

HOUSTON BAPTIST COLLEGE

1963-1964

BULLETIN OF INFORMATION



HOUSTON BAPTIST COLLEGE

BULLETIN OF INFORMATION WITH ANNOUNCEMENTS FOR 1963-1964

ADDRESS AND LOCATION

At the intersection of Southwest Freeway and Fondren Road, just across from the Sharpstown Shopping Center.

Visitors are always welcome.

MAILING ADDRESS FOR ALL OFFICES

7502 FONDREN ROAD
HOUSTON 36, TEXAS

PHONE: GY 4-7661

• AREA CODE: 713

Note: Houston Baptist College reserves the right to make changes in the arrangements and policies announced in this Bulletin as unusual circumstances, economic conditions, or efficiency in operation may require.



FIRST YEAR
HOUSTON, TEXAS
JANUARY 1963
VOLUME I, NUMBER 1

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CALENDAR

1963

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1964

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COLLEGE CALENDAR

First Semester, 1963-1964

September 13, 14, Friday and Saturday, Faculty Conferences, 9:00 a.m.
 September 14, Saturday, Dormitories open, 2:00 p.m.
 September 14, Saturday, Cafeteria open for service, 5:30 p.m.
 September 16, Monday, Registration
 September 17, Tuesday, Class sessions begin.
 September 19, Thursday, Opening Convocation, 10:50 a.m.
 September 20, Friday, Class changes without penalty
 September 24, Tuesday evening, Student-Faculty Reception
 September 27, Friday, Last date to register for this term
 October 25, Friday, Last date to drop a course with a "W" mark
 October 28 - November 1, Monday through Friday, Religious Emphasis Week
 November 15, Friday, Founders' Day
 November 15, Friday, Mid-point of First Semester
 November 27, 12:00 noon Wednesday, through Sunday, December 1, Thanksgiving — Cafeteria, Dormitories, and Library Closed
 December 20, 5:00 p.m. Friday, to 8:00 a.m. Monday, January 6, Christmas — Cafeteria, Dormitories, and Library closed
 January 27-30, Monday through Thursday, Semester Examinations
 January 31, Friday, Final Grades reported to Records Office

Second Semester, 1963-1964

February 3, Monday, Registration
 February 4, Tuesday, Class sessions begin
 February 7, Friday, Class changes without penalty
 February 14, Friday, Last date to register for this term
 March 13, Friday, Last date to drop a course with a "W" mark
 March 16-20, Monday through Friday, Life Commitment Week
 March 26, 12:00 noon Thursday, to 8:00 a.m. Tuesday, March 31, Easter — Cafeteria, Dormitories, and Library closed
 May 19, Tuesday, Loyalty Day, awards presented
 May 25-28, Monday through Thursday, Semester Examinations
 May 29, Friday, Final Grades reported to Records Office
 May 29, Friday, Cafeteria closes at 2:00 p.m.
 May 29, Friday, Dormitories close at 5:00 p.m.

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HISTORY AND PURPOSE

For many years Baptists of Houston and Southeast Texas have dreamed of establishing a college of the highest quality and accreditation in Houston. Prayerful, careful, and exhaustive thinking and planning have gone into the attempt to bring into reality this dream. Slowly but surely, through survey and study, conference with leading educators and citizens, review, discussion, and always with a prayer for guidance, the need and desirability of establishing this college became clear.

Through all of this period the need for a quality church related college in Southeast Texas has been uppermost in the minds of many Southern Baptists in this area. Knowledge of the contribution of other already established Baptist institutions of higher education to individual lives and to the cultural and spiritual life of a community, prompted their aggressive pursuit of this goal. Their aim has been a Christian college that stresses quality of life as well as quality in learning, and one that would complement the splendid work of already established local institutions.

To this end a Committee was authorized by the Union Baptist Association in 1952 to study the possibility of locating a Baptist college in Houston. With professional assistance, plus the guidance and encouragement of the Education Commission at Dallas, an extensive and thorough survey was conducted in 1955. Upon the basis of this information, and with the endorsement of the Education Commission, the Association approved the idea of establishing a college as soon as practicable. In 1956 the Executive Board of the Baptist General Convention of Texas approved a recommendation that Houston Baptists be given full assurance that the Convention would support such a college when the College Committee of the Union Association had succeeded in acquiring a satisfactory site for a campus containing at least one-hundred acres and a minimum of three-million dollars, of which one and one-half million would constitute a nucleus endowment fund, and one and one-half million for a physical plant. Union Association accepted these conditions and endorsed a resolution that the requirements set up by the State Convention be the basis of procedure.

A campus site doubling the minimum specified was acquired in 1958, and the initial required financial goal was reached in 1960, as a result of a campaign among the churches. The Texas Baptist General Convention in its annual session at Lubbock, Texas, in 1960 officially elected the first Board of Trustees. This board in session at Houston, Texas, on November 15, 1960, approved and signed the College Charter, and on November 16, 1960 this charter was ratified and recorded with the Secretary of State in Austin. The way was then clear for immediate action on the selection of administrative officers, the development of a suitable physical plant, and an appropriate academic program.

Houston Baptist College is being projected as a Four Year Liberal Arts College of the highest academic order which will offer a program of higher education that is firmly Christian in orientation. Its curriculum

will be limited in scope since no professional or applied courses are anticipated. These goals are clearly defined in the following Preamble to the By-Laws:

"The Houston Baptist College is a Christian liberal arts college. Its purpose is to offer a curriculum of studies, and a program of student activities dedicated to the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals. Founded under the providence of God and with the conviction that there is a need for a college in this community that will train the minds, develop the moral character and enrich the spiritual lives of all people who may come within the ambit of its influence, HOUSTON BAPTIST COLLEGE shall stand as a witness for Jesus Christ, expressed directly through its administration, faculty and students. To assure the perpetuation of these basic concepts of its founders it is resolved that all those who become associated with Houston Baptist College as a trustee, officer, member of the faculty or of the staff, must believe in the divine inspiration of the Bible, both the Old Testament and New Testament, that man was directly created by God, the virgin birth of Jesus Christ, our Lord and Saviour, as the Son of God, that He died for the sins of all men and thereafter arose from the grave, that by repentance and the acceptance of and belief in Him, by the grace of God, the individual is saved from eternal damnation and receives eternal life in the presence of God; and it is further resolved that the ultimate teachings in this college shall always be consistent with the above principles."

THE LIBERAL ARTS PROGRAM

The Christian liberal arts program has at its foundation the conviction that all worthy vocations are built on a basis of service to mankind. It is a program which seeks to liberate both faculty members and students from the limitations of opportunity and outlook, increase their awareness of self and environment, sharpen their capacity for critical and creative thought, and equip them to meet the demands of intelligent citizenship in a rapidly changing and complex society. It is a program designed to produce general resourcefulness, leadership, ability to solve problems in various situations, and a capacity for happy and successful living. Its elements embrace enduring values and its methods promote the continuation of independent study, to the end that one may enjoy a lifetime of intellectual adventure.

Although vocational preparation is not its primary objective the liberal arts program is intensely practical because the best job insurance in our rapidly changing society is not narrow training in specific skills but broad training in general abilities. There is an ever increasing demand for those with such training to fill executive and leadership positions in business and in the professions. Immediately following graduation many enter positions in teaching, business, recreation, public relations, publishing, applied arts, research, public administration and government. A high per cent of liberal arts graduates continue in graduate and professional schools to pursue careers in law, medicine, psychiatry, scientific research, hospital administration, dentistry, theology, social work, journalism, college teaching, engineering, and many other professions. Such professional schools strongly endorse the liberal arts experience as the best possible foundation on which to build a successful career. Houston Baptist College is designed to provide this opportunity to capable students in its area of service.

THE CAMPUS PLAN

The campus of the Houston Baptist College consists of 196 acres in Southwest Houston at the intersection of the Southwest Freeway and Fondren Road. It is planned to reflect that unity of knowledge which is the essence of a liberal education. It is a tightly organized series of buildings surrounding a mall beginning at the East with the Auditorium, ending at the West with the Physical Education Building and flanked by the Library, Student Center, Administration and classrooms for the various disciplines. Later a chapel will become a part of this complex of buildings. Concentrically related to this complex are the complementary facilities for residence, athletics and recreation. It is so organized as to cause the constant intermingling of teachers and students from the various fields thereby preventing the arid experience of isolation.

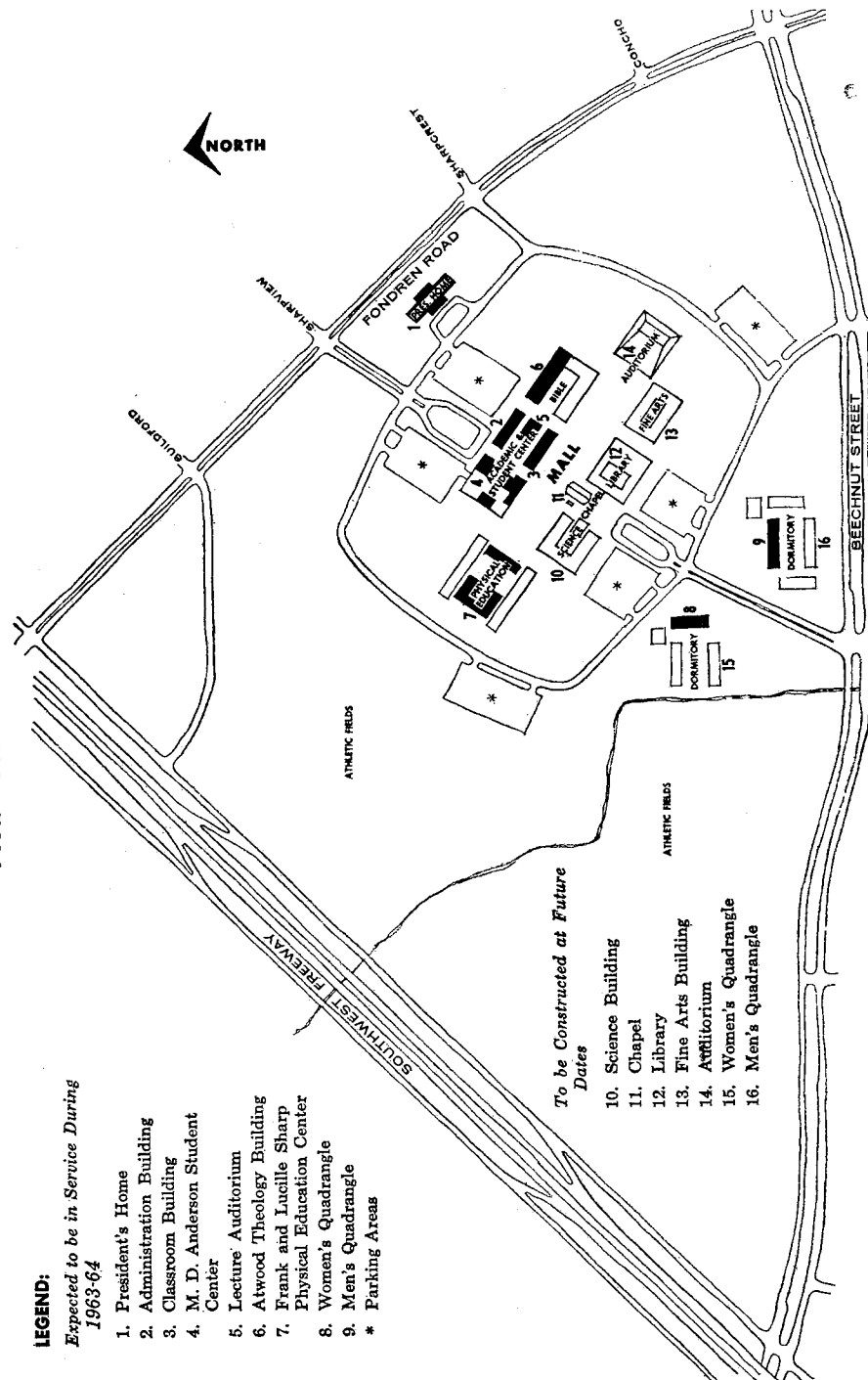
The first unit, the general classroom, administration and student center is planned as a microcosm of this larger scheme. Surrounding its court are facilities for every form of student academic, spiritual and social life. This introverted plan with its highly developed court will also prevent this first phase from being subdued by its large and temporarily undeveloped site.

The approach to the college is on an axis from Fondren Road to the grand opening of the court between the Student Center and Classroom buildings. This will also be the Gateway to the mall in the future along with other similar approaches from the campus loop road. The beginnings of a comprehensive traffic, parking and service system is included in this initial phase. The first phase is designed to handle all facilities for a four-year program for 1,000 students while it is projected that the Master Plan, when completed, can accommodate 15,000 students if such is desirable.

DORMITORIES

One dormitory for men and one dormitory for women will be available the beginning of the fall semester. These new dormitories incorporate the finest in student accommodations. There are suites of four rooms grouped around a comfortable common living room. Each pair of rooms has its own bath facility, and each room has its own lavatory. Facilities include lobby, recreation, and library areas. Each dorm houses 128 students. The facilities are purposely designed to promote the educational process and the social life of the student. Costs for room and board will be \$425.00 per semester.

THE CAMPUS PLAN



CAMPUS LIFE

Organizations

Local student organizations for men and for women will be encouraged. Frequent and diversified social activities on this campus will play an important role in the mature development of all students. The inauguration of local groups and of chapters of national societies and organizations in promotion of the arts and sciences will be assisted by the College as a valuable adjunct to academic instruction.

Extracurricular Activities

Latitude will be given freely by the College to worthwhile extracurricular pursuits. The students assuredly will want to produce one or more campus publications. Those interested in drama, art, and music will be assisted in organizing such activities. There may be groups of students sharing a common interest in other areas. For these and other such out-of-classroom activities, the faculty will seek off-campus professional counsel from Houston businessmen interested in the development of the College, in general, and of specific student interests, in particular.

The Administration and Faculty will offer whatever supervision is desirable but will impose few restrictions beyond those of good taste, sound judgment, and Christian behavior.

Intramural Athletic Programs

While it presently is far too premature to predict the College's future participation in intercollegiate athletic programs, a strong schedule of intramural events is encouraged not only for participant/spectator enjoyment, but for the benefits of good health and competitive sportsmanship. These may include such activities as golf, tennis, swimming, handball, badminton, volley ball, track, and field.

Student Center

The focal point of student life on the campus is the Student Center, designed for social activities, campus organization meetings, guest entertainment, fine food service, and a well-stocked bookstore. All food and bookstore prices will be maintained at moderate levels for maximum benefit to the students.

On-Campus Food Service

A spacious cafeteria-grill offers a variety of well-prepared meals, carefully planned by professional dietitians. All dishes are nominally priced to faculty, students, and guests. In addition, convenient snack facilities are located for on-the-run meals and after-hours appetites.

Transportation

For Houston students, city bus routes come within comfortable walking distance of the campus. For those students with automobiles, student-owned automobiles are permitted and ample parking space is provided in the overall campus design.

On the campus, the relative position of the several buildings is planned to provide convenient access in walking from building to building, from dormitory to classroom or Student Center, and from the parking lots to any campus unit.

ADMISSIONS

PRINCIPLES

Admission to Houston Baptist College involves more than the meeting of specific requirements. The Committee on Admissions gives weight to the following considerations in the evaluation of candidates: the secondary school record, including the pattern of courses and academic grades, rank in class, counselor's and three (3) teachers' recommendations, participation in extracurricular activities; the scores obtained from the Aptitude Test of the College Entrance Examination Board; the recommendation of a pastor and two other adults; the medical and health report; and the candidate's statement concerning why he wishes to attend Houston Baptist College. From the aforementioned criteria the Committee selects those candidates whom it believes to be best fitted to and most likely to profit from a liberal arts education in a Christian environment such as Houston Baptist College affords. Preference is given to those candidates who indicate an intention to continue in this program to the completion of a degree.

ENTRANCE REQUIREMENTS

1. **SECONDARY SCHOOL REPORT** — To be considered for admission to Houston Baptist College, a candidate must have completed a college preparatory course leading to graduation from a fully accredited secondary school, and his rank in his respective class should be high. The candidate must furnish the Dean of Admissions with an official secondary school transcript. It is recommended that the transcript show evidence of the completion of not less than sixteen units which should include:

English	4
Foreign Language	2
Social Studies	3
Mathematics	3
Laboratory Science	2
Electives	2
<hr/>	
Total	16

2. **ENTRANCE EXAMINATIONS** — The Aptitude Test of the College Entrance Examination Board is regarded by the Committee on Admissions as a basic measure of a candidate's fitness for college study, and as an excellent method of evaluating on a competitive basis the qualification of candidates from different schools and areas. The College Entrance Examination Board publishes a "Bulletin of Information" which contains an application blank and gives full details regarding the procedures for taking the aptitude examination and a schedule showing the time and place of administration. It is recommended that the candidate consult his secondary school counselor regarding the most desirable time for him to take the examination. Examinations may be taken in December, January, or March. To procure a copy of the "Bulletin of Information"

candidates should write to the College Entrance Examination Board, Box 592, Princeton, New Jersey. All examination scores should be reported directly to the Dean of Admissions, Houston Baptist College. The C.E.E.B. code number for Houston Baptist College is 6282.

3. **RECOMMENDATIONS** — All candidates must provide the Dean of Admissions, Houston Baptist College, with the names of seven people from whom recommendations will be solicited. The seven names submitted should include the candidate's secondary school counselor and three of the candidate's secondary school teachers (preferably on the junior and senior level), the candidate's pastor, and two other adults who know the candidate well. Relatives of the candidate should not be included.

4. **APPLICATION FOR ADMISSION** — All prospective students should fill out the "Application for Admission" form and return it to the Dean of Admissions, Houston Baptist College. The Committee on Admissions suggests that all applications be in the Dean's office no later than June 1 in order to assure consideration before all available places are filled. Application forms are available and can be procured by writing to the Dean of Admissions, Houston Baptist College, 7502 Fondren Road, Houston 36, Texas.

5. **HEALTH RECORD** — Each student entering Houston Baptist College for the first time must submit to the Dean of Admissions a "Student Health Record" properly filled in by the family physician or a physician of his choice. Health forms are available and can be procured by writing to the Dean of Admissions, Houston Baptist College, 7502 Fondren Road, Houston 36, Texas.

6. **HANDWRITING SAMPLE** — A statement of approximately 300 words by the candidate in his own handwriting must be furnished to the Dean of Admissions, Houston Baptist College, setting forth (a) his purpose in attending college, and (b) his reasons for selecting Houston Baptist College.

7. **APPLICATION FEE** — A fee of \$10.00, which will not be refundable, will be required of each applicant. Checks covering the application fee should be so marked and made payable to Houston Baptist College. The application fee should accompany the application and health forms and be mailed or delivered to the Dean of Admissions, Houston Baptist College, 7502 Fondren Road, Houston 36, Texas.

Candidates will be notified as promptly as possible concerning their admission, when all information has been received and evaluated. The date of the application will not be a criterion for selection.

ADMISSION BY TRANSFER

When space is available a student who is in good standing at another recognized institution and desires to transfer to Houston Baptist College, will be given individual attention by the Admissions Committee. Preference will be given, as in the case of beginning students, to those who indicate an intention to continue in this program to the completion of a degree.

FINANCIAL AFFAIRS

Houston Baptist College is a non-profit educational institution and receives contributions from the Baptist General Convention of Texas and from Baptist churches, gifts from the local business community, and gifts from interested individuals and foundations. The tuition and fees paid by the students cover only about 50 per cent of the instructional and operating costs of the college. Therefore, every student at Houston Baptist College has a grant-in-aid that is equal to approximately one half of the total actual costs.

Tuition and Fees

Regular tuition per semester hour	\$19.00
Application Fee	10.00
Student Activity Fee — per semester	17.50
(The Student Activity Fee pays for the Student's library services, student center services, physical training, registration, publications, and other student activities.)	
Laboratory Science Fee — per semester	5.00
Late Registration Fee	5.00
Change of Schedule Fee — after regular date	5.00
Applied Music Fee: One 30-minute lesson per week...	36.00
Two 30-minute lessons per week...	72.00
Practice Room Fee: One hour per day	6.00
Each additional hour	4.00

Estimate of Expenses Per Semester

	<u>15 Hours</u>	<u>18 Hours</u>
Tuition	\$285.00	\$342.00
Student Activity Fee	17.50	17.50
Total	\$302.50	\$359.50

Payment of Accounts

Student accounts for tuition and fees are due and payable in advance by the semester upon registration.

Students who are unable to pay their accounts in advance may secure loans from a local bank. Arrangements for this service should be made before the date of registration at the Business Office.

Withdrawals

The College plans its expenditure for the year based on the anticipated attendance of students who have been accepted for registration by the Dean of Admissions. Its instructional and operating costs are not reduced by the withdrawal of a student after a semester has begun. There may be a full refund of tuition and fees during the first week of school. Afterwards, any student forced to withdraw by circumstances beyond his control may apply to the Admissions Committee for a partial refund.

STUDENT AID

Scholarships

All scholarships awarded will be based on scholastic achievement and financial need. Those interested in making application should apply to the Dean of Admissions, Houston Baptist College, Houston 36, Texas.

Ministerial Aid

All ministerial students applying for aid on tuition must present a license or certificate of ordination and an application form (which may be obtained from the Dean of Admissions) signed by the student, by the pastor, and an officer of the Board of Deacons of the licensing or ordaining Baptist church. Upon approval of the Ministerial Committee, all undergraduate ministerial students preparing to preach will receive a voucher good for payment of tuition to the extent of \$5.00 per semester hour. This is paid by the Baptist General Convention of Texas. In order to continue to receive this aid, the student must maintain a "C" average or better.

THE ACADEMIC PROGRAM

The Academic Program of Houston Baptist College presents a new and highly coordinated sequential approach to a thoroughly sound liberal arts education. Large core areas at each instructional level, taught by carefully selected and highly trained teams of faculty members, are designed to assure each graduate an opportunity to unite the wisdom of the ages in his attempt to face and solve in a creative way problems of his day. These are supplemented by a selected array of sound academic disciplines which afford areas of interest in which special competence may be attained. All instruction is presented in a framework that is consistent with the fullest meaning of the Christian commitment, and a required basic sequence of courses in Bible and Christianity guarantees that all graduates attain an acceptable level of Christian and denominational literacy.

All freshmen will be engaged in a study of a large core area listed as "The Developing Social Order," and through this work will trace the development of modern ideas and concepts of democratic western man. This should insure for each student a basic understanding of his political, social, and religious heritage. A thorough survey of both the Old Testament and the New Testament, of one semester duration each, will be required for each student at this level. A course dealing with the nature and function of languages will be followed by a semester of instruction in English Writing and Usage. Ample time will be available for each student to begin work in solid academic fields of individual interest leading toward the two majors which must be a part of each degree program. Regular participation in student assembly, chapel, and physical education will be required.

The large core area for sophomore students will be "Culture and Human Experience," directed by a team of faculty members from the fine arts and the humanities, and designed to bring each student face to face with man's imposing cultural and artistic accomplishments and to encourage an appreciation of them. A parallel and closely related traditional course required for all sophomores will be World Literature. A laboratory science, if not elected in the freshman year, and a foreign language, must be included. A broader list of individual interest fields will be available for student selection. Regular participation in student assembly, chapel, and physical education will be required.

The large core area for juniors, "Philosophy of Science," will have as its goal the development for each student of a basic familiarity with the steps man has taken and is now taking to master his material environment. This will also include a study of the symbolic language in which this mastery can be expressed. To acquaint the student with the important place Christianity occupies in our American way of life and with the organization and work of leading denominational groups a two-semester sequence in Christianity will be required at this level. Further development of individual interest fields toward the two majors required for

graduation, and a possible choice of a free elective will take the remaining available time. Regular participation in student assembly and chapel will be required.

In the senior year "Senior Seminars" will claim a large block of the time and attention of each student. These seminars will serve as capstone and climax courses in individual interest areas, and to integrate this work with that done in the three previously completed large core areas. Individual responsibility and independent study will be emphasized. Thorough courses in American Government and in the American Economic System will be required for those who have not included these as a part of one of their interest areas. Free electives will be available for those who have time to take advantage of these additional opportunities. Regular participation in student assembly and chapel will be required.

CURRICULUM PLAN

	SEMESTER	
	1st	2nd
Bachelor of Arts Degree	4	4
I. The Developing Social Order		
Economics		Religion
Government		Sociology
History		
Bible	3	3
English	3	3
1st Sem. — Nature & Function of Language		
2nd Sem. — Writing & Usage		
Fields of Interest.....	6-8	6-8
Language		Chemistry
Mathematics		Physics
Biology		Music
Physical Education	1	1
	17-19	17-19
II. Culture and Human Experience	4	4
World Literature	3	3
Laboratory Science (if not in 1st year).....	4	4
Fields of Interest (must include language).....	6	6
Biology		Mathematics
Chemistry		Political Science
Drama		Psychology
Economics		Sociology
History		Speech
Language		Theology
Music		
Physical Education	1	1
	18	18
III. Philosophy of Science	4	4
Theology	3	3
Language (if 2 years or equivalent not completed)...	3	3
Fields of Interest	6	6
(same selection as 2nd year)		
Electives	1-3	1-3
	17-19	17-19
IV. Senior Seminars	4	4
American Government	3	
The American Economic System		3
Fields of Interest	6	6
Electives	3-6	3-6
	16-19	16-19

Minimum Semester Hours Required 132

CURRICULUM PLAN HOUSTON BAPTIST COLLEGE

SENIOR	Am-Gov't and Am. Economic System 6 hrs.	SENIOR SEMINARS	FIELDS OF INTEREST and ELECTIVES 54 hrs.		32
JUNIOR	CORE Philosophy of Science 3 hrs.	Theology 6 hrs.	Foreign Language 6 hrs.		32

SOPHOMORE	CORE Culture and Human Experience 3 hrs.	World Literature 6 hrs.	Foreign Language 6 hrs.	Phys. Ed. 2 hrs.	34
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FRESHMAN	CORE The Developing Social Order 3 hrs.	English 6 hrs.	Bible 6 hrs.	Phys. Ed. 2 hrs.	34
				Laboratory Science 8 hrs.	

BACHELOR OF ARTS DEGREE

(Minimum Semester Hours Required) 132

DEGREE REQUIREMENTS

Houston Baptist College is committed to the granting of the Bachelor of Arts degree. Candidates for this degree must complete the following requirements:

1. A minimum of 132 semester hours, including not more than 4 semester hours in physical education and not over 4 semester hours of other student activity type courses.
2. The minimum residence requirement is 60 semester hours with at least 24 of the last 30 semester hours in residence at this college. No credit by correspondence or extension will be counted toward the degree.
3. Regular attendance at all convocations, student assemblies, and chapel services is a graduation requirement.
4. A minimum scholastic standing of 2.00 ("C" average) must be attained.
5. Satisfactory completion of the three basic core areas and senior seminars: 32 semester hours.
6. Bible and Theology: 12 semester hours
7. English: 12 semester hours
8. Foreign language: 12 semester hours
9. Laboratory science: 8 semester hours in the same science
10. American Government and Economic System: 6 semester hours
11. Physical Education: 4 semester hours
12. Two academic majors: 48 semester hours (24 hours each) and not over 36 semester hours in one field will be counted toward a degree. Senior Seminars (8 semester hours) are included.
 - a. Fourteen semester hours of related work in mathematics will be required by the department faculty for each student who selects chemistry or physics as a Field of Interest.
 - b. Nine semester hours of related work in mathematics will be required by the department faculty for each student who selects economics, political science, psychology, or sociology as a Field of Interest.
 - c. Six semester hours of related work in mathematics will be required by the department faculty for each student who selects Bible, biology, English, French, or German as a Field of Interest.
 - d. Students who select Fields of Interest from art, history, music, or speech and drama will be encouraged to include at least 6

semester hours of mathematics in their degree programs whenever it is possible to do so without exceeding the normal time required to complete a degree.

Faculty members will be available daily to advise students in arranging schedules and choosing courses but each student is personally responsible for a knowledge of regulations governing registration, withdrawal, degree plans, graduation requirements, and the clearance of all financial obligations.

In order to register as a junior and become a candidate for a degree a student must have on file with the registrar an approved degree plan showing the exact program to be followed and the expected date of graduation. This may be done at any time during the sophomore year and may not be changed after registration for the first semester of the senior year is closed.

ACADEMIC POLICIES

The College is scheduled to operate on a semester basis as indicated by the official calendar which appears at the front of this bulletin, and academic policies explained here conform to that pattern.

CLASSIFICATION OF STUDENTS

<i>Freshman:</i>	Less than 32 semester hours of credit
<i>Sophomore:</i>	At least 32 and not more than 63 semester hours
<i>Junior:</i>	At least 64 and not more than 95 semester hours
<i>Senior:</i>	At least 96 semester hours and a 2.00 scholastic standing or above
<i>Special:</i>	A student over 21 years of age, with demonstrated ability to do acceptable college work, but indicating by signed statement that he is not interested in following a degree program.
<i>Part-Time Student:</i>	One registered for less than 12 semester hours

COURSE NUMBERS

The courses of instruction are numbered in such a way as to reveal at a glance the intended level of the course and the number of semester hours to be earned by taking the course. The first digit indicates the level and the third digit the number of semester hours. The courses numbered 100 to 199 are intended for freshmen, those numbered 200 to 299 for sophomores, and those numbered from 300 to 499 for juniors and seniors. Courses listed on the same line and having the same description are sequence courses. If the numbers are separated by a hyphen (English 113-123, for example), both must be successfully completed before a student may receive credit in either. If the numbers are separated by a comma (History 213, 223, for example), it is strongly recommended but not required that both be completed in order to receive credit in either. Large core areas bear the same number for each semester, followed by an A or B, because they are unit courses extending through the academic term of both semesters.

THE GRADING SYSTEM AND QUALITY POINTS

To record the level of student achievement and stimulate quality work, the college system of grading is expressed in letters and quality points as indicated below:

- A — for excellent work — 4 quality points per semester hour
- B — for above average work — 3 quality points per semester hour
- C — for average work — 2 quality points per semester hour

D — for below average work — 1 quality point per semester hour

F — for unsatisfactory work — 0 quality points and no credit

I — for work of passing quality but incomplete for reasons beyond the control of the student — 0 quality points and becomes F if not completed within one year

W — for withdrawal within first six weeks of the semester — after six weeks a WP or WF will be recorded to indicate student performance during the period enrolled, and hours attempted will be included in calculation of scholastic standing.

SCHOLASTIC STANDING

A cumulative record of the quality point standing of each student will be maintained and those failing to achieve acceptable minimums will be placed on academic probation for one semester and their enrollment terminated at the end of the semester if satisfactory progress is not made. The grade point average on which this action is based is determined by dividing the total number of grade points earned by the total number of semester hours attempted, with repeated courses considered only once in the calculation, and the following minimum standings attained.

Each freshman who falls below a 1.6 for the first semester will be warned by the Dean of Admissions and Records, and proper notification sent to his faculty counselor and parents or guardian along with the grades for that term. At the end of the freshman year a student will be placed on probation if a standing of 1.8 is not attained.

To remain in good standing a sophomore must have a 1.9 scholastic standing at the end of the first semester and a 2.0 at the end of the second semester, and any student falling below 2.0 beyond this point will be immediately placed on scholastic probation and removed from the list of degree candidates until he regains a satisfactory scholastic standing.

The official scholastic records are maintained by the Dean of Admissions and Records and reports will be issued from that office as soon as is possible after the close of each term. As a special service to freshmen students and their parents or guardians, an unofficial report will be made at the mid-point of the first semester. All reports on scholastic standing available while classes are in progress will be distributed to students by their respective faculty counselors. Those for others, and those for students when classes are not in session, will be sent by First Class Mail.

DEGREES WITH DISTINCTION

Honors at graduation are awarded to students who have completed a minimum of 64 semester hours in residence at Houston Baptist College and earned an appropriate number of quality points to be eligible for the honors indicated. An average standing of 3.5 entitles the student to graduate *cum laude*; 3.7 *magna cum laude*; 3.9 *summa cum laude*.

ATTENDANCE REGULATIONS

Regular and punctual attendance is essential to successful achievement. Each student is responsible for all work from the first day of class and must make satisfactory arrangements with his teacher regarding any absence. Faculty members will maintain a complete and accurate record on the attendance of each student, and report to the student and his counselor whenever irregular attendance is endangering the student's status in the class. If the irregularity persists the student may be dropped from the enrollment by the Dean, on recommendation from the instructor in the course and the student's counselor.

Absences due to college activities may be approved in advance for students in good standing only, by the Dean on recommendation of the faculty sponsor accompanied by a list of those involved and including full information regarding the nature and extent of the activity. These approved lists will be circulated to faculty members and administrative officers in advance so that proper adjustments may be made and full advantage of the activity gained. The individual student is responsible for making up any work missed regardless of the reason for the absence.

In order to be eligible to receive credit in any course a student must be present for at least two thirds of the class sessions, discussion group meetings and other scheduled activities related to that course. This limitation applies regardless of the ability of the student and the quality of the work he has done.

All students, faculty members, and administrative officers are required to attend official convocations of the college and to regularly participate in student assemblies and chapel services.

REGISTRATION

Registration will be conducted as scheduled in the College Calendar at the beginning of each term. Students in good standing and those approved for admission (see Admissions Procedure) will be eligible to participate. Insofar as is possible, individual student schedules will have been predetermined through prior counseling and pre-registration, but all faculty members and administrative officers will be available to give additional guidance as needed. To become a member of any class and eligible for credit the registration procedure must be completed, including financial arrangements at the Business Office. Faculty members will receive their class lists from the Registrar after each name has been cleared by the Business Office. A late registration fee will be charged those failing to complete registration on the designated days.

No student may register or enter a new class after the end of the second week in each semester. A change in schedule after the day designated (usually the third or fourth day of classes) will involve the payment of a special fee and the approval of the change by the student's counselor and the instructor of each class involved. A form for this purpose will be provided by the registrar and a signed copy returned to that office, with copies for the counselor and the Business Office.

WITHDRAWAL PROCEDURE

A student who ceases to attend class should follow the prescribed withdrawal procedure to protect his status and leave himself in the best possible position with respect to future registration at this or another college. Failure to do so may result in a lower scholastic standing and a greater financial loss. Proper forms and instructions to follow may be obtained from the Registrar.

A "Field of Interest" course or an elective may be dropped on signed approval by the instructor and the student's counselor, so long as the total load for that student remains 12 or more semester hours. To change to a load less than 12 semester hours, cease attendance altogether, or drop a required course, requires the additional approval of the Dean. Grades assigned on withdrawal are determined by the "Grading System" described elsewhere in this Bulletin. Refunds, if due, will be made by the Business Office in accord with policies outlined in the financial section.

OFFICIAL SUMMONS

A student who neglects or disregards an official request for a conference with a faculty member or an administrative officer will be subject to immediate suspension. Such requests may be delivered in person, by telephone, or by First Class Mail.

COUNSELING AND GUIDANCE

Guidance service for students at Houston Baptist College begins with the first contacts made with the prospective student. On the basis of the preparatory school grades, rank in class, scores on College Entrance Examination Board Tests (or ACT Tests), and information included in the Application for Admission, the student is first advised as to whether it appears he is suited to and likely to be happy in the program provided. For those approved for admission, this same information, supplemented by that gained from conferences, serves as a basis for preliminary classification and assignment. Additional tests will be administered as needed and adjustments in classification are expected as faculty counselors and students become better acquainted. The ratio of faculty and staff members to students will be such that much individual attention will be available for each student.

Prior to registration each new student will be assigned to a faculty advisor who will encourage a close relationship with the student in order to better aid him in planning an appropriate academic program, make satisfactory adjustments to college and life, and in the selection of a career. When the student's fields of interest are more definitely determined he will then be assigned to a faculty member in one of his major fields of interest, and together they become responsible for the planning and adjustment needed to successfully complete the degree program.

In addition to the regularly assigned advisers all other faculty and staff members and administrative officers, including the President of the College, are available to assist students in any appropriate way possible.

ACADEMIC LOAD

The minimum number of semester hours required to complete a degree at Houston Baptist College (132) determines that a student must complete an average of 33 semester hours each academic year to make normal progress. In actual practice it is anticipated that a majority of those completing a degree will accumulate a number of hours beyond the minimum. This, then, precludes a load of 17 to 19 semester hours for freshmen and sophomores and 18 to 20 hours for juniors and seniors, with an allowed maximum of 21 semester hours for a junior or senior whose grades indicate eligibility to graduate with honors. Students at the ability level of those admitted should have no difficulty in carrying these loads and completing a degree in the normal period of four academic years.

MAJORS AND MINORS

Since each graduate of Houston Baptist College will complete a major in each of two selected solid academic fields of interest, minors will not be recognized or indicated on student records. In general academic practice the completion of 18 semester hours in a standard discipline, including 6 semester hours in advanced courses, is regarded as a minor. Students will be encouraged to develop such related areas when such a procedure can be followed without detriment to the pursuit of the basic degree program. Not more than 36 semester hours in the same field may be counted as a part of a degree program.

DEAN'S LIST AND HONOR ROLL

In order to encourage excellence in scholarship and give recognition to superior achievement, a Dean's List and Honor Roll will be released by the Dean of Admissions each semester. Full-time students maintaining a quality point average at a level, which if continued would make them eligible to graduate with honors (3.5 and above), will be included on the Dean's List. Those completing a minimum of 12 semester hours with a standing of 3.25 through 3.499 will comprise the Honor Roll. Students registered for fewer than 12 semester hours and meeting any of the above standards will be included on an Honorable Mention List.

TRANSFER CREDIT

A student otherwise eligible to transfer to Houston Baptist College from another collegiate level institution may expect to receive as liberal an acceptance of his previous academic work as is consistent with regulations which must be observed among colleges, and with the maintenance of a high quality level on this campus. In general, an official transcript from an accredited college or university will be accepted and recorded as received, and the courses completed used to the fullest extent possible to apply toward a degree. A transcript from a non-accredited institution can be validated and used in the same way only after the student has demonstrated by at least a semester of full-time residence study on this

campus, his ability to succeed in a program such as is offered here, and in advanced courses in his selected fields of interest.

Sixty-six semester hours is the maximum amount of credit from a junior college which may be applied toward a degree, and no work taken in a junior college after this number has been completed in a degree granting institution may be included in this total.

ADVANCED STANDING

High school graduates with strong academic records who have completed college level work while in high school may receive course credit in appropriate fields of interest subjects at Houston Baptist College. To become eligible for this credit an applicant must make a satisfactory score on the College Board Advanced Placement Examination in the subject in which credit is desired. Prospective students should consult their high school counselors and arrange to take the Advanced Placement Examinations for which they are eligible in the spring prior to expected fall enrollment. These examinations are normally given once each year, usually in May. Complete information may be obtained by writing the College Entrance Examination Board, Box 592, Princeton, New Jersey.

Credit obtained by Advanced Placement will not excuse a Houston Baptist College student from any of the basic core courses required for all students, but may be used to good advantage in satisfying a specific course requirement or as a part of a field of interest which may become a major.

MILITARY SERVICE CREDIT

The recommendations of the American Council on Education will be followed in allowing eligible ex-service men and women college credit for satisfactory completion of formally organized Service School programs. Courses taken through the United States Armed Forces Institute, and other recognized military educational programs, will be accepted when presented on official transcripts. All records of such training should be submitted as a part of the student's initial admission data, with a request for allowance of credit thought to be due, so that counselors can help avoid duplication of this work in residence courses which would invalidate the service school credit. Before any such credit may be recorded as a part of the student's official record, however, the student must qualify as a resident student in good standing at this College. This may be done by completing a minimum of 15 semester hours of standard residence courses with a 2.0 ("C" average) scholastic standing or above. No credit will be allowed on the basis of the General Educational Development Tests (college level) and no credit in physical education for military service experience or training.

APPLICATION FOR DEGREE

Each student must pay his graduation fee and file a Degree Card with the Registrar at the time of his last registration for courses prior to the

date on which he expects to graduate. This card will verify the name as it should appear on the diploma, the date the degree is expected, and the major fields of interest to be completed as a part of the degree requirements. The student will also be asked to confirm the fact that he expects to be present and participate in both the baccalaureate and the commencement exercises.

TRANSCRIPTS

Official scholastic records will be maintained in perpetuity for each student who registers for credit at Houston Baptist College. These records are really the joint property of the student and the college, and as such will be handled with customary care and confidence. Certified copies will be available to students and graduates. The first copy requested following each completed term is furnished free of charge. Additional copies will be provided for a fee of \$1.00 each. To obtain this service, the person whose record is involved completes and signs a Transcript Request Card and leaves it with the appropriate fee, if due, at the Records Office. Transcripts can not be released until satisfactory arrangements have been made regarding all financial obligations to the College. It is a pleasure, however, to continue to serve former students and graduates in this important way through the years.

COURSES OFFERED

BASIC CORE COURSES (Required for all students)

104A-104B	The Developing Social Order
204A-204B	Culture and Human Experience
304A-304B	Philosophy of Science
494A-494B	Senior Seminar (Area to be indicated in parenthesis)

Note—A student may register in two fields of work each semester as follows:

492A	Senior Seminar (English-Milton)
492A	Senior Seminar (History-Early European)

ART

113, 123	Fundamentals of Art
213	Introduction to Drawing and Painting
223	Design
313, 323	Painting
333	Sculpture
343	Ceramics
413, 423	Advanced Painting
492A, 492B	Senior Seminar

BIBLE AND THEOLOGY

113	Old Testament
123	New Testament
313, 323	Christianity in Our Way of Life
363	The Southern Baptist Program
413	Jesus and His Teachings
423	Baptist Doctrine and Practice
433	Old Testament Prophets
443	General Epistles and Revelation
492A, 492B	Senior Seminar

BIOLOGY

114-124	General Biology
213	Comparative Vertebrate Anatomy
223	Human Anatomy and Physiology
313	General Bacteriology
323	Parasitology
413	Genetics
423	Histology
492A, 492B	Senior Seminar

CHEMISTRY

114-124	General Inorganic Chemistry
214-224	Quantitative Analysis
314-324	Organic Chemistry
414-424	Physical Chemistry
492A, 492B	Senior Seminar

ECONOMICS

213-223	Principles of Economics
313	Money and Banking
323	Public Finance
413	Development of Economic Thought
423	The American Economic System
433	International Trade
443	Labor and Management Relations
492A, 492B	Senior Seminar

EDUCATION

A Program to train teachers for Texas secondary schools will be developed in cooperation with the Texas Education Agency.

ENGLISH

113	The Nature and Function of Language
123	Composition and Rhetoric
213-223	World Literature
313, 323	American Literature
333, 343	English Literature
353	The Victorian Period
363	Shakespeare
413	Seventeenth Century Literature
423	Eighteenth Century Literature
492A, 492B	Senior Seminar

FRENCH

113-123	Elementary French
213-223	Intermediate French
313, 323	Introduction to French Literature
413	Advanced Composition
423	Contemporary French
492A, 492B	Senior Seminar

GERMAN

113-123	Elementary German
213-223	Intermediate German
313, 323	Introduction to German Literature
413	Advanced Composition
423	Contemporary German
492A, 492B	Senior Seminar

GREEK

113-123	Elementary Greek
213-223	Intermediate Greek

HISTORY

213-223	American History
313-323	European History
353, 363	Latin American History
373, 383	English History
413	Texas History
423	Church History
492A, 492B	Senior Seminar

MATHEMATICS

113	Introduction to College Mathematics
123	College Mathematics
214, 224	Analytic Geometry and Calculus
303	Statistics
313, 323	Modern Algebra
413	Applied Mathematics
423	History of Mathematics
492A, 492B	Senior Seminar

MUSIC

114, 124	Theory
213, 223	Theory
313	Music History
322	Conducting
	Applied Music (Four semester hours in each of two fields required)
	Ensembles (Four semester hours of participation required)
492A, 492B	Senior Seminar in Music History and Literature

Note: A major will consist of 35 semester hours as listed above.

APPLIED MUSIC

111, 121, 211, 221, 311, 321, 411, 421
112, 122, 212, 222, 312, 322, 412, 422

Instruction available in each of the following areas: Brass, Organ, Percussion, Piano, Strings, Voice, and Woodwinds.

PHILOSOPHY

313	Introduction to Philosophy
323	Logic
413	Ethics
423	American Philosophy

PHYSICAL EDUCATION

111M, 121M	Physical Activities for Men
111W, 121W	Physical Activities for Women
211M, 221M	Physical Activities for Men
211W, 221W	Physical Activities for Women

PHYSICS

114-124	General Physics
214	Mechanics
224	Electricity and Magnetism
494A-494B	Senior Seminar in Modern Physics

POLITICAL SCIENCE

213	Introduction to Political Science
223	American Political Thought
313, 323	The International Community
333	Constitutional Law
353	American and Texas Government
363	Public Administration
492A, 492B	Senior Seminar

PSYCHOLOGY

113, 123	General Psychology
313	Child Growth and Development
323	Adolescent Growth and Development
353	Mental Hygiene
363	Social Psychology
413	Psychological Measurement
423	Techniques in Counseling
492A, 492B	Senior Seminar

SOCIOLOGY

113, 123	Principles of Sociology
213	Social Problems
223	The Community
313	The Family
333	Human Relations
353	Criminology
363	Juvenile Delinquency
492A, 492B	Senior Seminar

SPEECH AND DRAMA

113-123	Fundamentals of Speech
213	Public Speaking
223	Business and Professional Speech
313	Fundamentals of Play Production
323	Drama for the Church
333	Forensics
343	Parliamentary Procedure
413	Play Production
423	Speech Correction
492A, 492B	Senior Seminar

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B.S., University of Oklahoma.

FACULTY

The approved academic organization for 1963-64 provides for 31 faculty members. Approximately one half of these had, at the publication date of this bulletin (December 1962), been committed for service by employment agreement. Since these are now in service in other important positions it is not appropriate to list them here at this time. In this number only two do not have an earned doctor's degree in their respective fields. A preliminary check indicates that this ratio is likely to prevail with the result that around 27 of the 31 faculty members serving the 400 freshmen to be admitted in 1963-64 will have the earned doctorate. This level of preparation coupled with a favorable faculty-student ratio affords a rare opportunity for students.

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