply to his dean, or the administrative head of the division in the University in which he is enrolled. That is, all women students shall apply for excuse to the Dean of the College for Women; graduate men students shall apply to the Chairman of the Graduate Division ; School of Religion men students shall apply to the Dean of the School of Religion ; and undergraduate men students of the College of Arts and Letters, Natural Sciences, and Public Affairs, shall apply to the Dean of the College respectively. For convenience, each of the above officers will hereinafter be referred to as "the authority concerned," and the excuses granted by these officers as "dean's excuse."

(b) Dean's excuse :

To secure a dean's excuse, a student will go to the office of the authority concerned and there fill out an application form on which he states his reason for wishing to be absent. If and when the application is approved, a record of the excuse will be sent to the Registration Bureau. In the case of athletic contests or other University affairs necessitating absence from classes, a physical director or a faculty member may act for a group of students in applying for an excuse ; such application, however, must also be approved by the deans, or the Deans' Committee if it affects more than one college, before becoming effective.

(c) Medical Officer's excuse :

To secure an excuse from the Medical Officer, a student will make his or her application at the office of the physician concerned. If the student is not well enough to come to the office, he or she shall arrange to have the office informed by telephone, and the excuse will be issued as beginning at that period. The Medical Officer will send daily to the Registration Bureau a record of all excuses from class attendance which have been given by him or her.

(d) Notification to students :

A student will be notified by the Registration Bureau whenever any unexcused absences are recorded against him.

(e) Correction of errors :

The receipt of such a notification gives each student an opportunity to have any error corrected that might have occurred. In case he was present at the class indicated, he should simply take his notification card to the teacher concerned and ask that the proper correction be made. In case the absence, according to his understanding, was excused, he should take his notification card to the authority concerned and request that a correction be made. Otherwise the records of the Registration Bureau will be considered correct.

3. Period of absence : In a two-hour course, absence from any two class periods shall be considered one week's absence ; in a three-hour course, absence from any three class periods shall be considered one week's absence ; and so on.
4. Limit to excused absences : The limit for excused absences in any course shall be three weeks. Credit shall not be given for the course in which this limit is exceeded. The Deans' Committee in administering this rule, however, may exercise its discretion to extend this limit to four weeks for students who have a G. G. R. of 1.30 or above, or, in the case of other students, the 4-week privilege may be granted upon the recommendation of the Chairman of the Department.

5. Limit to unexcused absences: The limit for unexcused absences in any course shall be two weeks. If unexcused absences exceed this period, the grade for the course shall automatically be reduced by one unit. (That is, a grade of "G" given by the teacher will be reduced to "M" at the Registration Bureau, a grade of "M" will be reduced to "P", and so on.)
6. Limit to total absences: The limit for total absence including excused and unexcused absences, in any course shall be three weeks. Credit shall not be given for the course if the total absences exceed the three-week limit, within which the unexcused absences do not exceed the two-week limit. The course shall be marked "F" if the total absences exceed the three-week limit, within which the unexcused absences exceed the two-week limit.
7. Absence due to change of courses: When a change of courses has been approved, the absences occurring prior to the change shall be recorded as excused absences, if the change was made by the student. Such absences shall be cancelled if the change was necessitated by the department.
8. Absence due to late registration: Absences due to late registration shall be recorded as excused absences, if the late registration is excused by the authority concerned. Such absences shall be considered unexcused if the late registration is not so excused.
9. Laboratory absence: Laboratory absence shall be reported in a manner similar to class absence. In cases where special arrangement is made for laboratory work to be done at another than the regular period, the teacher may, at his discretion, withhold the reporting of such absence.

#### TRANSFER TO OTHER INSTITUTIONS

The following information on the procedure and regulations concerning transferring from this University to another institution are set down for the guidance of students intending to effect such a transfer:

1. The student should look up the catalogue of the institution to which he wishes to transfer and make a note of all requirements.
2. The student should write a letter of application to the institution to which he wishes to transfer, giving his address (not the address of this University if the reply is expected to arrive after the student has left the University.)
3. The student may obtain a letter of recommendation from the President by writing to the Chairman of his major department or his class doyen and asking that information about his work and character be sent to the President's office for this purpose. If the student has been out of college for some time it is well to make a list of the positions he has held since leaving the University.
4. Upon application to the Registration Bureau a transcript of record will be sent to the institution to which the student wishes to transfer. A certificate of residence will also be enclosed if the student wishes to transfer to another institution in China. But in no case may the Registration Bureau be expected to make copies of students' records submitted to this University by other institutions. Whenever such information is necessary, they should be sent for from those institutions directly.

It will be to the interest of the student to arrange for all the material concerning his application to be sent together in the same envelope. The Registration Bureau will do this for him if he will deliver everything in time to the Bureau.
5. No student having once secured a transcript to another college may be received back into the University unless with the special recommendation of the major advisor and the approval of the Dean.

6. The transcripts of records are issued for students by the Registration Bureau. The first copy is issued free. For every other copy the student is to pay a fee of \$1.00 at the Bursar's Office.

7. Application for transfer must be sent in early. About four months are required to make arrangements for study abroad.

8. An official letter of admission from an American institution is necessary for securing passport, visa and steamer reservations to go to the U.S.A.

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#### REGULATIONS CONCERNING STUDENTS' LEAVING THE UNIVERSITY

1. Men and women students wishing to leave the University during the regular session shall secure proper permission from their College Dean and the Dean of the Women's College respectively.
2. Men and women students who have secured permission for leaving the University according to Article (1) shall apply for a blank from the Welfare Committee and at the office of the Dean of the Women's College respectively for the purpose of registering the procedure for leaving the University.
3. The procedure for leaving the University requires the student to report him- or her-self at the following offices :
  - a) The different laboratories in which the student has been taking work to check up the student's breakage account.
  - b) The University Library to return all the books that the student has borrowed.
  - c) The Bursar's Office to pay all the bills due.
  - d) The Registration Bureau to leave proper record.
  - e) The Business Office of the Controller's Office to return the dormitory key. (Men students only.)
4. Men and women students who have completed the procedure for leaving the University according to Article (3) shall secure a certificate for leaving the University from the Student Welfare Committee and the Office of the Dean of the Women's College respectively, and shall leave the University within three days.
5. Students who at the end of a semester leave the University without expectation of returning the following semester should also follow the procedure outlined above. If decision not to return follows

withdrawal from the University, the essential steps in the above procedure may be undertaken by correspondence or through the assistance of friends. Students who are delinquent in any of the items mentioned may forfeit the privilege of returning to the University.

6. All students who leave the University without securing proper permission and without attending to the necessary procedure will not be allowed to return to the University.
7. The names of students who have completed the procedure for suspending their studies and leaving the University shall be published in the University Bulletins.

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#### SUSPENSION OF STUDIES AND DROPPING FROM UNIVERSITY

1. A student who, on account of illness or some other proper reason, wishes to suspend his studies must make an application in writing and secure a letter granting the privilege of suspension of studies from the Director of Studies. During the 4-year college course, a student will be permitted to suspend his studies no more than twice.
2. The period for suspension of studies may not exceed three years. Unless a student has been given special permission for extension, he is considered as having dropped from the University after three years.
3. A student who suspends his studies over three weeks without having secured permission according to (1) is considered as having dropped from the University.
4. The University reserves the right at any time during the course to drop students who do not maintain the required standard of scholarship, who cannot remain in the University without danger to their own health or to the health of others, or whose presence is found to lower the moral tone of the University. Students of the last class may be asked to withdraw even though no specific charges be made against them.
5. A student who has suspended his studies or dropped from the University on his own account may apply for a letter of honorable dismissal and transcripts of record, A student who has been dropped by the University may not receive the letter of honorable dismissal.
6. A student who wishes to terminate his suspension of studies and be readmitted to the University, must make an application in writing at least a month before the beginning of the semester in which the student wishes to return with a \$5.00 dormitory deposit and secure a letter granting the privilege of readmission from the Director of Studies. Without having secured such permission, the student may not be registered.

7. A student who has dropped from the University on his own account may be readmitted only by the same procedure as a new student. A student who has been dropped by the University on account of poor scholastic standards or misconduct, either general or particular, may not be readmitted at all.

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#### RESIDENCE IN THE DORMITORY

Besides the general principles of maintaining sanitary and hygienic conditions and quiet in the dormitories which are expected of every student, the following rules might be selected for special mention :

1. Because the University has set a quota of 800 students which is also the present capacity of the University dormitories, and because of the increasingly large number of applicants to study in the University, it is necessary to require every student to make reservation by paying a dormitory deposit of \$5.00. Old students who expect to continue their course in the following semester should pay this deposit to the Bursar's Office at the time announced towards the end of a semester. New students should pay this deposit to the Bursar's Office upon being notified about their admission. All students, old and new, who have not paid the dormitory deposit are taking the risk of being prevented from registration on account of lack of space in the dormitories.

2. No student may live outside of the University campus unless special permission has been secured (men students from the Student Welfare Committee and women students from the Dean of College for Women), and the places where they live will be subject to inspection by the University authorities.

3. The University admits married women as students providing they are living with their husbands or family or in the women's dormitories. They shall be registered under their married names. For admittance to the women's dormitories the following conditions must be observed :

- (1) That husbands are not living in Yenching, nor its environs (Tsinghua, Chengfu, Haitien) nor Peiping. In these cases married women are expected to live with their husbands.
- (2) That before registration married women students desiring to reside in the dormitories shall report personally to the Dean of the Women's College, and obtain from her permission to live in the dormitories. The Dean shall give the names of all married women students to the physician of the Women's College.

ALUMNI AND ALUMNAE RETURNING TO THE UNIVERSITY  
FOR FURTHER STUDY

The University discourages in principle any graduate to remain as an undergraduate special student in another department. Exceptions may be made by the joint approval of the Dean and the Chairman of the Department concerned and the Director of Studies. To graduates who have had some experience and wish to return to the University for further study, the following regulations are applicable:

1. Only graduates of Yenching University and the constituent colleges can enjoy this privilege.
2. They must have been in the teaching profession and expect to return to the same or similar positions.
3. They must come with the recommendation of the school authorities concerned.
4. They are to be classified as special students.
5. They shall pay tuition according to the regulations for graduate students.
6. They must take at least twelve credits of work each semester for which they are qualified.
7. They must specify the colleges they belong to and are to be under the direction of the respective Deans.
8. If at the judgment of the Dean concerned such students are not doing serious work, they will be requested to withdraw from the University.

A student who has completed a given Chuan Hsiu K'e or short course may not be admitted to another short course without having in the meantime spent at least one year in active service.

UNIVERSITY FEES

(All University fees are payable at registration time. Modifications will be announced ahead of time.)

	Per Semester	Per Year
Tuition, Post-Graduate	\$4 per credit	
Tuition, Post-Graduate (audit or make-up work)	2 per credit	
Tuition, Master's Thesis	15	
Tuition, Undergraduate	\$40	\$80
Tuition, Kindergarten Chuan Hsiu K'e	40	80
Tuition, Leather Tanning Chuan Hsiu K'e	50	100
Tuition, School of Religion	40	80
Tuition, Religious Social Service Short Course	40	80
Tuition, Special Student	4 per credit	
Tuition, Auxiliary Student	4 per credit	

The minimum charge for tuition for students who pay their fees according to the number of credit hours is \$10 per semester. The maximum charge for tuition for a graduate student is \$50 per semester.

Board { Men Students (approximately)	40	80
{ Women Students	36	72
Dormitory (Light, Heat & Water included)	20	40
Dormitory Key Deposit (repayable upon return of key at end of year)		1
Dormitory Reservation Deposit (This amount is not refunded to those who fail to return)		5

Laboratory Fees:

Biology 1, 2, 51, 52, 103, & 104	8 per course
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	Per Semester	Per Year
Biology 3, 101, 102, 105, 106, 158, 165, 166, 199, 200, 201, 202, 203, & 204	\$ 5 per course	
Physics 51, 52, 53, 54, 55-56, 57-58, 59-60	8 per course	
Physics 22, 173, & 176	10 per course	
Physics 199-200	15	
Physics 251, & 252	20 per course	
Physics 299-300	30	
Chemistry 124, 131, & 132	5 per course	
Chemistry 2, 3, 4, 5, 6, 7, 117, 123, 120 153B, 142, 154B, 199, & 200	10 per course	
Chemistry 9, 10, 127, 129, 135, 136, 153A, & 154A	15 per course	
Leather 73, 74, 75, & 76	10 per course	
Master's Thesis (Chemistry)	25	
Geography or Geology	\$ 1	\$ 2
Home Economics	7	14
Music :		
Piano Lessons, without use of instrument	15	30
Piano Lessons, under instruction by practice students	8	16
Use of piano, one hour per day	10	20
Voice Lessons, without use of instrument	15	30
Violin Lessons, without use of instrument	15	30

All students except Freshmen who take courses in piano or voice with credit may be given a reduction of \$5 per course per semester. There is no reduction in fees for the use of instruments.

Students of all departments and colleges are expected to be responsible for at least half of the traveling expenses in connection with field research and visitation trips.

	Per Semester	Per Year
Medical Service (not including drugs)	\$2	\$4
Athletic	2	4
Incidental	2	4
Military Training Uniform (Surplus and deficit will be refunded and charged according to cost.)	\$20	
Undergraduate Graduation Fee	5	
This fee covers the following items :		
Government Diploma in Chinese		10
Vocational Certificate, if the student is entitled to it		10
Duty Stamps		7
Postage		2
Binding of the University copy of the thesis		2
Use of cap and gown for Commencement		0.50
Master Diploma (English)		0.50
Bachelor of Divinity Diploma (English)		1
Bachelor Diploma (English)		0.50
Vocational Certificate		3
Chuan Hsiu K'e Certificate		2
Duty Stamps on Government Diploma		0.50
Diploma Postage		0.50
Duplicate Transcript of Record		2
Duplicate of all other Certificates, each		2
Duplicate of Work Book		2
Entrance Application		2
Matriculation for new students		2
Rematriculation for old students		2

Make-up and re-examination Fee, per subject	\$ 1
Late make-up and re-examination Fee,	5 per course
	20 for all courses taken in a semester
Fine for Late Registration	3 during the 1st week
	5 during the 2nd week
Fine for Change of Course during the second week, each course dropped or added	0.50

The total annual expense of a student in the University is estimated at \$400.00.

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#### PAYMENT OF FEES

1. All students' fees, unless specified otherwise, must be paid for the semester at the time of registration.

2. After the payment of University fees and before the first day of classwork, three quarters of the tuition and dormitory fees may be refunded to a student who is forced to withdraw from the University on account of illness or special circumstances.

3. During the first month of a semester after the first day of classwork one half of the tuition and dormitory fees may be refunded to a student who is forced to withdraw from the University on account of illness or special circumstances.

4. If students, for special reasons, cannot pay fees at the time of registration, permission for men students to defer payment must be secured from the Committee on Student Welfare and for women students from the Dean of the College for Women. A promisory note must be filled out by each student and filed at the Bursar's Office stating the amount due for fees and the time of extension requested. In no case may extension be more than one month.

5. If a student still cannot pay fees at the expiration of the extended time, he or she must again apply at the office of either the Student Welfare Committee or the Dean of the College for Women for further extension. In no case may the second extension be more than twenty days.

6. At the expiration of the second extension a fine of fifty cents a day for ten days, Sundays and holidays included, will be collected. If, at the end of the ten days, the bill for any student is still unpaid, the amount due together with the fine shall be collected from the student's guarantor, or parties responsible for his support. No credits shall be given for the semester until the total amount due is paid, and in the future during his stay at Yenching permission to defer payment will not be given.

7. All bills other than those payable at registration are to be paid within ten days after receiving notices from the Bursar's Office. Privileges mentioned in No. (4) and (5) may also apply to this class of bills. In case of failure to pay, conditions in No. (6) will also apply.

8. Students who have failed to pay any of the University bills during a semester may not be registered for the following semester until he has made the payment. A student of the graduating classes will not be allowed to graduate until he has paid all the University bills.

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#### SCHOLARSHIPS, LOANS, AND SELF HELP

The University has a standing Committee on Loans, Scholarships, and Selfhelp. Its Chairman keeps regular office hours. Besides the following information, all inquiries concerning such matters should be directed to the Chairman of the Committee.

1 Scholarships. For men students in the undergraduate Colleges, there is enough money available from generous gifts to the University for about ten general scholarships per year, averaging \$100 each. Good character and a grade ratio of 1.20 are necessary to win and retain such a scholarship. Certain scholarships are given specifically for those who are training for Christian life service.

For women students in the undergraduate Colleges, there is sufficient money at present to grant about ten scholarships a year at \$150 each. There is also a special fund for Home Economics Scholarships.

Tuition Scholarships. For both Men and Women of all Schools and Departments.

Yenching "Tuition B" Scholarships—\$80 a year to each student for four years. (There are four such Scholarships annually, one each chosen by the churches or mission in the Methodist, Congregational, London Mission or Church of Christ in China group.)

In addition to these University Scholarships, several of the Departments have departmental scholarships available to particularly well qualified students, both men and women.

All of these scholarships are available only to those who have had at least one year's residence in Yenching. Some of them also have other restrictions.

2 Loans. The general loan is open to men and women alike. Sums are loaned up to \$120 a year to undergraduates of regular courses only. Repayment is made in installments, amounting to one-tenth of the borrower's

salary each month, beginning six months after graduation, with very low interest. Only those who have been in the University for at least one year, who have a grade ratio of 1.00 or above, whose character is good and who are financially needy, are entitled to borrow.

3 Self Help. Such positions are open to both men and women students as naturally arise in the activities of a society of the nature of Yenching. These include tutoring, typing, copying and other office work, landscaping, household work, library work, translating, writing for newspapers, salesmanship, etc. The committee acts as an employment bureau, and tries to help the student to view his self help both as an educational and a financial enterprise. About one hundred students a year undertake such work, and their average earning is about \$30 a year, though some with special skill are able to earn much more. Such work, though open to students of all grades and courses, is uncertain and often unsteady, and the student should not count on it too heavily. Those who are tested and found to be self-reliant are, however, normally favoured for loans and scholarships.

*Costs.* The average student budget, without any extravagances, could be placed between \$350-400 a year, not counting the summer, but including all personal expenses as well as fees. There is at present no way, except for the Yenching tuition B Scholarships, in which a student may secure University loans or scholarships until he has been here for at least a year. Even after that, scholarships are rare and loans cannot be guaranteed. Sophomores are discouraged from applying for loans. Self help is uncertain. Therefore students should be advised to come to Yenching prepared with sufficient funds to see them through the first year completely. Even thereafter, they are strongly advised to get the large proportion of their funds from family or friends. The University funds are merely intended to furnish supplementary assistance, and not to form the foundation for the student's budget.

Graduate, Chuan Hsiu K'e, and Short Course students are not eligible for University loans or scholarships except for the tuition scholarships, but several departments have departmental funds. Inquiry should be made with the chairmen of departments.

## LIBRARY REGULATIONS

During term time the Library is open on weekdays from 8:00 a.m. to 12:00 noon, and from 1:00 to 10:00 p.m. On Sundays the hours are from 2:00 to 10:00 p.m. and on legal holidays 7:00 to 10:00 p.m. The hours during holidays that run more than one day will be announced in their specific cases. The Library will be closed during the hours when important University exercises are held, such as Convocation, Commencement, etc.

The Library is open to all members of the faculty and registered students. Books, other than works of reference, not required for class use or otherwise restricted, are available under prescribed rules for circulation to those entitled to the privileges of the Library. All loans are for a period of two weeks or less, and are subject to fines for detention or injury of books.

The privileges of using the Library for persons not connected with the University is extended, at the discretion of the Librarian, to those who are guaranteed in writing by a member of the faculty who is of professorial rank and who is not a member of the library staff.

A full text of the library regulations may be obtained by applying at the Delivery Desk. A descriptive handbook of the Library relative to its history, system of classification and cataloguing, etc. has been published and may be obtained by applying at the Librarian's Office.

The department libraries are located as follows :

The Biology Department Library—on the second floor at the south side of the Physics Building.

The Chemistry Department Library—on the second floor at the north side of the Chemistry Building.

The Library of College of Public Affairs—on the second floor of the McBrier Hall.

The English Department Library—on the main floor at the north-west corner of Sage Hall.

The European Language Department Library—in Sage Hall.

The Physics Department Library—on the main floor at the west side of the entrance of the Physics Building.

The Psychology Department Library—on the second floor at the east end of the McBrier Hall.

The Library of the School of Religion—in Ninde Hall.

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#### THE UNIVERSITY SCHEDULE

During the regular session, classes, will be conducted according to the following schedule:

Morning—First Period	8:00- 8:50
Second „	9:20-10:10
Third „	10:20-11:10
Fourth „	11:20-12:10

#### Noon Recess

Afternoon—First Period	1:10-2:00
Second „	2:10-3:00
Third „	3:10-4:00

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### THE UNIVERSITY BELL

The University bell is operated according to the marine system. It begins operation at 6:00 a.m. and ends at 11:00 p.m. daily. The system calls for the striking of the hour and the half-hour and rotates once in very four hours which can be understood by the following schedule:

<i>STROKES</i>	<i>HOURS</i>			
1	8:30 a.m.	12:30 p.m.	4:30 p.m.	8:30 p.m.
2	9:00 ,,	1:00 ,,	5:00 ,,	9:00 ,,
3	9:30 ,,	1:30 ,,	5:30 ,,	9:30 ,,
4	6:00 a.m.	10:00 ,,	2:00 ,,	6:00 ,, 10:00 ,,
5	6:30 ,,	10:30 ,,	2:30 ,,	6:30 ,, 10:30 ,,
6	7:00 ,,	11:00 ,,	3:00 ,,	7:00 ,, 11:00 ,,
7	7:30 ,,	11:30 ,,	3:30 ,,	7:30 ,,
8	8:00 ,,	12:00 ,,	4:00 ,,	8:00 ,,

Besides the University bell, the power plant blows its whistle every morning on week days at 7:30 a.m.

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### USE OF UNIVERSITY BUILDINGS

Students and student organizations may use University buildings for purposes of meetings or performances. The meetings or performances should ordinarily first be approved by the Students' Welfare Committee: With such approval, use of buildings or rooms should be registered for at the latest on the previous day at the proper respective offices as follows:

Office of the Dean of the College for Women :	Sage Hall Miner Hall
Registration Bureau :	All other classrooms.
Business Office :	All other buildings

The following are the regulations concerning the use of the Bashford Auditorium and the Luce Pavilion :

1. Any faculty organization that desires to use the Bashford Auditorium or the Luce Pavilion should apply to the Business Office beforehand.
2. Any student organization that desires to use the Bashford Auditorium or the Luce Pavilion should first secure a permit to hold the meeting or to give the performance from the Committee on Students Welfare, and then make application at the Business Office.
3. Any outside organization or individual that desires to use the Auditorium must be sponsored by a recognized faculty or student organization, under whose auspices the meeting or performance shall be held.
4. No pasting of papers, placards, etc., on the walls, on windows or any part of the Auditorium or the Pavilion is allowed, nor may nails be driven into the walls or woodwork.
5. No smoking is allowed.
6. No electric bulbs are to be changed or added without special permission from the University Engineer.

7. No furniture is allowed to go out of the Auditorium or the Pavilion without special permission from the Business Office.
8. No performances or meetings are allowed before 7:30 a.m.
9. All performances must be over not later than 10:50 in the evening.
10. Faculty or student organizations that use the Auditorium or the Pavilion are to be responsible for any damage done to any part of the buildings, furniture or fixtures.
11. No refreshments may be served or sold in the Auditorium.
12. No seats are to be added in the aisles of the Auditorium, and the chairs of the hall are not to be moved or re-arranged.
13. No persons other than the operators are allowed in the cinema machine room.
14. When tickets are sold for the meeting or performance, ten per cent of the gross receipt shall be paid to the University as rental for the hall. But the minimum rental shall be \$10.00.

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#### GATE REGULATIONS

The University gate from the first of March to the end of October will be opened at 5:00 a. m. and closed at 11:00 p. m. From the first of November to the end of February the gate will be opened at 6:00 a. m. and closed at 11:00 p. m.

Students who wish to leave the University with baggage should present to the gatemen certificates for leaving the University, which are to be secured according to Regulation Governing Students Leaving the University. (P. 45).

#### LIGHT AND WATER

All electric lights are shut off at 11:00 p. m. and turned on at 6:00 a. m. Hot water is supplied from 6:00-9:00 a. m., 12:00-1:30 p. m. and from 5:00-11:15 p. m.

#### ATTENTION OF STUDENTS!

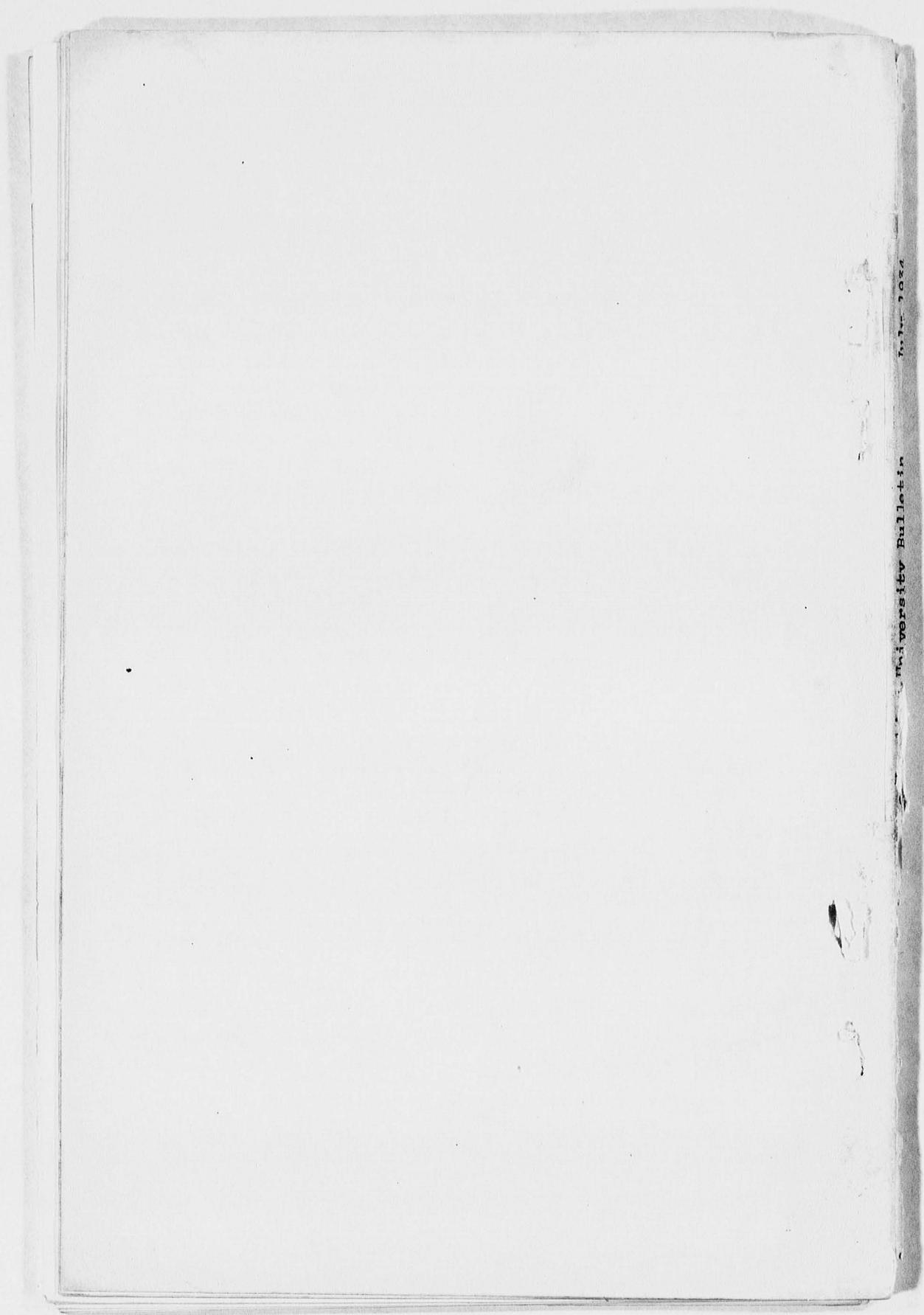
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#### CORRESPONDENCE WITH OFFICERS OF THE UNIVERSITY

1. Students on the University campus should come to the University offices in person and avoid writing for information, unless the matter is of such a nature as to require statements in writing. Most of the University officers would appreciate to have students make their business calls within their office hours and in their offices, while they welcome personal consultation and social intercourse in their homes.
2. When students have to write, they should bear in mind the following points :
  - (a) Address your communication as definitely and directly to the office or person in charge as you can. Do not send every letter to the President's Office to be redirected.
  - (b) Give your name according to the official spelling, attach your R.N., and always put on the date and return address.
  - (c) Be sure to allow enough time for a reply. The only way to get an early reply is to write your own letter early.
  - (d) All requests for telegraphic replies will be disregarded unless costs are paid in advance by students.

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University Bulletin

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燕京大學  
YENCHING UNIVERSITY  
BULLETIN

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Guidebook for Students

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Volume—XXI Number 12

Peiping, China

August, 1936

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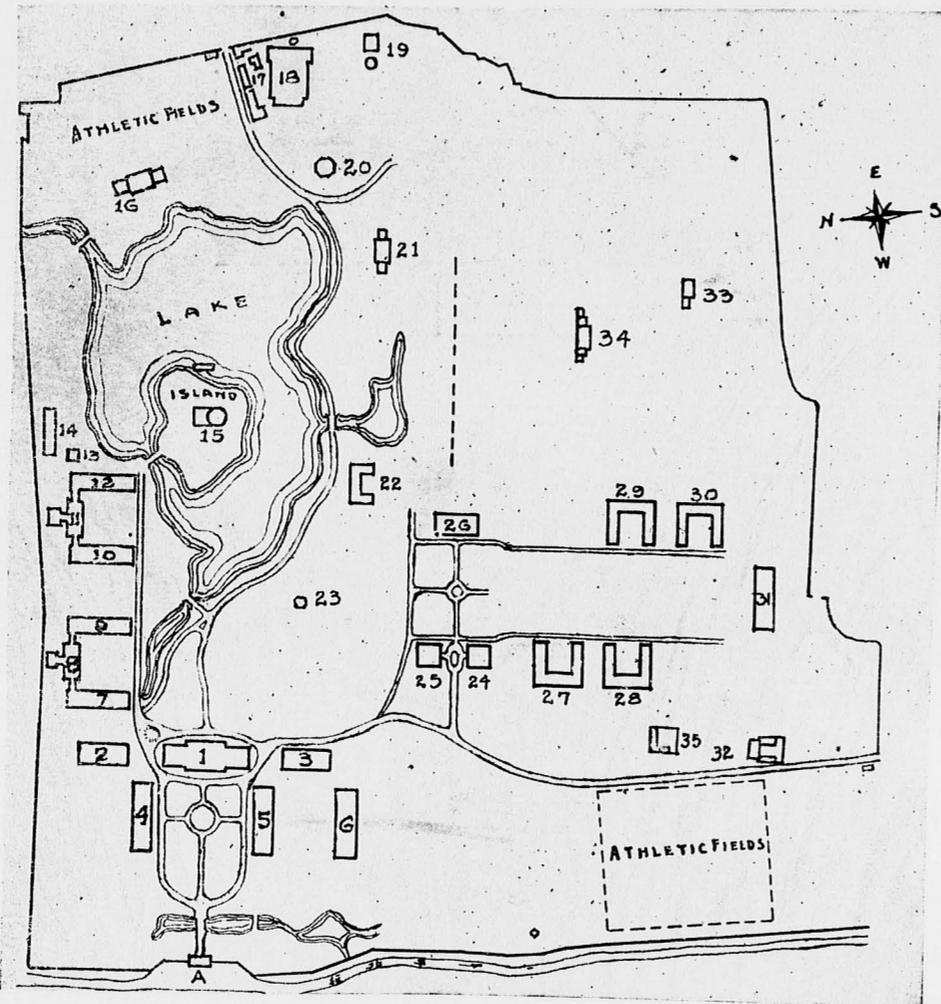
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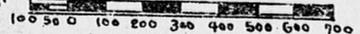
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A Sketch Map of the University Campus  
校園平面圖



A	校門	University Entrance	18	機器房	Power Plant
1	公樓	Bashford Admin. Bldg.	19	煤汽機	Gas Plant
2	寧瑞樓	Ninde Hall	20	博塔	Water Tower
3	爾瑞樓	Library	21	慕氏療養院	Men's Infirmary
4	穆瑞樓	McBrier Hall	22	臨湖軒	President's House
5	容化樓	Physics & Biology	23	鐘甘德園	Bell Tower
6	斐學樓	Chemistry & Geology	24	甘德園	Gamble Hall
7	斐一樓	Men's Dormitory No. 1	25	麥適一	Miner Hall
8	第復一	Refectory No. 1	26	適一	Sage Hall
9	第復二	Men's Dormitory No. 2	27	二	Women's Dormitory No. 1
10	第復三	Men's Dormitory No. 3	28	三	Women's Dormitory No. 2
11	第復四	Refectory No. 2	29	三	Women's Dormitory No. 3
12	第復五	Men's Dormitory No. 4	30	四	Women's Dormitory No. 4
13	濱湖宿	Men's Dormitory No. 5	31	鮑氏體育館	Boyd Gymnasium
14	湖宿	Men's Dormitory No. 6	32	家政見習室	Practice House
15	湖思義	Luce Pavilion	33	幼雜園	Kindergarten
16	華氏體育館	Warner Gymnasium	34	附屬小學	Practice School
17	雜貨店郵政局	Store & Post Office	35	女生醫院	Women's Infirmary

SCALE 1"=480'



英呎每一寸等於四百八十八尺

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## YENCHING UNIVERSITY BULLETINS

The regular bulletins of the University are issued at stated times during the year. Special bulletins are issued from time to time as need arises. Requests for bulletins should be made to the University Book Store with cost prepaid. Bulletins given without charge are distributed by the Admissions Bureau.

University Catalogue (in Chinese, out of print).....	50 cents
Graduate Division (under preparation) .....	15 cents
College of Arts and Letters .....	15 cents
College of Natural Sciences .....	15 cents
College of Public Affairs .....	15 cents
Directory of Faculty.....	15 cents
Directory of Students.....	15 cents
Guidebook for Students. Each student of the University is entitled to one copy free. Extra copies, each.....	15 cents
Entrance Examination Questions, 1932, '33, '34, '35, '36, each.. (with syllabus of subjects)	15 cents
Graduate Division Entrance Bulletin (in Chinese).....	Free
Undergraduate College Entrance Bulletin (in Chinese).....	Free
Entrance Information Sheet for Foreign and Oversea Students ....	Free
School of Religion (in Chinese).....	Free

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## YENCHING UNIVERSITY

### Academic Calendar 1936-1937

#### FALL SEMESTER

Fall Semester begins .....	Sept. 1 (Tues.)	
Dormitories open to students .....	Sept. 1 (Tues.)	
New students to arrive .....	Sept. 1 (Tues.) - Sept. 3 (Thurs.)	
Faculty professional conference .....	Sept. 2 (Wed.) - Sept. 3 (Thurs.)	
Exemption and placement tests .....	Sept. 3 (Thurs.)	
Freshman week .....	Sept. 3 (Thurs.) - Sept. 7 (Mon.)	
Registration .....	Sept. 7 (Mon.) - Sept. 9 (Wed.)	
Opening convocation .....	Sept. 10 (Thurs.)	
Class work begins .....	Sept. 10 (Thurs.)	
Change of courses without fee .....	Sept. 10 (Thurs.) - Sept. 16 (Wed.)	
Late registration with fee .....	Sept. 10 (Thurs.) - Sept. 23 (Wed.)	
Last day for taking make-up examinations .....	Sept. 16 (Wed.)	
Change of courses with fee .....	Sept. 17 (Thurs.) - Sept. 19 (Sat.)	
National holiday .....	Oct. 10 (Sat.)	
Sun Yat Sen's birthday anniversary holiday .....	Nov. 12 (Thurs.)	
Last day for handing in freshman mid-semester grades to Registration Bureau .....	Nov. 16 (Mon.)	
University anniversary holiday .....	Dec. 25 (Fri.)	
Founding of the Republic of China anniversary holiday .....	Jan. 1 (Fri.)	
New Year holiday .....	Jan. 1 (Fri.) - Jan. 3 (Sun.)	
Fall semester examinations .....	Jan. 9 (Sat.) - Jan. 16 (Sat.)	
Winter recess .....	Jan. 18 (Mon.) - Jan. 31 (Sun.)	

#### SPRING SEMESTER

Spring semester begins .....	Feb. 1 (Mon.)	
Registration .....	Feb. 1 (Mon.) - Feb. 2 (Tues.)	
Class work begins .....	Feb. 3 (Wed.)	
Change of courses without fee .....	Feb. 3 (Wed.) - Feb. 9 (Tues.)	
Late registration with fee .....	Feb. 3 (Wed.) - Feb. 16 (Tues.)	
Last day for taking make-up examinations .....	Feb. 9 (Tues.)	
Change of courses with fee .....	Feb. 10 (Wed.) - Feb. 12 (Fri.)	
Sun Yat Sen's memorial day holiday .....	Mar. 12 (Fri.)	
Leaders of revolution memorial day holiday .....	Mar. 29 (Mon.)	
Spring recess .....	Apr. 12 (Mon.) - Apr. 18 (Sun.)	
Alumni home-coming day holiday .....	Apr. 24 (Sat.)	
Last day for handing in master's thesis to Graduation Division .....	May 15 (Sat.)	
Last day for handing in senior thesis to dean of college .....	May 31 (Mon.)	
Spring semester examinations .....	June 12 (Sat.) - June 19 (Sat.)	
Baccalaureate .....	June 20 (Sun.)	
Class day .....	June 21 (Mon.)	
Commencement .....	June 22 (Tues.)	

#### OFFICERS OF ADMINISTRATION

C. W. Luh, Ph. D.	Acting Chancellor and Dean of the Graduate Division
J. Leighton Stuart, D.D., Litt. D.	President
Y. P. Mei, Ph. D.	Dean, College of Arts and Letters
Stanley D. Wilson, Ph. D.	Dean, College of Natural Sciences
H. B. Price, M.A.	Acting Dean, College of Public Affairs
Miss Margaret B. Speer, M.A.	Dean, College for Women Director of Studies
C. L. Han, B.A.	Acting Registrar and Admissions Secretary
Stephen I. O. Tsai, B.A.	Controller
K. Y. Ma, B. Com.	Chairman, Committee on Loans, Scholarships, and Self-help and Business Manager
Miss Mary Cookingham, B.A.	Bursar
C. S. Hsieh B.A., B.D.	Head, Chinese Secretarial Bureau
H. T. T'ien, B.A.	Librarian
Basil L.L. Learmonth, M.B., C.M.	University Medical Officer
T. C. Li, M.D.	Associate University Medical Officer
Miss M. Elizabeth Jenkins, M. D.	Medical Officer, College for Women
*K. A. Wee, Ph.D.	Director, Physical Education for Men
Robert Y. Chao, B.S.	Acting Director, Physical Education for Men
Miss Mary G. Brandt, M.A.	Director, Physical Education for Women

\*Absent on leave 1936-37.

## HISTORICAL STATEMENT

Yenching University was created in 1917 by a merging of the North China Union College at Tungchow and the Peking University in Peking. The Tungchow institution was founded in 1867 by the American Board Mission and Peking University was established three years later by the Methodist Episcopal Board of Missions.

After the establishment of this union university, the Yenching Women's College, and the North China Union Theological Seminary, which began its work in 1906, affiliated with the institution. The seminary was the forerunner of the present School of Religion. For the first decade of its existence, the official English name of the institution was Peking University.

As early as 1911, a meeting was held with representatives from the Anglican, the American Board, the Presbyterian, the Methodist Episcopal and the London Missions attending to discuss the amalgamation of Christian higher education in North China. The final decision for the formation of a union university was taken in 1916. The first class was graduated in 1919.

Its student body in the first year was less than one hundred; when the University opened for the 1930-31 session the student enrollment reached the mark of 800, which figure has been adopted by the University authorities as the tentative limiting quota for the next few years. The budget of the first year was less than \$50,000; during the past few years it has been just under a million dollars. The University had a few plots of land and no suitable buildings to start with; the campus and buildings today represent an investment of \$4,000,000 upon which there are no encumbrances. A staff of less than twenty-five, mostly Westerners, started the work; the faculty and administrative staff today number more than a hundred, of whom over two-thirds are Chinese. The Chancellor and the majority of the administrative

officers are Chinese. The University has been registered under the Ministry of Education of the National Government since May 1929, and under the Regents of the University of the State of New York since its reorganization on the present basis.

The purpose of Yenching has been stated by President J. Leighton Stuart as follows: "Yenching University aims to mediate to China the finest values of Western civilization by an educational process which will enable young men and women to infuse these into their own culture while preserving the best features of their national heritage." International goodwill, life as a consecration to the highest ideals, scientific knowledge used for human welfare, religion as the inspiration to noble endeavor, are among the ideals suggested by the motto of the University "Freedom through Truth for Service."

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## THE CAMPUS

The University campus occupies the site of the famous Shao Garden planned and built by Mi Wan Chung of the Ming Dynasty. It came into the possession of the University in 1920 on a permanent lease from Gen. Chen Shu Fan, who had previously bought it from a prince of the Ching Dynasty. According to the deeds the land covers 380 mu (over 60 acres). Later additions have doubled this area which now forms the University campus proper. Building operations were started in 1922 and most of the buildings were completed in the summer of 1926, when both the Men's and the Women's Colleges moved out from the city to the new campus. It was originally intended to hold the formal opening that fall, but political disturbances made it necessary to delay the occasion till October 1, 1929, when, at a very solemn ceremony, Mr. Franklin Warner, the Chairman of the Board of Trustees, representing those who have helped in founding this University, handed over the key of the University campus to Chancellor Wu Lei-ch'uan.

Since 1926 several new buildings have been added. The wall which surrounds the campus was built with funds contributed by Chinese friends of the University. The main gate, known as the "Alumni Gate," was built largely with funds contributed by graduates and students.

The original landscape features of the prince's garden have been preserved as much as possible. Undulating hills, crowned by beautiful old cedar and pine trees, are bordered by little valleys and secluded paths. Lotus ponds, lakes, islands and bridges are interspersed in the landscape. Many new trees and flowering shrubs have been planted and new walks and roads have been laid out. In addition there are athletic grounds, including a large number of tennis courts for men and women students and for the faculty. The lakes provide skating rinks in the winter season.

As a whole the campus stands for both utility and beauty and should become more beautiful and attractive as the years come and go.

## ACADEMIC ORGANIZATION

The undergraduate division of the University consists of three undergraduate colleges, namely, the College of Arts and Letters, the College of Natural Sciences, and the College of Public Affairs. Students should choose one of these colleges at the beginning of their Freshman year, and should elect their major departments at the beginning of their Sophomore year.

The College of Arts and Letters offers majors in the following departments: Chinese, Western Languages, History, Philosophy, Psychology, Education, Music, and Journalism. A Chuan Hsiu K'e in Kindergarten Training is offered by the Department of Education in this College.

The College of Natural Sciences offers majors in Mathematics, Physics, Biology, Chemistry, and Home Economics. A Chuan Hsiu K'e in Leather Tanning is offered by the Department of Chemistry in this College. While there are no more Pre-medical and Pre-nursing courses as such, students will be provided every opportunity to prepare themselves for entrance to medical colleges and nursing schools by selecting work offered in the different departments of this College.

The College of Public Affairs offers majors in Political Science, Economics, and Sociology and Social Work.

The Bulletins issued by the three undergraduate Colleges give information regarding special requirements for students in each college. For further information not given in the bulletins, students are asked to see their respective deans and chairmen of departments.

Students may not transfer from one college to another nor from one department to another in the University without permission and without making up the requirements for the college and the department to which they transfer. For instance, if a student transfers from the Department of Economics to the Department of Education he will be required to fulfill the requirements of the

College of Arts and Letters and also take such courses as the Department of Education prescribes. No student is allowed to transfer at the end of the Sophomore year from one college to another without the unanimous consent of the two college deans and the two department chairmen concerned, and after registration for the Junior year no student is allowed to transfer from one college to another.

Besides the three undergraduate colleges, the University includes a Graduate Division, and a School of Religion. Information regarding these organizations is contained in their respective bulletins.

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**THE UNDERGRADUATE CURRICULUM PLAN**

**1. FRESHMAN PLAN FOR THE COLLEGES OF ARTS AND LETTERS AND PUBLIC AFFAIRS**

<i>Group A</i>			
Chinese 1-2			3 - 3
English 1-2			4 - 4
<i>Group B</i>			
Mathematics 1-2	3 - 3	}	3 - 3
Biology* 3-4	3 - 3		
Chemistry* 1-2	3 - 3		
Geology*	3 - 3		
<i>Group C</i>			
Psychology 1 or 2	3 - 3	}	3 - 3
How We Think, Philosophy 21 or 22	3 or 3		
Mental Hygiene, Psychology 9 or 10	3 or 3		
<i>Group D</i>			
Sociology 1 or 2	3 or 3	}	3 - 3
Economics 1 or 2	3 or 3		
Political Science 1 or 2	3 or 3		
Education 3	3 -		
History 91-92	3 or 3 and 3		
<i>Group E</i>			
Electives			3 - 3
Total			19 - 19

- NOTE :— (1) Freshmen intending to major in Economics, Political Science, or Sociology must elect two out of these three Social Sciences under Group D.
- (2) Students intending to major in Economics must elect a Natural Science course under Group B and may take Mathematics as the elective under Group E.

(3) The number of non-science students who can be received in the starred courses (\*) is limited.

(4) Women students may take the 1-Cr. required course in hygiene the second semester of Freshman year, or they must take it in the Sophomore year.

2. FRESHMAN PLAN FOR THE COLLEGE OF NATURAL SCIENCES

REGULAR PROGRAM

Group A	
Chinese 1-2	3 - 3
English 1-2	4 - 4
Group B	
Natural Sciences (three) (Phys 1-2, 3-3 ; Biol. 1 or 2, 0- ; Chem. 3 or 4, 5-0)	8 - 8
Group C	
Mathematics 1-2	3 - 3
	18 - 18

SPECIAL PROGRAM

(In special cases, this program may be taken with permission)

Group A	
Chinese 1-2	3 - 3
English 1-2	4 - 4
Group B	
Natural Sciences (two) (Physics 1-2, 3-3 ; Biol. 1 or 2, 5-0 or 0-5; Chem 3 or 4, 5-0 or 0-5)	5-5 or 8 - 3
Group C	
Mathematics 1-2	3 - 3
Social Science	3-3 or 0 - 6
	18-18 or 18-19

3. GENERAL PROGRAM OF STUDIES RECOMMENDED FOR THE BACHELOR'S DEGREE.

- (a) One year of Chinese (Freshman ).
- (b) One year of English (Freshman year).
- (c) A second year of Chinese or of English (Sophomore year), or two years of a second foreign language,—Japanese, French, or German. (Freshman & Sophomore years or Sophomore & Junior years).
- (d) A laboratory course in natural science in any one of the following five departments: Physics, Chemistry, Biology, Geology, Psychology (Psy. 5-6).
- (e) A descriptive course in natural science in any of the departments of the College of Natural Sciences—those in Inheritance, Psychology, (Arts College), and Geography are specially recommended.
- (f) A year-course in Economics, Political Science, or Sociology. (The combination of two semester courses in two of these subjects as provided in the Freshman program will be accepted, if this condition is met in the Freshman year.)
- (g) A year-course in History, Education, Literature, or Philosophy. (The combination of two semester courses in two of these subjects as provided in the Freshman program will be accepted, if this condition is met in the Freshman year.)
- (h) A major study with its correlated courses including the bachelor's thesis to the maximum amount of 68 credits within which a minimum of 32 credits, including those for the thesis, should be in one department. Ordinarily the major study is carried on in and under the supervision of one department. As far as possible, a student's major study should be planned with reference to a significant problem that he is interested in rather than just as a group of courses. The provision for minor or correlated subject arrangement should be

made and used wherever profitable. Qualified students should be encouraged to pursue their major study at the more advanced level on the Individual Study Plan. Furthermore, there should be a few courses for advanced students conducted by more than one instructor in collaboration.

- (i) Physical Education during Freshman, Sophomore and Junior years, a total of six credits.
- (j) Free electives.

#### ATTENTION OF STUDENTS

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#### INDIVIDUAL STUDY PLAN

1. Junior students with a minimum G. G. R. of 7.0 (later this was changed to 6.2 for experiment) may be selected by the department to reduce to 12 credits of course work per semester during the year. Students so selected to be designated "Junior students."
2. Upon consultation with and approval of the chairman of his department, the student may choose a field for individual work or study, to be evaluated quantitatively at from six to ten credits, and a tutor to supervise the same. This individual study shall proceed during the year and shall produce an essay and be tested at the end of the year by a general examination conducted by others than the tutor. Both quantitative and qualitative evaluation shall be determined by the examiners, not by the tutor.
3. If, under this system enough students are pursuing individual study in similar or related fields, the tutors concerned may organize and conduct special lecture or seminar periods. But attendance on these on the part of the students shall be voluntary.
4. The adjustment of individual courses to departmental major requirements to be left to the departments concerned.
5. Examinations for the evaluation of individual courses to be oral or written or to consist in part of the scrutiny of the papers, reports or other results of the work which the student may exhibit.
6. Students to be responsible for making up the total number of credits for graduation if their individual study is evaluated qualitatively at a less number of credit than required.

Note: For detailed information of the plan please consult the Registration Bureau

## REGISTRATION

All students must register in person. In general the procedure of registration is the same each year, but students are asked to watch the Bulletin Board for special announcements. There are six steps which should be followed carefully:

1. Students are advised to choose the courses which they wish to study from the Announcement of Courses posted on the Bulletin Boards. These courses, together with the number of credits, hours of meeting, and section letters, are to be written down on a slip of paper and later taken to the adviser. All courses which students wish to audit must be clearly marked "audit".

2. The following may be secured from the Registration Bureau as soon as the semester begins and during the registration period:

- A—Registration Card (Every new student is asked to note his registration no. and the official English spelling of his name).
- B—Workbook
- C—Two Schedule Blanks
- D—Course slips
- E—Directory Card (fall semester only)
- F—Information Card (fall semester only)

3. Freshman students should see their Doyens and secure advice, so that no required or make-up courses will be omitted from their schedules.

All other undergraduate students and graduate students should take the list of courses selected to Departmental Advisors. If the Advisor approves of the courses chosen he will write them on the Registration Card and the Workbook and put his signature on both. Senior students should take this opportunity to make sure about all graduation requirements. School of Religion and Chuan Hsiu K'e students should have

this attended to by the proper person in charge. Women students may secure advice from their Class Doyens before going to Departmental Advisors.

Graduate students should see the Chairman of the Committee for the Graduate Division, and other students should see the Dean of their College and secure his signature on the Registration Card and the Workbook.

4. Men students should be examined by the University Physician and women students by the Physician of the College for Women. New students who failed to present to the Admissions Bureau a properly certified medical certificate at the time of arrival must take a thorough physical examination at this time and a fee of five dollars will be charged.

5. All fees should be paid at the Bursar's Office. (For rules concerning deferred payment and refund of fees see p. 52).

6. All the cards and blanks secured by the student under step No. 2 should be properly filled out. The student is to keep the Workbook and one schedule blank for his own reference. All the rest should be returned to the Registration Bureau, which office will issue the official class lists to the instructors accordingly. *Registration is incomplete without this last step, and students who have not completed their registration within the two-week limit allowed will be considered as not having registered for the semester.*

All students expecting to graduate at the end of a school year are required to report themselves at the Registration Bureau at the beginning of the fall semester, so that all graduation requirements may be checked up. Those failing to do so will themselves be responsible for omission of graduation requirements and being prevented from graduating.

In the selection of courses the following table shows the average number of credits taken:

Freshman	Minimum 12 Credits	Maximum 18 or 19 Credits
Sophomore and sub-Sophomore	Minimum 12 Credits	Maximum 18 Credits

Junior and sub-Junior	Minimum 12 Credits	Maximum 16 Credits
Senior and sub-Senior	Minimum 12 Credits	Maximum 16 Credits

A student whose general grade ratio is above 5.8 or 7.0 may be allowed to take one or two extra credits respectively in excess of the maximum number of credits allowed. No student may take less than 12 credits of work in a semester unless with proper approval. Such approval is to be secured from the Dean concerned in the case of men students, and from the Dean of the College for Women in the case of women students.

Students who have not completed registration within the regular registration period indicated in the University Calendar will be fined for late registration. For late registration, fines of three dollars for the first week and five dollars for the second week will be imposed unless the student has obtained exemption from his Dean. No student, old or new, may register if he arrives more than two weeks later than the first day of class work.

All courses registered by a student, except where a change is effected according to the procedure described in the following section, will be entered to the student's record card and the student is held responsible to complete them with proper grades.

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#### CHANGE OF COURSE

After registration is completed the student should proceed to attend the classes when they begin and only those for which he has registered. If he wishes for any reason to add or drop any of the courses he must do so during the first two weeks of class work. No fine will be charged for change of course during the first week of class work, but a fine of fifty cents for each course added or dropped will be charged during the second week.

There are six steps in the procedure of changing courses :

1. The student takes his workbook to his Departmental Advisor or Doyen and explains what courses he wishes to change and why. If the Advisor approves he will sign a recommendation blank indicating clearly the change or changes approved.
2. The student next goes to the Instructor of the new course he has chosen and asks for permission to add the course. If the Instructor approves, he also signs the recommendation blank which the Advisor has issued.
3. The student then takes the recommendation blank to his Dean. If he approves of the change he will also sign the recommendation blank.
4. The student goes to the Bursar's Office and pays the fee necessary for making the change and receives a receipt. (During the first week this step is omitted.)
5. The student then takes his workbook, the recommendation blank and the Bursar's receipt to the Registrar, who will make all the necessary changes on the student's records.
6. The student fills out a late registration course slip and takes it to the Instructor of the course to be added so that the Instructor may add the student's name on his class list accordingly.

No course once dropped may be registered, or once added may be dropped again. Students are not allowed to attend courses which they have not registered.

A student will receive the grade of "O" in any course dropped not according to the procedure prescribed above. In case of illness one of the University Physicians may recommend that a student be allowed to drop courses after the two-week limit. Having secured the Physician's recommendation, the student should still go through steps 1, 3, 4, and 5 as listed above.

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#### AUDITING

Students of the University who, besides registering for the required and elective courses in a given semester, wish also to attend the lectures of certain other courses are said to be "auditing" these latter courses, and such students will be known as auditors in those courses.

Students must receive permission for auditing privileges from the authorities concerned in the registration of courses and the instructor of the class concerned. Freshmen are not permitted to audit any courses during the first semester.

Auditors need not participate fully in the work of the class, nor need they take the examinations. The Registration Bureau will not keep the record of their grades. An auditor, however, may be dropped at any time from a course if he cannot follow the lectures or discussion or if his presence should prove to have any undesirable influence on the class as a whole.

Students carrying the maximum number of credit hours will not be permitted to audit courses. The amount of work done in auditing a course is considered equivalent to one half the amount done in a course for credit. For example, a Sophomore, who is taking 17 hours for credit may be allowed to audit only two hours.

Certain courses, such as graduate courses, laboratory courses, and seminar courses, cannot receive auditors.

Auditing privilege is also extended to members of the faculty and their wives. When a faculty member audits a course he must secure the permission of the dean and the instructor concerned; when he takes a course for credit, he has to observe all the rules applicable to an ordinary student.

Students who pay their tuition fee by the semester will not be charged extra for auditing. Those who pay their tuition according to the number of credit hours will be charged \$2.50 per credit for courses audited. To faculty members and their wives is extended the courtesy of auditing without charge.

### THE CREDIT.

1. A credit denotes a certain amount of satisfactory work done by the student at the University. On an average, a credit is equivalent to three hours of work per week per semester on a University course. These three hours may consist of one hour of recitation in class and two hours of preparation, or they may be three hours of laboratory work or field work.

2. Credit is given for a course only in case the student has secured a grade of "3" or above.

3. Sometimes the course runs throughout the entire year. When so specified the student will not receive credits if he has completed only one half of the course; for instance, History 1-2 is a year course. Students taking only History. 1 will receive no credit for it. The grade, however, will not be cancelled, but always included in the computation of grade ratios. All year courses must be completed in the same year or the following year. As an exception credits may be given for the first semester work in year courses to Seniors when necessary for graduation.

4. Sometimes the credit for one course is given only on the completion of another course; this is in the case of languages wherein one course would not enable the student to use the language proficiently. French 1-2 is a year course which will not be credited to the student until the student has taken French 3-4, which is an advanced course. The grade, however, will not be cancelled, but always included in the computation of grade ratios. After he has completed both courses he will receive credit for both.

5. College credit cannot be given for any course taken by students not already enrolled as students of college grade.

6. Auditors (旁聽生) receive no credit.

7. Auxiliary students (附習生) are treated and marked by the instructors as regular students but receive no credit.

8. The University requires 136 credits for graduation. (Exclusive of Kuo Min Tang Principles and Physical Education credits)

9. Deficiency in credits may be made up by:

(1) Spending extra semesters

(2) Studying in summer schools (A maximum of  $\frac{1}{8}$  of the total credits towards a degree may be accepted, but summer school work may neither reduce the residence requirement of 8 semesters nor reduce the load of work to be registered for any of the subsequent semesters.)

(3) Taking extra credits each semester

Regarding the last, it has already been stated as a rule that only students whose general grade ratio is above 5.80 or 7.00 may be allowed to take one or two extra credits respectively in excess of the maximum number of credits

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### CREDIT AND CLASSIFICATION

Classification of students is based on the number of credits they have obtained. Students in the undergraduate colleges are classified once a year, before the opening of the fall semester.

Classification principles:

1. That the University considers 36, 36, 32, and 32 credits as the proper amounts of work to be taken by students in their Freshman, Sophomore, Junior and Senior years in College. (Kuo Min Tong Principles and Physical Education credits exclusive).
2. That students who have received not more than half of the number of credits required for the freshman year (0-18) shall be classified as Freshman.
3. That students who have received more than half of and less than the total number of credits required for the freshman year of college work (19-35) shall be classified as "Sub-Sophomore Students".
4. That students who have received the total number of credits required for the freshman year of college work or more but not more than the total number of credits required for the freshman and half of the sophomore year of college work (36-54) shall be classified as Sophomores.
5. That students who have received more than the total number of credits required for the freshman year and half of the sophomore year of college work but less than the total number of credits required for the freshman and the sophomore year of college works (55-71) shall be classified as "Sub-Junior Students".
6. That students who have received the total number of credits required for the freshman and the sophomore year of college work or more but not more than the total number required for the freshman

and sophomore and half of the junior year of college work (72-88) shall be classified as Juniors.

7. That who have received more than the total number of credits required for the freshman and the sophomore and half of the junior year of college work but less than the total number of credits required for the freshman, the sophomore and the junior year of college work (89-103) shall be classified as "Sub-Senior Students".
8. That students who have received the total number of credits required, for the freshman, the sophomore and the junior year of college work or more (104-136) shall be classified as Seniors.

Classification table.

Freshman.....	0-18
Sub-Sophomore.....	19-35
Sophomore.....	36-54
Sub-Junior.....	55-71
Junior.....	72-88
Sub-Senior.....	89-103
Senior.....	104-136

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### THE GRADE

1. A grade denotes the quality of work a student does in a given course. It denotes the degree of satisfaction in the opinion of the instructor with whom the student has completed his work. It indicates the relative place which a student occupies among his fellow classmates in the same course.

2. The marking system used at Yenching University has been somewhat modified beginning the spring semester of 1936. Following is an explanation of the new system :

Grade	Percentage	Grade	Percentage
10	96-100	4	66-70
9	91-95	3	61-65
8	86-90	2	56-60
7	81-85	1	51-55
6	76-80	0	below 51
5	71-75		

An average grade of 5 is required for graduation. Students with an average grade below 4.2 for any single year or 5 for each of any two consecutive years will be dropped from the University.

3. In reckoning the student's attainment in a given course, the number of credits in the course, multiplied by the grade received, gives the number of merit-points received. For example: a student pursuing a 4-credit course and receiving the grade "5", would obtain 20 merit-points; if he received the grade "10", he would have received 40 merit-points; if he received the grade "0", he would receive no merit-points.

4. The total number of merit-points a student receives during a semester, divided by the total number of credits the student has registered for in the semester, gives the *grade-ratio* for the semester. Likewise the

the total merit-points the student receives during the year, divided by the total credits the student has registered for in the year, gives the *grade-ratio* for the year. A *general grade ratio* is all of the merit-points the student has received in college, divided by the accumulated credits for which the student has registered. For instance: if in the first semester of the Freshman year a student registers for 18 credits and receives 90 merit-points, in the second semester he also registers for 18 credits and receives 90 merit-points in the first semester of the Sophomore year he registers for 18 credits and receives 108 merit-points, and in the second semester he registers for 18 credits and receives 90 merit-points, then his semester grade-ratios are 5.00, 5.00, 6.00 and 5.00 respectively, his year grade ratios are 5.00 and 5.5 respectively, and his general grade-ratio is 5.2 (5.25 counting as 5.2). The average general grade-ratio for all college students is usually approximately 5.8.

5. In the instructors' grade reports sometimes will be found the mark "In", which stands for "incomplete." It refers to certain incompleteness in the class work of the semester, such as themes, reports, laboratory or field work. Incompleteness does not refer, however, to absence from either the final examination or any of the quizzes. Wherever the mark "In" appears on the instructor's grade report, the instructor will also inform the student how this incompleteness may be removed and a definite grade given.

The mark "In" is given by instructors only in cases where the student's work is of a passing grade; in cases where the average work is already definitely of a failing grade, the instructors may report the grade of "0" instead of the mark "In".

5. Sometimes the mark "Ab" is given by the instructor, which stands for "absence" at the final examination or at any supplementary examination. If such absence has not been properly excused, the "Ab" mark given by the instructor will be changed into "0" by the Registration Bureau. As a rule every course has a final examination scheduled at the end of the semester,

the result of which is taken into consideration in determining the student's semester grade of work.

The mark "Ab" is given by instructors in cases where the student's work is of a passing grade. In cases where the student's work is already definitely of a failing grade, the grade, "0" will be reported by the instructor instead of the mark "Ab".

A student absenting himself from final examinations in more than half of his credit hours without proper excuse will not be permitted to return to college the following semester.

7. Sometimes the grade "2" is given, which is considered as a condition. This grade is given only to students whose semester grade, though falling below 61%, is sufficiently near it, for instance, 60% or 59%. This condition justifies the instructor giving another examination in order to find out if he might give the student the grade of "3".

8. No credit will be given to courses marked "In", "Ab" or "2", and such courses will not be included in the tentative computation of the grade ratios.

All "In", "Ab" and "2" marks received in a semester must be removed before the last day of the first week after the beginning of class work for the next semester. If "In" and "Ab" marks are not removed within the date limit they will be replaced by the grade "0". The make up period for "2" in certain cases may be extended to the semester following.

The marks "In" and "Ab" may be displaced by any of the ten grades, from "0" to "10"; the grade "2" may be displaced by "3" or it will remain.

9. Students are charged one dollar for every "Ab" or "2" removal-examination. The grades from these examinations will not be accepted unless the student has made the payment for the examinations and presented the receipts to the Registration Bureau.

10. Credits for summer work are counted towards the preceding spring semester for classification, but grades are counted in the subsequent fall semester for computation of grade ratio.

The Yenching scholastic standard consists of two phases, namely Quantity and Quality and both work accumulatively. The marking system affects both of these phases. The quantity of a student's work is indicated by his number of credits; the quality is indicated by his general grade ratio. The passing grade for a course is "3" as far as the number of credits is concerned, while "5" is the passing grade for any one year of work. The number of credits, once lost, cannot be made up except by doing extra work—repeating the same course or substituting another course; while the inferior grade ratio of one course can be pulled up by superior work in another. Or to express these facts in a general and concrete way: every grade makes a difference to the student's record of Quality, while in his record of Quantity, the only difference comes in between "0" and all the other grades. Successful repetition of an "0" course will recover the credits for the course but does not cancel the "0" grade or its effect on the general grade ratio.

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### SCHOLASTIC RECORD AND DISMISSAL

1. Students with a grade-ratio below 4.2 for the work of any single year, or a grade-ratio below 5 for each of two consecutive years (not average) shall be dismissed from the University.

2. Students who cannot pass the course in Freshman Chinese or the course in Freshman English after attending the course twice shall be dropped from the University irrespective of their records in the other courses.

3. Students who have been dismissed on account of poor work may not be retained as special students or as auditors, or as students in any of the Chuan Hsiu K'e.

4. When a student is placed on "5" probation, he must improve his work so that he receives an average grade of "5" or better during the stated period.

5. When a Freshman or a new student admitted by transfer has a grade-ratio below 3.4 at the end of the first semester, he may be dismissed from the University. If his grade-ratio for the 1st semester is below 4.2 and he fails to register for the second semester, he will not be readmitted without taking an entrance examination the following year. In case he is readmitted in the following year he will be exempt from repeating those courses which he was given "5" or above.

### GRADUATION AND DEGREES

All students expecting to graduate at the end of a school year are required to report themselves at the Registration Bureau at the beginning of the fall semester, so that all graduation requirements may be checked up. Those failing to do so will themselves be responsible for omission of graduation requirements and being prevented from graduating.

On account of the double registration of the University with the Ministry of Education of the Chinese Government and with the Board of Regents of the University of the State of New York, it is enabled to confer upon its graduates diplomas and degrees from both authorities. The degrees are conferred upon the graduates according to the following table :

	From Ministry of Education	From the Regents of New York
College of Arts & Letters	Wen Hsüeh Shih 文學士	B. A.
College of Natural Sciences	Li Hsüeh Shih 理學士	B. S.
College of Public Affairs	Fa Hsueh Shih 法學士 (Sociology graduate, Wen Hsüeh Shih 文學士)	B. A.

Besides the degrees and diplomas, vocational certificates are also given to students majoring in Education, Journalism, Chemistry (Leather Tanning Division), and Social Work, and students majoring in any department and at the same time fulfilling certain requirements made by the Department of Education to prepare the students to teach in their special subjects.

Regarding graduation requirements there are certain University requirements which are general to all students. Besides these, each college has its

own college requirements and each department has its departmental requirements. In order to graduate, a student must fulfill all the general requirements and those of the college and the department that he has chosen.

The following is a list of these requirements :

I. General Requirements.

1. Minimum number of credits—136 (exclusive of credits for Kuo Min Tang Principles and Physical Education).
2. Minimum general grade ratio for college record—5.
3. Minimum residence—8 semesters (with a maximum of 4 semesters allowed for work done in some other institution). A semester will not be counted towards a student's residence unless he has passed at least one half of the work for which he has registered. Summer school work may not be offered to reduce the residence requirement. On the other hand all regular students should finish their College work in eight semesters. For exceptional cases permission in writing should be secured from the Dean concerned.
4. A major department—32-68 credits. (The exact amount required within this range is left with the Department)
5. A thesis of 2-6 credits—thesis credits are included in major department requirements. The thesis should ordinarily represent results of a piece of original research, although in exceptional cases translation is also accepted. A student who has been unable to meet this requirement but has fulfilled all the other requirements during his residence, is allowed a maximum of 3 years to complete the thesis and graduate. The following is the regulation concerning the form of the thesis :
  - (a) All theses must be written on regular thesis paper adopted by the University. Such paper may be procured at the University Bookstore at cost. Pictures, charts, drawings, etc. may be made

on paper different in quality but the same in size or reducible to the size of the thesis, and must be bound with the thesis.

- (b) Except for special and approved reasons, the thesis must be bound in one volume.
  - (c) Theses in Chinese must be finally copied in plain handwriting (楷書) and in Chinese ink and with proper punctuation marks. Thesis in English must be typewritten.
  - (d) Each thesis must have a cover sheet in standard form bearing the title of the thesis, name of the writer, purpose of the thesis, etc. Sample coversheets may be had by applying to the Registration Bureau.
  - (e) The pages in a thesis must be numbered and page references must be given in the table of contents.
  - (f) All theses must be checked at the Registration Bureau in point of form and appearance before they are handed to the Departments for acceptance. No diploma for graduation will be issued until the thesis has been finally accepted.
  - (g) Two copies of each thesis are required by the University, one to be kept in the University Library, and the other in the Department.
6. Kuo Min Tang Principles (This requirement is to be met in the Junior year).
  7. Physical Education (Freshman, Sophomore and Junior) — 2 hours per week.

Exemption examinations in certain required courses are given to all students who feel they are qualified to take them. If a student passes the exemption examination he receives no credit for the course but is excused from the requirement. A fee of one dollar is charged for each exemption examination. At present exemption examinations are offered in English, Chinese, and Hygiene (for women students).

## II. College and Departmental Requirements :

For college and departmental graduation requirements, the student is referred to college and departmental curricular regulations in the College Bulletins.

Any student who is unable to fulfill all the requirements for graduation before a commencement but makes up the deficiencies after the commencement will be graduated at the following commencement. All reports affecting a student's candidacy must be in the Registration Bureau before the University Council meeting preceding the commencement.

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## ADVANCED STANDING OF TRANSFER STUDENTS

In determining advanced credits of transfer students, the following principles will be followed :

1. Advanced credits for transfer students shall be granted on the basis of year-for-year and not credit-for-credit. (The normal amounts according to the Yenching scale are 36 credits for the freshman year and 36 for the sophomore year. No extra credit could be granted for freshman year's work while at most 4 extra for sophomore year's work.)
2. The maximum number of advance credits that may be granted to any transfer student shall be 78. (A total of 136 credits is required for graduation, exclusive of credits for Kuo Min Tang Principles and Physical Education.)
3. Credits for required work in Chinese and English shall be granted according to the results of the placement examinations. Credits for elective courses in Chinese and English shall be determined in reference to results of the placement examinations and to the grade of work in the same subject accomplished in Yenching.
4. Credits shall not be given for work which is repeated in Yenching.
5. Credits shall not be given for work with a grade below 4.4 or 70 marks.
6. Credits for an incomplete course or an incomplete sequence of courses shall be withheld until its completion.
7. Summer school credits may be used for making up deficiencies but not for reducing the eight-semester residence requirement for graduation from College.
8. The amount of work counted towards the fulfillment of the requirements for major and correlated subject shall be determined by the department in which the student majors.

9. A transfer student shall be classified according to the number of advanced credits granted him by this University and not according to the number of years he has spent in his former college or colleges.

10. No transfer student may be classified as a Senior. He must spend at least four semesters completing at least 60 credits of work in this University before he may graduate.

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#### ATTENDANCE REGULATIONS AND EXPLANATION

1. Reporting of absences: All absences in each course shall be reported daily by teachers to the Registration Bureau.
2. Excuse from class attendance: Excuse from class attendance shall always be procured by a student before an absence occurs.

(a) Officers responsible for issuing excuse:

In case of illness, a student may apply to the Medical Officer for such excuse. In every other case, he shall apply to his dean, or the administrative head of the division in the University in which he is enrolled. That is, all women students shall apply for excuse to the Dean of the College for Women; graduate men students shall apply to the Chairman of the Graduate Division; School of Religion men students shall apply to the Dean of the School of Religion; and undergraduate men students of the College of Arts and Letters, Natural Sciences, and Public Affairs, shall apply to the Dean of the College respectively. For convenience, each of the above officers will hereinafter be referred to as "the authority concerned," and the excuses granted by these officers as "dean's excuse."

(b) Dean's excuse:

To secure a dean's excuse, a student will go to the office of the authority concerned and there fill out an application form on which he states his reason for wishing to be absent. If and when the application is approved, a record of the excuse will be sent to the Registration Bureau. In the case of athletic contests or other University affairs necessitating absence from classes, a physical director or a faculty member may act for a group of students in applying for an excuse; such application, however, must also be approved by the deans, or the Deans' Committee if it affects more than one college, before becoming effective.

(c) Medical Officer's excuse :

To secure an excuse from the Medical Officer, a student will make his or her application at the office of the physician concerned. If the student is not well enough to come to the office, he or she shall arrange to have the office informed by telephone, and the excuse will be issued as beginning at that period. The Medical Officer will send daily to the Registration Bureau a record of all excuses from class attendance which have been given by him or her.

3. Period of absence : In a two-hour course, absence from any two class periods shall be considered one week's absence; in a three-hour course, absence from any three class periods shall be considered one week's absence; and so on.
4. Limit to excused absences : The limit for excused absences in any course shall be three weeks. Credit shall not be given for the course in which this limit is exceeded. The Deans' Committee in administering this rule, however, may exercise its discretion to extend this limit to four weeks for students who have a G. G. R. of 6.2 or above, or, in the case of other students, the 4-week privilege may be granted upon the recommendation of the Chairman of the Department.
5. Limit to unexcused absences : The limit for unexcused absences in any course shall be two weeks. If unexcused absences exceed this period, the grade for the course shall automatically be reduced by one unit. (That is, a grade of "7" given by the teacher will be reduced to "6" at the Registration Bureau, a grade of "5" will be reduced to "4", and so on.)
6. The course shall be marked "0" if the total unexcused absences exceed the three-week limit.
7. Absence due to change of courses : When a change of courses has been approved, the absences occurring prior to the change shall be recorded as excused absences, if the change was made by the student. Such

absences shall be cancelled if the change was necessitated by the department.

8. Absence due to late registration : Absences due to late registration shall be recorded as excused absences, if the late registration is excused by the authority concerned. Such absences shall be considered unexcused if the late registration is not so excused.
9. Laboratory absence : Laboratory absence shall be reported in a manner similar to class absence. In cases where special arrangement is made for laboratory work to be done at another than the regular period, the teacher may, at his discretion, withhold the reporting of such absence.

ATTENTION OF STUDENTS!

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### TRANSFER TO OTHER INSTITUTIONS

The following information on the procedure and regulations concerning transferring from this University to another institution are set down for the guidance of students intending to effect such a transfer :

1. The student should look up the catalogue of the institution to which he wishes to transfer and make a note of all requirements.

2. The student should write a letter of application to the institution to which he wishes to transfer, giving his address (not the address of this University if the reply is expected to arrive after the student has left the University.)

3. The student may obtain a letter of recommendation from the Chancellor or the President by writing to the Chairman of his major department or his class doyen and asking that information about his work and character be sent to the Chancellor's or President's office for this purpose. If the student has been out of college for some time it is well to make a list of the positions he has held since leaving the University.

4. Upon application to the Registration Bureau a transcript of record will be sent to the institution to which the student wishes to transfer. A certificate of residence will also be enclosed if the student wishes to transfer to another institution in China. But in no case may the Registration Bureau be expected to make copies of students records submitted to this University by other institutions. Whenever such informations are necessary, they should be sent for from those institutions directly.

It will be to the interest of the student to arrange for all the material concerning his application to be sent together in the same envelope. The Registration Bureau will do this for him if he will deliver everything in time to the Bureau.

5. No student having once secured a transcript to another college may be received back into the University unless with the special recommendation of the major advisor and the approval of the Dean.

6. The transcripts of records are issued for students by the Registration Bureau. The first copy is issued free. For every other copy the student is to pay a fee of \$1.00 at the Bursar's Office.

7. Application for transfer must be sent in early. About four months are required to make arrangements for study abroad, and the receipt for the fee paid is to be brought to the Registration Bureau.

8. An official letter of admission from an American institution is necessary for securing passport, vise and steamer reservations to go to the U.S.A.

(Dr. C. F. Wu of the Biology Department has prepared a detailed explanation on "How to obtain the Pass-Port To U. S. A." Copies of this may be obtained from the Registration Bureau.)

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REGULATIONS CONCERNING STUDENTS' LEAVING  
THE UNIVERSITY

1. Men and women students wishing to leave the University during the regular session shall secure proper permission from their College Dean and the Dean of the Women's College respectively
2. Men and women students who have secured permission for leaving the University according to Article 1 shall apply for a blank from the Dean's office concerned and at the office of the Dean of the Women's College respectively for the purpose of registering the procedure for leaving the University.
3. The procedure for leaving the University requires the student to report at the following offices :
  - a) The different laboratories in which the student has been taking work to check up the student's breakage account.
  - b) The University Library to return all the books that the student has borrowed.
  - c) The Bursar's Office to pay all the bills due.
  - d) The Business Office of the Controller's Office to return the dormitory key. (Men students only.)
4. Men and women students who have completed the procedure for leaving the University according to Article (3) shall secure a permit for leaving the University from the Dean's Office concerned and the Office of the Dean of the Women's College respectively.
5. Men and women students who have secured the permit from the dean's office concerned shall secure a leaving certificate from the Registration Bureau and and shall leave the University within three days.
6. Students who at the end of a semester leave the University without expectation of returning the following semester should also follow the procedure outlined above. If decision not to return follows

withdrawal from the University, the essential steps in the above procedure may be undertaken by correspondence or through the assistance of friends. Students who are delinquent in any of the items mentioned may forfeit the privilege of returning to the University.

7. All students who leave the University without securing proper permission and without attending to the necessary procedure will not be allowed to return to the University.
8. The names of students who have completed the procedure for suspending their studies and leaving the University shall be published in the University Bulletins.

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#### SUSPENSION OF STUDIES AND DROPPING FROM UNIVERSITY

1. A student who, on account of illness or some other proper reason, wishes to suspend his studies must make an application in writing and secure a letter granting the privilege of suspension of studies from the Director of Studies. During the 4-year college course, a student will be permitted to suspend his studies no more than twice.
2. The period for suspension of studies may not exceed three years. Unless a student has been given special permission for extension, he is considered as having dropped from the University after three years.
3. A student who suspends his studies over three weeks without having secured permission according to (1) is considered as having dropped from the University.
4. The University reserves the right at any time during the course to drop students who do not maintain the required standard of scholarship, who cannot remain in the University without danger to their own health or to the health of others, or whose presence is found to lower the moral tone of the University. Students of the last class may be asked to withdraw even though no specific charges be made against them.
5. A student who has suspended his studies or dropped from the University on his own account may apply for a letter of honorable dismissal and transcripts of record. A student who has been dropped by the University may not receive the letter of honorable dismissal.
6. A student who wishes to terminate his suspension of studies and be readmitted to the University, must make an application in writing at least a month before the beginning of the semester in which the student wishes to return with a \$5.00 dormitory deposit and secure a letter granting the privilege of readmission from the Director of Studies. Without having secured such permission, the student may not be registered.

7. A student who has dropped from the University on his own account may be readmitted only by the same procedure as a new student. A student who has been dropped by the University on account of poor scholastic standards or misconduct, either general or particular, may not be readmitted at all.

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## RESIDENCE IN THE DORMITORY

Besides the general principles of maintaining sanitary and hygienic conditions and quiet in the dormitories which are expected of every student, the following rules might be selected for special mention :

1. Because the University has set a quota of 800 students which is also the present capacity of the University dormitories, and because of the increasingly large number of applicants to study in the University, it is necessary to require every student to make reservation by paying a dormitory deposit of \$5.00. Old students who expect to continue their course in the following semester should pay this deposit to the Bursar's Office at the time announced towards the end of a semester. New students should pay this deposit to the Bursar's Office upon being notified about their admission. All students, old and new, who have not paid the dormitory deposit are taking the risk of being prevented from registration on account of lack of space in the dormitories.

2. No student may live outside of the University campus unless special permission has been secured (men students from the Deans concerned and women students from the Dean of College for Women), and the places where they live will be subject to inspection by the University authorities.

3. The University admits married women as students providing they are living with their husbands or family or in the women's dormitories. They shall be registered under their married names. For admittance to the women's dormitories the following conditions must be observed :

- (1) That husbands are not living in Yenching, nor its environs (Tsinghua, Chengfu, Haitien) nor Pepiping. In these cases married women are expected to live with their husbands.
- (2) That before registration married women students desiring to reside in the dormitories shall report personally to the Dean of the Women's College, and obtain from her permission to live in the dormitories.

## ALUMNI AND ALUMNAE RETURNING TO THE UNIVERSITY FOR FURTHER STUDY

The University discourages in principle any graduate to remain as an undergraduate special student in another department. Exceptions may be made by the joint approval of the Dean and the Chairman of the Department concerned. To graduates who have had some experience and wish to return to the University for further study, the following regulations are applicable :

1. Only graduates of Yenching University and the constituent colleges can enjoy this privilege.
2. They must have been in the teaching profession and expect to return to the same or similar positions.
3. They must come with the recommendation of the school authorities concerned.
4. They are to be classified as special students.
5. They shall pay tuition according to the regulations for graduate students.
6. They must take at least twelve credits of work each semester for which they are qualified.
7. They must specify the colleges they belong to and are to be under the direction of the respective Deans.
8. If at the judgment of the Dean concerned such students are not doing serious work, they will be requested to withdraw from the University.

A student who has completed a given Chuan Hsiu K'e or short course may not be admitted to another short course without having in the meantime spent at least one year in active service.

### UNIVERSITY FEES

(All University fees are payable at registration time. Modifications will be announced ahead of time.)

	Per Semester	Per Year
Tuition, Post-Graduate first year	\$40	\$80
Tuition, Post-Graduate after first year	20	40
Tuition, Master's Thesis		15
Tuition, Undergraduate	\$55	\$110
Tuition, Kindergarten Chuan Hsiu K'e	55	110
Tuition, Leather Tanning Chuan Hsiu K'e	60	120
Tuition, School of Religion	55	110
Tuition, Religious Social Service Short Course	55	110
Tuition, Special Student		5 per credit
Tuition, Auxiliary Student		5 per credit
Tuition, Auditor		2.50 per credit

The minimum charge for tuition for students who pay their fees according to the number of credit hours is \$15 per semester while the maximum charge for tuition for such student is \$60 per semester.

Board	Men Students (approximately)	40	80
	Women Students	36	72
Dormitory (Light, Heat & Water included)	20	9	
Dormitory Key Deposit (repayable upon return of key at end of year)		1	
Dormitory Reservation Deposit		5	

(This amount is not refunded after August 5.)

#### Laboratory Fees :

Biology 5 to 8 per course

Per Semester Per Year

Physics	\$ 8 to 10 per course
Chemistry	5 to 15 per course
Chemistry Breakage Deposits	3 per course
Geography or Geology	\$ 1 per course
Home Economics	\$ 2 to 6 per course

#### Music :

Piano Lessons, without use of instrument	15	30
Piano Lessons, under instruction by practice students	8	16
Use of piano, one hour per day	10	20
Voice Lessons, without use of instrument	15	30
Violin Lessons, without use of instrument	15	30

(Music majors of Junior or Senior year who take courses in piano or voice with credit may be given a reduction of \$5 per course per semester. There is no reduction in fees for the use of instruments.)

Medical Service (not including drugs)	\$2	\$4
Athletic	2	4
Incidental	2	4
Graduate or Undergraduate Graduation Fee	5	

This fee covers the following items :

Government Diploma in Chinese  
Vocational Certificate, if the student is entitled to it

Duty Stamps  
 Postage  
 Binding of the University copy of the thesis  
 Use of cap and gown for Commencement

Master Diploma (English).	\$10
Bachelor of Divinity Diploma (English)	10
Bachelor Diploma (English)	10
Vocational Certificate	2
Chuan Hsiu K'e Certificate	2
Duty Stamps on Government Diploma	0.30
Diploma Postage	0.50
Duplicate Transcript of Record	1
Duplicate of all other Certificates, each	0.50
Duplicate of Work Book	0.50
Entrance Application	1
Matriculation for new students	2
Rematriculation for old students	2
Make-up and re-examination Fee, per subject	1
Late make-up and re-examination Fee,	5 per course
	20 for all courses taken in a semester
Fine for Late Registration	3 during the 1st week 5 during the 2nd week
Fine for Change of Course during the second week, each course dropped or added	0.50

Students of all departments and colleges are expected to be responsible for at least half of the traveling expenses in connection with field research and visitation trips.

The average student budget, without any extravagances, could be placed between \$350-400 a year, not counting the summer, but including all personal expenses as well as fees.

#### PAYMENT OF FEES

1. All students' fees, unless specified otherwise, must be paid for the semester at the time of registration.
2. After the payment of University fees and before September 15, three quarters of the tuition and dormitory fees may be refunded to a student who is forced to withdraw from the University on account of illness or special circumstances.
3. Before October 1 one half of the tuition and dormitory fees may be refunded to a student who is forced to withdraw from the University on account of illness or special circumstances.
4. If students, for special reasons, cannot pay fees at the time of registration, permission for men students to defer payment must be secured from the Dean concerned and for women students from the Dean of the College for Women. A promisory note must be filled out by each student and filed at the Bursar's Office stating the amount due for fees and the time of extension requested. In no case may extension be more than one month.
5. If a student still cannot pay fees at the expiration of the extended time, he or she must again apply at the office of either the Dean concerned or the Dean of the College for Women for further extension. In no case may the second extension be more than twenty days.
6. At the expiration of the second extension a fine of fifty cents a day for ten days, Sundays and holidays included, will be collected. If, at the end of the ten days, the bill for any student is still unpaid, the amount due together with the fine shall be collected from the student's guarantor, or parties responsible for his support. No credits shall be given for the semester until the total amount due is paid, and in the future during his stay at Yenching permission to defer payment will not be given.

7. All bills other than those payable at registration are to be paid within ten days after receiving notices from the Bursar's Office. Privileges mentioned in No. 4 and 5 may also apply to this class of bills. In case of failure to pay, conditions in No. 6 will also apply.

8. A student who has failed to pay any of the University bills during a semester may not be registered for the following semester until he has made the payment. A student of the graduating class will not be allowed to graduate until he has paid all the University bills.

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#### SCHOLARSHIPS, LOANS, AND SELF-HELP

The University has a standing Committee on Loans, Scholarships, and Self-help. Its Chairman keeps regular office hours. Besides the following information, all inquiries concerning such matters should be directed to the Chairman of the Committee.

1 Scholarships. For men students in the undergraduate Colleges, there is enough money available from generous gifts to the University for about ten general scholarships per year, averaging \$100 each. Good character and a grade ratio of 5.80 are necessary to win and retain such a scholarship. Certain scholarships are given specifically for those who are training for Christian life service. For women students in the undergraduate Colleges, there is sufficient money at present to grant about ten scholarships a year at \$150 each. There is also a special fund for Home Economics Scholarships.

Yenching "Tuition B" Scholarships—\$110 a year to each student for four years. (There are four such Scholarships annually, one each chosen by the churches or mission in the Methodist, Congregational, London Mission or Church of Christ in China group.)

In addition to these University Scholarships, several of the Departments have departmental scholarships available to particularly well qualified students, both men and women.

All of the above mentioned scholarships are available only to those who have had at least one year's residence in Yenching. Some of them also have other restrictions.

Beginning from the fall semester of 1935 the University offered 40 Tuition C Scholarships to Freshmen and transfer students averaging \$110.00 per year each. It is the hope of the University that the recipients of such scholarships with good character and high academic standard may retain their scholarships until they finish their study at Yenching. Beginning from the fall semester of 1936 the number of such scholarships has been changed to 35

of which fifteen will amount to \$150.00 per year and twenty will continue at \$110.00 per year. For detailed information see Entrance Bulletin.

No less than ten provincial governments offer scholarships to students from their respective provinces studying at Yenching. More than twenty students are given such financial aid each receiving from \$100.00 to \$200.00 per year.

2 Loans. The general loan is open to men and women alike. Sums are loaned up to \$120 a year to undergraduates of regular courses only. Repayment is made in installments, amounting to one-tenth of the borrower's salary each month, beginning six months after graduation, with very low interest. Only those who have been in the University for at least one year, who have a grade ratio of 5.00 or above, whose character is good and who are financially needy, are entitled to borrow.

Graduate, Chuan Hsiu K'e, and Short Course students are not eligible for University loans or scholarships but several departments have departmental funds. Inquiry should be made with the chairmen of departments.

3 Self Help. Such positions are open to both men and women students as naturally arise in the activities of a society of the nature of Yenching. These include tutoring, typing, copying, and other office work, landscaping, household work, library work, translating, writing for newspapers, salesmanship, etc. The committee acts as an employment bureau, and tries to help the student to view his self help both as an educational and a financial enterprise. About one hundred students a year undertake such work, and their average earning is about \$30 a year, though some with special skill are able to earn much more. Such work, though open to students of all grades and courses, is uncertain and often unsteady, and the student should not count on it too heavily. Those who are tested and found to be self-reliant are, however, normally favoured for loans and scholarships.

### LIBRARY REGULATIONS

During term time the Library is open on weekdays from 8:00 a.m. to 12:00 noon, and from 1:00 to 10:00 p.m. On Sundays the hours are from 2:00 to 10:00 p.m. and on legal holidays 7:00 to 10:00 p.m. The hours during holidays that run more than one day will be announced in their specific cases. The Library will be closed during the hours when important University exercises are held, such as Convocation, Commencement, etc.

The Library is open to all members of the faculty and registered students. Books, other than works of reference, not required for class use or otherwise restricted, are available under prescribed rules for circulation to those entitled to the privileges of the Library. All loans are for a period of two weeks or less, and are subject to fines for detention or injury of books.

The privilege of using the Library for persons not connected with the University is extended, at the discretion of the Librarian, to those who are guaranteed in writing by a member of the faculty who is of professorial rank and who is not a member of the library staff.

A full text of the library regulations may be obtained by applying at the Delivery Desk. A descriptive handbook of the Library relative to its history, system of classification and cataloguing, etc. has been published and may be obtained by applying at the Librarian's Office.

The department libraries are located as follows :

Name of Department	Location	Room
Biology.....	Physics Building.....	212
Chemistry.....	Chemistry Bdg.....	211
Chinese.....	Bashford Bdg.....	101
College of Public Affairs.....	McBrier Hall.....	209
(Constitutes Economics, Political Science and Sociology department libraries)		
Education.....	McBrier Hall.....	228

Western Languages . . . Sage Hall 111 (English) 203 (French and German)	
Journalism . . . . . Bashford Bdg. . . . .	216
Mathematics . . . . . Chemistry Bdg. . . . .	106
Physical Education . . . . . Warner Gymnasium . . . . .	31
Physics . . . . . Physics Bdg. . . . .	110
Psychology . . . . . McBrier Hall . . . . .	230
School of Religion . . . . . Ninde Hall . . . . .	201

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**THE UNIVERSITY SCHEDULE**

During the regular session, classes will be conducted according to the following schedule :

Morning—First Period	8:00- 8:50
Second     ,,	9:20-10:10
Third     ,,	10:20-11:10
Fourth    ,,	11:20-12:10
Noon Recess	
Afternoon—First Period	1:10-2:00
Second     ,,	2:10-3:00
Third     ,,	3:10-4:00

**THE UNIVERSITY BELL**

The University bell is operated according to the marine system. It begins operation at 6:00 a.m. and ends at 11:00 p.m. daily. The system calls for the striking of the hour and the half-hour and rotates once in every four hours.

<i>STROKES</i>	<i>HOURS</i>			
1	8:30 a.m.	12:30 p.m.	4:30 p.m.	8:30 p.m.
2	9:00    ,,	1:00    ,,	5:00    ,,	9:00    ,,
3	9:30    ,,	1:30    ,,	5:30    ,,	9:30    ,,
4	6:00 a.m. 10:00    ,,	2:00    ,,	6:00    ,,	10:00    ,,
5	6:30    ,, 10:30    ,,	2:30    ,,	6:30    ,,	
6	7:00    ,, 11:00    ,,	3:00    ,,	7:00    ,,	
7	7:30    ,, 11:30    ,,	3:30    ,,	7:30    ,,	
8	8:00    ,, 12:00    ,,	4:00    ,,	8:00    ,,	

Besides the University bell, the power plant blows its whistle every morning on week days at 7:30 a.m.

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### USE OF UNIVERSITY BUILDINGS

Students and student organizations may use University buildings for purposes of meetings or performances. The meetings or performances should ordinarily first be approved by the Business Office: With such approval, use of buildings or rooms should be registered for at the latest on the previous day at the proper respective offices as follows:

Office of the Dean of the College for Women :	Sage Hall Miner Hall
Registration Bureau :	All other classrooms.
Business Office :	All other buildings

The following are the regulations concerning the use of the Bashford Auditorium and the Luce Pavilion :

1. Any faculty organization that desires to use the Bashford Auditorium or the Luce Pavilion should apply to the Business Office beforehand.
2. Any student organization that desires to use the Bashford Auditorium or the Luce Pavilion should first secure a permit to hold the meeting or to give the performance from the Committee on Students Welfare, and then make application at the Business Office.
3. Any outside organization or individual that desires to use the Auditorium must be sponsored by a recognized faculty or student organization, under whose auspices the meeting or performance shall be held.
4. No pasting of papers, placards, etc., on the walls, on windows or any part of the Auditorium or the Pavilion is allowed, nor may nails be driven into the walls or woodwork.
5. No smoking is allowed.
6. No electric bulbs are to be changed or added without special permission

7. No furniture is allowed to go out of the Auditorium or the Pavilion without special permission from the Business Office.
8. No performances or meetings are allowed before 7:30 a.m.
9. All performances must be over not later than 10:50 in the evening.
10. Faculty or student organizations that use the Auditorium or the Pavilion are to be responsible for any damage done to any part of the buildings, furniture or fixture.
11. No refreshments may be served or sold in the Auditorium.
12. No seats are to be added in the aisles of the Auditorium, and the chairs of the hall are not to be moved or re-arranged.
13. No persons other than the operators are allowed in the cinema machine room.
14. When tickets are sold for the meeting or performance, ten per cent of the gross receipt shall be paid to the University as rental for the hall. But the minimum rental shall be \$10.00.

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#### GATE REGULATIONS

The University gate from the first of March to the end of October will be opened at 5:00 a. m. and closed at 11:00 p. m. From the first of November to the end of February the gate will be opened at 6:00 a. m. and closed at 11:00 p. m.

Students who wish to leave the University with baggage should present to the gatemen certificates for leaving the University, which are to be secured according to Regulation Concerning Student's Leaving the University. (P. 43).

#### LIGHT AND WATER

All electric lights are shut off at 11:00 p. m. and turned on at 6:00 a. m. Hot water is supplied from 6:00-8:00 a. m., 12:00-1:30 p. m. and from 5:00-10:45 p. m.

#### ATTENTION OF STUDENTS!

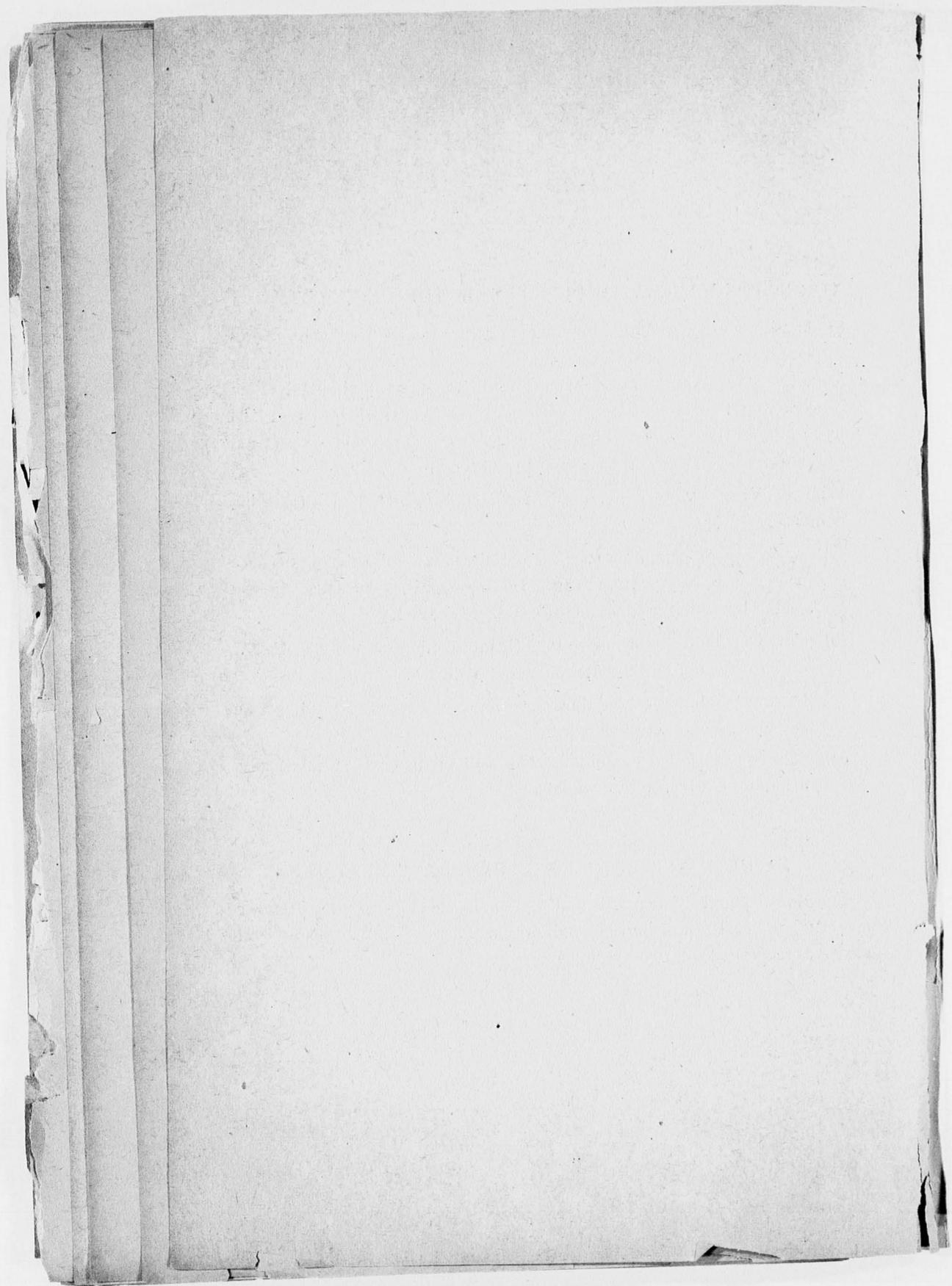
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#### CORRESPONDENCE WITH OFFICERS OF THE UNIVERSITY

1. Students on the University campus should come to the University offices in person and avoid writing for information, unless the matter is of such a nature as to require statements in writing. Most of the University officers would appreciate to have students make their business calls within their office hours and in their offices, while they welcome personal consultation and social intercourse in their homes.
2. When students have to write, they should bear in mind the following points:
  - (a) Address your communication as definitely and directly to the office or person in charge as you can. Do not send every letter to the Chancellor's or President's Office to be redirected.
  - (b) Give your name according to the official spelling, attach your R. N., and always put on the date and return address.
  - (c) Be sure to allow enough time for a reply. The only way to get an early reply is to write your own letter early.
  - (d) All requests for telegraphic replies will be disregarded unless costs are paid in advance by students.

#### FACULTY AND STUDENT GENERAL ASSEMBLY

The Faculty and Student General Assembly meets on every Tuesday from 11:20 to 12:10 a.m. in the Auditorium, Bashford. All faculty and students are expected to attend regularly.



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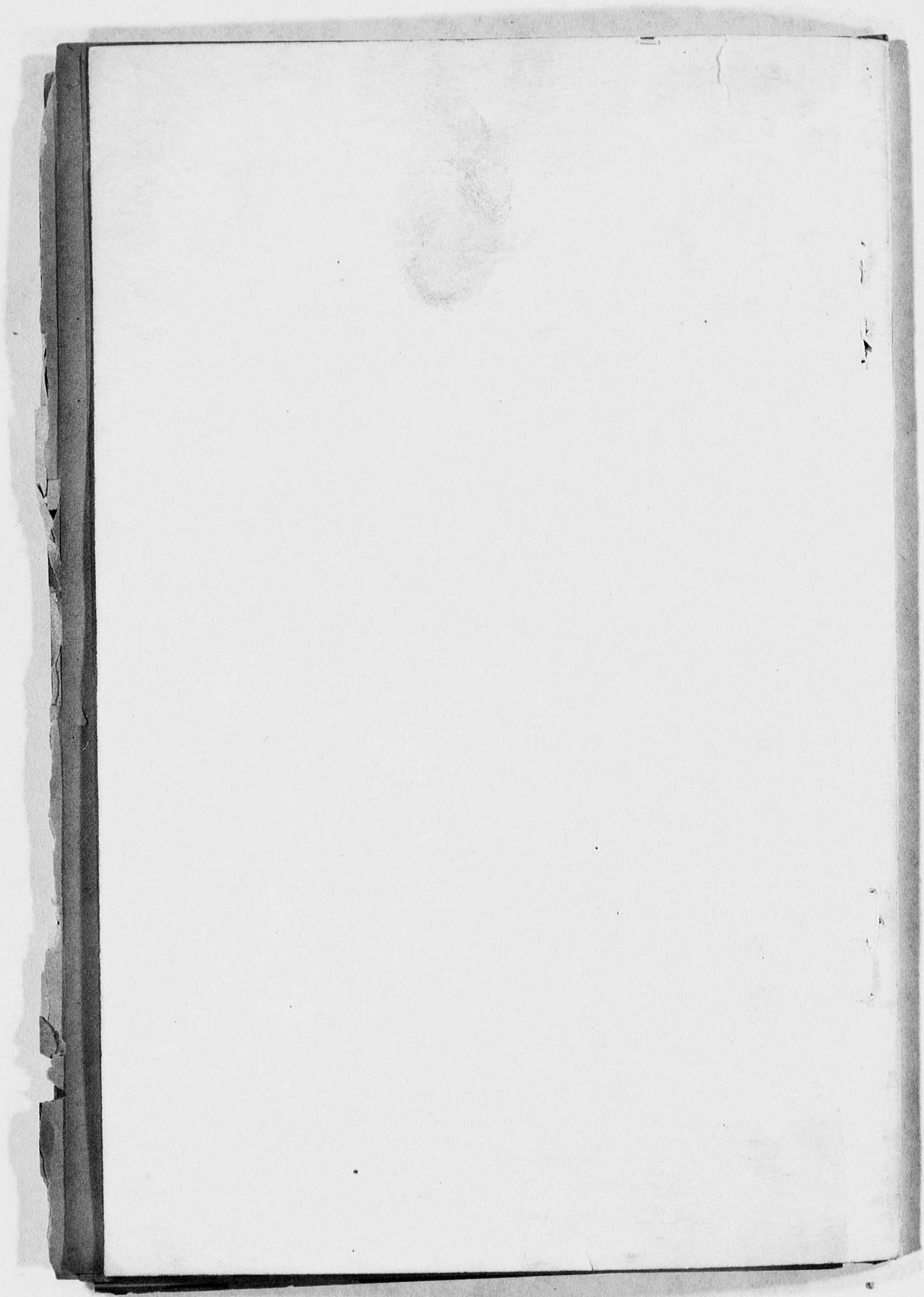
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