

April 7, 1943

*STANDARDS*

TENTATIVE STATEMENT TO PRESENT TO THE ACADEMIC COMMITTEE AND THE FACULTY

The policy of Youngstown College relative to credit for students called to the armed forces before the end of the semester is as follows:

1. We do not grant credit for work not earned.
2. Part credit may be granted if only part of the course has been completed. Ordinarily, not less than one-half credit would be granted. Hence, ordinarily, no credit would be granted for less than one-half of the work of the semester. We do not like to grant part credit for a course because it is likely to lead to numerous complications, but if that is the most realistic way of evaluating the work of a student, then part credit may be granted.
3. After three-quarters of the semester has passed, a student may be considered for full credit in a course. Full credit would be granted for the course if the student had accelerated his work in the course by special arrangement with the teacher and had completed substantially all of the requirements for the course.
4. It is recognized that by special arrangement with a teacher a student may complete substantially all of the requirements of a course before the end of a semester. By dropping some of his courses and concentrating on the remaining courses, he might earn full credit in some courses even though he was in attendance only one-half of a semester. This would be unusual and, of course, could be done only by special arrangement with the teacher several weeks in advance of the time when the student expected to leave.
5. In these special cases when a student is here less than a semester, the important factor is not how many weeks he was in attendance, but rather how much of the work of the course he has completed and how well he has done the work. Each teacher has the authority to decide these matters relative to his own students, in conformity with the general policy of the College as explained above.
6. If a student has been given part credit in a course and upon his return to the College must repeat the entire course, the total amount of credit he can earn for a course will be the same as the course carries ordinarily; i.e., he cannot earn more than three hours of credit in a three-hour course even though he was granted  $1\frac{1}{2}$  or 2 hours of credit in that course before he left for the army.

Y O U N G S T O W N   C O L L E G E

Office of the Dean

April 13, 1943

POLICY OF YOUNGSTOWN COLLEGE ON CREDIT FOR STUDENTS CALLED  
TO THE ARMED FORCES

1. We do not grant credit for work not earned.
2. Part credit may be granted if only part of the course has been completed. Ordinarily, not less than one-half credit would be granted. Hence, ordinarily, no credit would be granted for less than one half of the work of the semester. We do not like to grant part credit for a course because it is likely to lead to complications, but if that is the more realistic way of evaluating the work of a student, then part credit may be granted.
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6. If a student has been given part credit in a course and upon his return to the College must repeat the entire course, the total amount of credit he can earn for a course will be the same as the course carries ordinarily; i.e., he cannot earn more than three hours of credit in a three-hour course even though he was granted  $1\frac{1}{2}$  or 2 semester hours of credit in that course before he left for the service.

George M. Wilcox  
Dean

GMW:sc

41443-75

April 27, 1943

To the Committee on Academic Standards:

I hereby ask your approval of my procedure with regard to my own text on maritime navigation.

First, however, let me explain why this request has not come to you earlier. The class was begun with the approval of the President and the Dean, but as a private effort to aid students who anticipated entering the naval schools. For that reason, when the preparation of text material was begun, I did not think of it as a College matter. Since then, however, though the class is still not a regular, catalogued offering of the College, credit has been given to a number of students who have taken the course; and this, perhaps, puts a somewhat different aspect on it.

The reason for producing the text in duplicated form was that at the time the class was begun there seemed to be no text on maritime navigation of about the level that was needed. In fact, I have not yet seen such a text although recent announcements indicate that one or more books may now be in print that would have served. At first the material was prepared from week to week as the class proceeded, and at the students' request it was put in hectographed form. The expense of stencils, paper, hectograph carbon paper, and of running the stencils, which was done by one of the girls in the College, was divided among the members of the class. Of course, I did the writing, and Mrs. Gould did all the typing. A copy of the accounting rendered to the students is attached.

Experience with the use of the text last spring and summer led to so many changes that this semester the class of its own accord asked that the revised form be again produced, this time by mimeograph, so as to make it more easily read. A quick estimate indicated that the stencils, paper, and running would amount to about \$2 per student. Mrs. Gould again agreed to do all the typing and stencil cutting. Some students have left the class since then, and the expense may run a little higher, but if so, I expect to pay the balance of the cost. Bills are not yet in, and exact costs are not known. I am having run forty copies when fifteen would have been sufficient. It is my purpose to make private use of a few of these extra copies by sending them to some friends, and the remainder will be held for future classes if there are any. The additional cost of the twenty-five extra copies is almost negligible.

No policy has yet been fixed with regard to charges made to future classes, but I expect to charge at least enough to cover any expense that I may be put to at the present time.

With the hope that this meets your approval, I am

Sincerely yours,

Wm. P. Gould.

Approved by  
action of the committee  
May 24, 1943. Suggested  
that more copies be made  
The sale shall be  
through the  
bookstore.  
WPG