

Secretary to  
Registrar

57

*Gene Palmer*

# FERRIS INSTITUTE

A STATE COLLEGE • BIG RAPIDS, MICHIGAN

*Bulletin*  
**1959-60**

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FERRIS INSTITUTE  
BIG RAPIDS, MICHIGAN  
Established 1884

Ferris Institute is fully accredited by the North Central Association of  
Colleges and Secondary Schools and by the Michigan Commission  
on College Accreditation. The Pharmacy Division is accredited  
by the American Council on Pharmaceutical Education.



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# ACADEMIC CALENDAR

1959-1960

## FIRST QUARTER (FALL) – September 13, 1959 to December 8, 1959

September 8-11, Faculty Orientation  
September 13-18, Orientation and Registration  
September 21, First day of classes  
September 23, Last day for enrollment  
September 28, Last day for adding courses or changing sections  
October 16, Last day for dropping courses with "W" grade  
October 23, Mid-term academic warning slips due in Deans' offices  
November 24, (6:00 p.m.) Thanksgiving recess begins  
November 30, (7:00 a.m.) Classes resume  
December 3, 4, 5, 7, Final examinations  
December 8, (6:00 p.m.) First quarter ends

## SECOND QUARTER (WINTER) – December 9, 1959 to March 12, 1960

December 9-12, Registration and Orientation  
December 14, First day of classes  
December 16, Last day for enrollment  
December 18, Last day for adding courses or changing sections  
December 19, (12:00 noon) Christmas recess begins  
January 4, (7:00 a.m.) Classes resume  
January 23, Last day for dropping courses with "W" grade  
January 30, Mid-term academic warning slips due in Deans' offices  
March 8, 9, 10, 11, Final examinations  
March 12, (6:00 p.m.) Second quarter ends

## THIRD QUARTER (SPRING) – March 15, 1960 to June 12, 1960

March 14-18, Registration and Orientation  
March 21, First day of classes  
March 23, Last day for enrollment  
March 28, Last day for adding courses or changing sections  
April 13, Last day for dropping courses with "W" grade  
April 13, (6:00 p.m.) Easter recess begins

April 20, (7:00 a.m.) Classes resume  
April 22, Mid-term academic warning slips due in Deans' offices  
May 30, Memorial Day holiday  
June 7, 8, 9, 10, Final examinations  
June 12, Baccalaureate and Commencement  
June 12, Third quarter ends

**FOURTH QUARTER (SUMMER) – June 13, 1960 to August 23, 1960**

June 13, Registration  
June 14, First day of classes  
June 16, Last day for enrollment  
June 21, Last day for adding courses or changing sections  
July 4, Independence Day holiday  
July 9, Last day for dropping classes with "W" grade  
July 16, Mid-term academic warning slips due in Deans' offices  
August 20-23, Final examinations  
August 23, Fourth quarter ends

## **I. ADMINISTRATION AND FACULTY**

**BOARD OF CONTROL**

**EXECUTIVE OFFICERS**

**ACADEMIC DEANS OF DIVISIONS**

**COLLEGE-WIDE OFFICERS**

**PROFESSIONAL SERVICE PERSONNEL**

**LIBRARY STAFF**

**RESIDENCE HALLS AND FOOD SERVICE MANAGEMENT**

**STUDENT HEALTH SERVICE**

**CENTRAL ADMINISTRATIVE AIDES**

**PROFESSIONAL INSTRUCTIONAL STAFF**

**COOPERATING STAFF**

**SECRETARIAL AND OFFICE PERSONNEL**

**MAINTENANCE AND OPERATIONS STAFF**

**COLLEGE-WIDE FACULTY COMMITTEES AND COUNCILS**

**ADVISORY COMMITTEES**



## College Officers and Deans

### BOARD OF CONTROL

The Ferris Institute Board of Control, appointed by the Governor, through the provisions of Act 114, Public Acts of 1949:

	Term Expires
Chairman: Judge Raymond W. Starr - Grand Rapids - -	1966
Vice-Chairman: Mr. Lawrence W. Prakken - Ann Arbor - -	1960
Secretary: Mr. Charles E. Fairman - - Big Rapids - -	1962
Treasurer: Mrs. Bess E. Fishman - - Grand Rapids - -	1962
Mr. Eugene A. Ward - - - - Big Rapids - -	1964
Judge William J. Miller - - - - Escanaba - -	1964
Dr. Russel B. Nye - - - - East Lansing - -	1966
Dr. Lynn M. Bartlett, Supt. of Public In- struction (Ex-officio member) - - - Lansing	

### EXECUTIVE OFFICERS

**VICTOR F. SPATHELF** - - - - - President  
A.B., Teachers Certificate, M.A., Wayne State University; University of Michigan; I.L.D., Central Michigan University.

**ARDWIN J. DOLIO** - - - - - Coordinating Dean  
School of Professional and Collegiate Technical Education  
University of Chicago; B.E., Northern Illinois University; M.S., Ed.M., Ed.D., University of Illinois.

**ROBERT L. HUXOL** - - - - - Associate Coordinating Dean  
B.S. in Ed., Central Missouri State College; M.S., University of Missouri; Indiana University; Ed.D., Indiana University.

**DONALD F. RANKIN** - - - - - Dean of Students  
B.S., Kansas State Teachers College; Gregg College of Commerce; M.A., University of Michigan.

**JOHN R. SMITH** - - - - - Comptroller  
A.B., Alma College; Ed.M., Harvard University.

**BYRON J. BROPHY** - - - - - President Emeritus  
B.S. in M.E., Tri-State College; A.B., Indiana University; M.A., University of Michigan; Columbia University; University of Michigan.

**KARL G. MERRILL** - - - - - Vice-President Emeritus  
B.S., Eastern Michigan University; M.A., Michigan State University; I.L.D., Ferris Institute.

### ACADEMIC DEANS OF DIVISIONS

**JON P. ADAMS** - - - - - Dean of Trade and Industrial Division  
B.E., Wisconsin State College; General Motors Institute; Northwestern University; Southern Illinois University; M.S., Bradley University.

EDWARD P. CLAUS - - - - - Dean of Pharmacy Division  
B.S., M.S., Ph.D., University of Pittsburgh; University of Puerto Rico;  
University of Illinois.

JAMES V. FARRELL - - - - - Dean of General Education Division  
B.Ed., Superior State College; University of Missouri; M.A., Ph.D.,  
State University of Iowa; Air University.

MERRILL R. MURRAY - - - - - Dean of Specialized Education Division  
Hanover College; Kent State University; B.S., M.A., Ball State Teachers  
College; Ed.D., Indiana University.

FRED W. SWAN - - - - - Dean, Collegiate Technical Terminal Division  
B.Ed., Illinois State Normal University; M.S., Bradley University;  
Ohio State University.

STEPHEN J. TURILLE - - - - - Dean of Commerce Division  
A.B., Nebraska State College; M.A., University of Minnesota; Ed.D.,  
Harvard University.

#### COLLEGE-WIDE OFFICERS

EDWIN D. HEUSINKVELD - - - - - Dean of Men  
A.B., Wheaton College; M.A., State University of Iowa; University of  
Minnesota.

PHYLLIS R. WILKIE - - - - - Dean of Women  
B.A., M.A., Michigan State University; University of Minnesota; Uni-  
versity of Wisconsin; Michigan State University.

HAROLD E. WISNER - - - - - Registrar  
Ferris Institute; A.B., Western Michigan University; M.A., University  
of Michigan; Ed.D., Michigan State University.

#### PROFESSIONAL SERVICE PERSONNEL

GEORGE A. BERRY - - - - - Housing Counselor  
B.S., M.A., Ball State Teachers College; Indiana University.

CHARLES J. CRAWFORD - - - - - Counselor of Rehabilitation,  
Disabled Students, and Foreign Student Advisor  
B.A., Western Michigan University; Northwestern University; M.A.,  
University of Michigan.

JOSEPH E. DEUPREE - - - - - Institutional Relations  
B.A., M.A., Indiana University; Michigan State University.

MILDRED Y. HALLISY - - - - - Coordinator, Scholarship and  
Placement Activities  
B.Ed., Wisconsin State College; University of Iowa; University of Mich-  
igan; M.S., University of Michigan.

DONALD L. HECKER - - - - - Educational Counseling Center  
B.S., Ph.D., University of Wisconsin.

- MAHLON J. HERRICK - - - - Admissions, Registrations  
B.S., Eastern Michigan University; M.A., Michigan State University.
- ROBERT I. HUDSON - - - - Educational Counseling Center  
B.A., M.A., University of Minnesota; Ed.D., Michigan State University.
- EUGENE E. IRISH - - - - Audio-Visual Services  
B.E., Superior State Teachers College; University of Chicago; M.A.,  
University of Michigan; Ph.D., University of Michigan.
- MALCOLM D. SALINGER - - - - Educational Counseling Center  
B.S., Fenn College; Rhode Island State College; University of Con-  
necticut; M.A., Ed.D., Western Reserve University; University of  
Wisconsin.

#### LIBRARY STAFF

- GOLDIE T. NOTT - - - - Librarian  
B.S., Miami University; University of Dayton; B.S. in L.S., University  
of Illinois; A.M.L.S., University of Michigan; University of Michigan.
- ROBERTA F. ALLEN - - - - Assistant Librarian  
Southern Illinois University; A.B., Michigan State University; University  
of Michigan.
- GENE O. THOMPSON - - - - Assistant Librarian  
B.S., Mayville State Teachers College.

#### RESIDENCE HALLS AND FOOD SERVICE MANAGEMENT

- MAX E. SMITH - - - - Director  
Ferris Institute; Rider College; B.S., Central Michigan University; M.A.,  
Michigan State University.
- SALLY T. BROOKS - - - - Resident Housemother
- MARGARET S. FREHSE - - - - Resident Housemother
- HELEN R. GREENE - - - - Resident Housemother
- BLANCHE HAMER - - - - Manager of Food Service Unit,  
Masselink Commons
- MILDRED G. HOLTZ - - - - Resident Housemother
- ALLEN F. KRAUSE - - - - Manager of Food Service Unit,  
Student Center Building  
University of Denver Evening College; Indiana University; B.A., Mich-  
igan State University.
- LOTTA M. MacKINTOSH - - - - Resident Housemother
- PRISCILLA M. WATSON - - - - Resident Housemother
- HELEN L. WILD - - - - Assistant Director  
B.S., M.S., Michigan State University.

**STUDENT HEALTH SERVICE**

- JACK HALDEMAN - - - - - Staff Physician  
A.B., M.D., Ohio State University.
- LELAND A. HICKOX - - - - - Staff Physician  
University of Wisconsin; B.S., Michigan State University; M.D., University of Michigan.
- JAMES E. WALTERS - - - - - Staff Physician  
Western Reserve; B.S., A.B., Ohio Northern University; M.D., Ohio State University.

**CENTRAL ADMINISTRATIVE AIDES**

- E. WAYNE CHRISTOPHER - - - - Business Office Assistant
- JAMES B. COSTELLO - - - - - Chief Custodian
- VERNOR J. DONETH - - - - - Purchasing Agent
- MARTHA S. FLOWERS - - - - - Finance Assistant
- LAWRENCE H. GALEHOUSE - Superintendent of Buildings and Grounds
- GEORGE A. GRANGER - - - - - Assistant to Comptroller
- EDWARD C. JOHNSTON - - - - - Security Officer
- JAMES L. LUNDBERG - - - - - Manager, Campus Store
- NEVA C. MARTIN - Administrative Secretary, President's Office
- DONALD K. MILLER - - - - - Chief Engineer

**PROFESSIONAL INSTRUCTIONAL STAFF**

- WALTER V. ALLEY, JR. - - - - - Automotive Service  
B.S., Iowa State College; M.S., Bradley University; General Motors Institute; Michigan State University.
- ELAINE V. ALTON - - - - - Mathematics  
A.B., New York State College for Teachers; University of Michigan; M.Ed., St. Lawrence University; University of Wisconsin; University of Washington; M.A., University of Michigan.
- EVELYN A. ANDERSON - - - - - Cosmetology  
Graduate of Melba Beauty Academy and Downtown Beauty College, Grand Rapids, Michigan; 13 years of operational experience including three years as cosmetology instructor; under-graduate work in Education at Central Michigan University; six years teaching experience, elementary schools, Stanton, Michigan.

- WILLIAM W. ANDERSON - - - - - Refrigeration  
Ferris Institute; Graduate of Greer Trade College, Chicago, Illinois;  
Northwestern University; 20 years experience in refrigeration; Univer-  
sity of Michigan.
- CLARK A. ANDRESON - - - Assistant Dean, Pharmacy Division  
Minot State Teachers College; B.S., M.S., North Dakota Agriculture  
College; Purdue University.
- ELEANOR M. BALDWIN - - - - - Communication Skills  
B.A., Kalamazoo College; Wayne State University; University of De-  
troit; University of the State of New York; M.A., Western Michigan  
University.
- LeROY D. BELTZ - - - - - Pharmaceutical Chemistry  
B.S., University of Nebraska; University of Nebraska; Ph.D., University  
of Connecticut.
- NORMAN F. BENNETT - - - - - Physical Education  
B.A., Central Michigan University; M.A., Michigan State University;  
Springfield College, Springfield, Massachusetts; Michigan State Uni-  
versity.
- JULIUS B. BENSICK - - - - - Communication Skills  
B.A., M.A., University of Wisconsin.
- HARRY BENTZ - - - - - Refrigeration and Air Conditioning  
Oswego State Teachers College; St. Lawrence University; 31 years  
experience as technical specialist in refrigeration and air conditioning;  
University of Michigan.
- GLEN A. BLACKBURN - - - - - History  
A.B., Indiana Central College; Harvard University; M.A., Ph.D., Indiana  
University; Universidad de Panama; Northwestern University.
- STEPHEN C. BOCSKEY - - - - - Biology  
B.S., M.S., University of Notre Dame; University of Chicago; Woods  
Hole Marine Biological Laboratories; University of Virginia.
- STEVE E. BORDANO - - - - - Related Education  
B.Ed., Wisconsin State College; M.A., Michigan State University;  
Michigan State University.
- GORDON L. BRADSHAW - - - - - Printing  
Pennsylvania State University; University of Akron; B.S., Hampton  
Institute, Virginia; Ed.M., College of William and Mary, Virginia;  
Technical Trade School, Pressmen's Home, Tennessee; 15 years ex-  
perience in the field.
- MATHIAS F. BREJCHA - - - - - Automotive Service  
Morton Junior College; B.S., M.S., Stout State College; General Motors  
Institute.

- FREDERICK BROEMER** - - - - - Accounting  
Northern State Teachers College; Ontonagon County Normal; B.S.,  
Ferris Institute; M.A., University of Michigan; University of Michigan;  
Michigan State University.
- F. PATRICIA BROWN** - - - - - Dental Office Assisting  
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in Dental Hygiene, University of Michigan.
- LYLE D. BRUNDAGE** - - - - - History, Political Science  
A.B., Michigan State University; M.A., University of Michigan; Ed.D.,  
University of Michigan.
- JUNE B. CARR** - - - - - Specialized Education  
A.B., Michigan State University; M.A., University of Michigan; Alfred  
University; Michigan State University.
- P. LOWELL CHAPMAN** - - - - - Accounting  
B.S., Ball State Teachers College; M.Ed., University of Pittsburgh;  
Ed.D., Pennsylvania State University.
- BRENDAN G. COLEMAN** - - - - - Secretarial Science  
B.S., M.S., Mankato State College, Minnesota.
- NORMA K. CONKLIN** - - - - - Reading and Study Skills  
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State University.
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- RICHARD K. CRONK** - - - - - Related Education  
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- HAROLD M. D'ARCY** - - - - - Chemistry  
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Michigan State University.
- GORDON W. DAVIS** - - - - - Chemistry  
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Louis; Washington University.

- LOWELL H. DeMOSS - - - - - Related Education  
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Ball State Teachers College; University of Chicago; Michigan State  
University.
- †MILTON E. DEURLOO - - - - - Accounting  
C.P.A. Certificate, State of Michigan, 1933; Ferris Institute.
- ROBERT J. DiCENZO - - - - - Pharmaceutical Chemistry  
B.S., New England College of Pharmacy; M.S., University of Con-  
necticut.
- THADDEUS E. DIEBEL - - - - - Acting Assistant to the Dean,  
Trade and Industrial Division  
B.A., Michigan State University; M.A., University of Michigan.
- LESTER I. DITTMAN - - - - - Commerce  
B.S., Ball State Teachers College; Ball State Teachers College; M.S.  
in Ed., Indiana University.
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B.S., M.S., Southern Illinois University; six years experience in the field.
- STANLEY S. DRIEDRIC - - - - - Biological Science  
Northern Michigan College; B.S., Ferris Institute; M.A., University of  
Michigan; University of Michigan.
- NORRIS W. DUNHAM - - - - - Pharmacology  
Butler University; B.S., M.S., Ph.D., Purdue University.
- BEN R. DURIAN - - - - - Biology  
B.S., M.S., University of Toledo; Ohio State University; University of  
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- CAROL JOSETTE EBEL - - - - - Health and Physical Education  
B.A., Valparaiso University; Claremont Graduate School; M.A., Indiana  
University.
- RAYMOND G. EBMEIER - - - - - Chemistry  
B.S., Midland College; M.A., University of Nebraska; Wayne State  
University.
- ALF I. M. EIKAAS - - - - - Psychology  
B.A., M.A., Oslo University, Norway; M.A., Ph.D., University of  
Minnesota.
- CHARLES E. ELLIOTT, III - - - - - Communication Skills  
B.A., Princeton University; Michigan State University.
- ESTHER I. FELLOWS - - - - - Secretarial Science  
B.S., M.A., Western Michigan University.
- L. ALLAN FICKES - - - - - Chemistry  
B.S., M.S., Michigan State University.

- JAMES P. FOHEY - - - - - Printing  
B.S., Western Michigan University; M.A., Michigan State University.
- E. COSTON FREDERICK - - - Reading and Study Skills  
B.S., State Teachers College; M.Ed., Temple University.
- MARTIN D. GEHNER - - - - - Architectural Drafting  
Wittenburg College; B. of Arch., University of Michigan.
- FRANCES E. GOGARN - - - - - Physics  
A.B., Central Michigan University; University of Michigan; Certificate,  
F.E.R.A. and Michigan Board of Aeronautics; Michigan College of  
Mining and Technology; University of Michigan.
- DAVID G. GOODMAN - - - - - Secretarial Science  
B.S. in B.Ed., New Jersey State Teachers College; George Washington  
University; M.A., New York University; George Washington Univer-  
sity; Ed.D., University of Pittsburgh.
- HUGH C. GRIFFITH - - - - - Communication Skills  
B.A., Union College, New York; M.A., New York State College for  
Teachers; New York State College for Teachers; Michigan State  
University.
- HERBERT L. HANEY - - - - - History  
B.A., University of Colorado; M.A., Michigan State University; Uni-  
versity of Wisconsin; University of Alabama.
- RICHARD S. HARRISON - - - - - Economics  
B.A., University of Chicago; Chicago Teachers College; M.B.A., Uni-  
versity of Chicago; Industrial College of the Armed Forces.
- ROBERT K. HARRY - - - - - General Education  
University of Grand Rapids; B.S., Ferris Institute; Michigan State  
University; University of Michigan.
- BERT M. HARTGERINK - - - - - Assistant Professor Emeritus  
Cleary College; University of Wisconsin; Western Michigan University;  
University of Michigan; B.S., Eastern Michigan University; University  
of Michigan; Admitted to the Michigan Bar 1932.
- A. RICHARD HEGMAN - - - - - Mechanical Drafting  
B.S., Eastern Michigan University; A.M., University of Michigan.
- JOHN D. HENRY - - - - - Surveying and Topographical Drafting  
Western Michigan University; B.S.C.E., University of Michigan.
- RICHARD J. HENTZ - - - - - Commercial Art  
Wright Junior College, Chicago; University of New Hampshire; B. Art  
Ed., School of the Art Institute of Chicago; Michigan State University;  
University of Michigan. (On leave 1959-1960)
- JAMES R. HINTZE - - - - - Pharmacy  
B.S., Ferris Institute; M.S., Purdue University.

- ROBERT L. HITCH - - - - - Education  
B.S., Kansas State Teachers College; M.A., Colorado State College;  
University of Missouri; University of Denver; Ed.D., University of  
Wyoming; Michigan State University.
- RUTH E. HOWE - - - - - Mathematics  
B.S., Central State College (Oklahoma); M.A., University of Michigan;  
University of Kansas; University of Michigan.
- RICHARD H. HOWLAND - - - - - Commerce  
B.A., University of Michigan; M.S., Simmon's College; University of  
Michigan.
- NELSON K. HURST - - - - - Radio and Television Servicing  
U.S. Navy Radio School; Northwestern University; 19 years practical  
experience in the field; University of Michigan.
- FRANK G. IRELAND - - - - - Psychology  
Flint Junior College; A.B., B.D., Kenyon College; M.S., Ed.D., Uni-  
versity of Michigan.
- MARGUERITE W. JESERICH - - - - - Biological Science  
Wayne State University; A.B., M.A., Ph.D., University of Michigan;  
University of Michigan.
- FRIDOLF W. JOHNSON - - - - - Political Science  
B.S., Central Michigan University; M.A., University of Michigan;  
University of Michigan.
- JOHN L. JOHNSON - - - - - Assistant Dean, General Education Division  
B.A., Michigan State University; Ph.D., University of Kentucky.
- FRANK J. KARAS - - - - - Health and Physical Education  
B.S., Michigan State University; M.A., University of Michigan.
- †IRENE G. KAZEROVSKIS - - - - - Biological Science  
M.S., University of Latvia; Ferris Institute.
- KARLIS K. KAZEROVSKIS - - - - - Pharmacognosy  
M.S., Ph.D., University of Latvia; University of Michigan; Ferris  
Institute.
- JOHN W. KEATING - - - - - Pharmacology  
A.B., Holy Cross College; University of Florida.
- KINGLSEY H. KEIBER - - - - - Commerce  
B.S., University of Illinois; M.S.B.A., Washington University; Washing-  
ton University; University of Missouri; Western Reserve University.
- MILTON J. KELLY - - - - - Law  
A.B., Northern Michigan College; LL.B., University of Michigan;  
Admitted to the Michigan Bar 1938.

†Part time.

- ROGER F. KENNEDY - - - - - Welding  
U.S. Air Force training school in welding; Instructor in U.S. Air Force  
in: Heat Treatment School, Non-Destructive Testing, Cleaning and  
Plating; seven years experience in the field.
- SAM H. KETCHMAN - - - - - Health and Physical Education,  
Director of Athletics  
B.S., M.A., Michigan State University; University of Maryland; Michigan  
State University.
- ROBERT J. KIRCHNER - - - - - Automotive Service  
B.S., Wayne State University; 15 years industrial experience.
- JAMES K. KNEUSSL - - - - - Law  
Ph.B., J.D., University of Chicago; Admitted to Illinois Bar and  
Supreme Court of U.S., Admitted to Michigan Bar, 1958.
- HAROLD C. KNOX - - - - - Journalism  
B.S., Central Michigan University; M.A.J., University of Georgia;  
Michigan State University.
- HERMANN H. KOSAK - - - - - Commercial Art  
Academie Royal of Brussels; Ecole Des Arts du Dessin, Brussels;  
Imperial Academie, Tokyo; University of Michigan; 10 years experience  
in the field.
- RICHARD N. KRAMER - - - - - Mathematics  
Purdue University; A.B., M.A., Ph.D., Indiana University.
- CHARLES P. KRETZSCHMAR - - - - - Business Administration  
B.S., M.S., University of Maryland; University of Wisconsin.
- GUY H. IAGROE - - - - - English  
Bowdoin College; A.B., Bates College; A.M., Michigan State University;  
Yale University; Cornell University.
- WAYNE E. LESHER - - - - - Topographical Drafting and Surveying  
B.S., Michigan State University; Michigan State University; University  
of Akron.
- NORMAN O. LEVARDSEN - - - - - Biology  
B.S., M.S., Cornell University; Ph.D., Michigan State University.
- ANDREW C. LINDBLOM - - - - - Physics  
B.S., University of Denver; Diploma, Harvard University; Diploma,  
Massachusetts Institute of Technology; University of Colorado; M. S.,  
University of Wyoming; University of Michigan.
- RICHARD H. LOCKWOOD - - - - - Music  
B. A., Yale University; Black Mountain College, Columbia University;  
University of Iowa; Claremont Graduate School; M.A., Northwest-  
ern University; University of Michigan.

- CHESTER H. LONG - - - - - Physics  
A.B., M.A., University of Kansas; University of Kansas.
- HENRY LOWSMA - - - - - Chemistry  
Western Michigan University; A.B., Hope College; M.S., University  
of Massachusetts; Ph.D., University of Wisconsin.
- FRANCES M. McDERMOTT - - - - - English  
A.B., Eastern Michigan University; M.A., University of Michigan;  
University of Michigan; Michigan State University; Central Michigan  
University.
- KENNETH O. McMANIS - - - - - Related Education  
B.A., M.A., University of Michigan; General Motors Institute; Mich-  
igan State University.
- DAVID H. McMULLEN - - - - - Environmental Sanitation  
A.B., Western Michigan University; M.P.H., University of Michigan.
- GERALDINE T. MacGREGOR - - - - - Commerce  
Ferris Institute; A.B., University of Michigan; Wayne State University;  
M.A., University of Michigan; University of Colorado; University of  
Michigan.
- LUCY J. MADDUX - - - - - Library Aide  
Central College; B.A., Seattle Pacific College; M.A., Colorado State  
College; A.M.L.S., Ph.D., University of Michigan.
- ELEANOR J. MALICHE - - - - - Commerce  
B.A., Wayne State University; M.A., Ph.D., University of Michigan.
- RICHARD P. MALISZEWSKI - - - - - Printing  
B.S., Stout State College; M.A., University of Minnesota.
- FRANK J. MARQUIS - - - - - Mathematics  
B.S., M.A., Miami University; Miami University.
- LYLE V. MAYER - - - - - Speech, Dramatics  
B.S., University of North Dakota; M.A., Stanford University; Columbia  
University; University of Iowa; Ph.D., University of Maryland.
- LaDONNA D. MICHAELSON - - - - - Accounting  
B.S., M.S., University of Omaha; University of Nebraska. (On leave  
1959-1960)
- PHYLLIS L. MILLARD - - - - - Specialized Education  
Tracy's Beauty Academy, Kalamazoo; eight years experience as beauty  
operator.
- DOROTHY S. MILTON - - - - - English  
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- FAITH SAWYER MOORE - - - - - Social Science  
B.A., Syracuse University; Cornell College; M.A., D.S.S., Syracuse University.
- HUBERT L. MOTRY - - - - - Diesel Repair  
B.S., Western Michigan University.
- ROY NEWTON - - - - - English  
Duke University; A.B., Asbury College; University of Kentucky; University of Michigan.
- GEORGE J. NICOLAS - - - - - Mechanical Drafting  
B.S., Northern Michigan College; Cleary College; M.S., University of Michigan; University of Denver.
- RONALD R. NICOSON - - - - - Communication Skills  
University of Michigan; Central Michigan University; B.A., Alma College; M.A., Michigan State University.
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B.S., M.Ed., Bowling Green State University; Ohio Northern University; Indiana University.
- ARTHUR J. OETMEIER - - - - - Automotive Service  
B.S., Stout State College; Marquette University; Sun Electric School; Allen Electric School; Van Norman School; six years practical experience in the field; M.A., University of Michigan.
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B.S., Northern Michigan College; University of Chicago; University of Wisconsin; M.A., University of Michigan; Michigan State University.
- HERBERT A. PARSONS - - - - - Automotive Service  
B.S., M.S., Stout State College.
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B.A., North Central College; M.A., University of Michigan; University of Michigan.
- NORMAN G. PETERSON - - - - - Industrial Chemistry  
A.B., Augustana College; Northwestern University; M.S., DePaul University.
- SAM C. PETICOLAS - - - - - Machine Shop  
Pratt Institute; B.S., Eastern Illinois State College; M.S., Oklahoma A. & M. College; Purdue University; University of Illinois; Michigan State University.
- LLOYD O. POLAND - - - - - Pharmaceutical Chemistry  
A.B., B.S., Butler University; M.A., Syracuse University; Ph.D., Cornell University.
- JOHN H. POZNIAK - - - - - Radio and Television Servicing  
B.S., American Television Institute of Technology.

- ALLEN S. PUTERBAUGH - - - - - Mathematics  
Miami University; University of Cincinnati; University of Kentucky;  
Eastern Kentucky State Teachers College; Georgetown College; A.B.,  
M.A., University of Kentucky; University of Chicago; University of  
Michigan.
- HUSSEIN S. RAGHEB - - - - - Bacteriology  
B.S., M.S., Cairo University, Cairo, Egypt; Ph.D., Michigan State  
University.
- FRANK P. RAINWATER - - - - - Humanities  
B.A. in Bible Education, Columbia Bible College; A.B., University of  
South Carolina; University of Virginia; M.A., Ph.D., Vanderbilt Uni-  
versity.
- RUTH A. RASMUSSEN - - - - - Economics  
B.A., M.A., Michigan State University.
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B.A., DePauw University; B.S., Butler University; M.A. Indiana Uni-  
versity; Ph.D., University of Florida.
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A.B., Earlham College; Haverford College; M.A., Indiana University;  
Indiana University.
- VIRGINIA E. ROSS - - - - - Secretarial Science  
B.A., Oberlin College; Ohio State University; University of Akron;  
Kent State University; Gregg College; M.A., New York University.
- HEDDY E. ROSSI - - - - - Assistant Professor Emeritus  
Ph.D., University of Vienna; Teachers Certificate, University of Vienna;  
University of Grenoble; University of Bordeaux; University of Colo-  
rado.
- OSWALD J. ROSSI - - - - - Associate Professor Emeritus  
Ph.D., University of Vienna; Teachers Certificate, University of Vienna;  
University of Grenoble; University of Bordeaux; University of Colorado.
- DEAN W. RUMBOLD - - - - - Biology  
B.S., University of Buffalo; M.S., University of Wisconsin; Ph.D., Duke  
University.
- JOHN E. RUSSELL - - - - - Communication Skills  
Grand Rapids Junior College; B.A., M.A., University of Michigan.
- DONNA B. SAMS - - - - - Special Business Skills  
B.S., Ferris Institute; M.S., University of Michigan; University of  
Michigan.
- MILDRED D. SANDOZ - - - - - Biology  
B.S., Oklahoma College for Women; M.A., University of Illinois; Uni-  
versity of Oklahoma.

- ROBERT L. SEVERSON - - - Auto Body and Fender Repair  
Detroit Institute of Technology; 15 years practical experience; University of Michigan.
- JAMES B. SHANE - - - - - Architectural Drafting  
B.Arch., Notre Dame University; two years practical experience. (On leave 1959-60)
- RAYMOND V. SHOBERG - - - - - Speech  
B.A., Western Michigan University; M.A., University of Michigan; University of Michigan.
- J. FREDERIC SHREINER - - - - - Economics  
A.B., Oberlin College; M.A., Williams College; University of Wisconsin.
- DONALD H. SHREVE - - - - - Printing  
Mergenthaler Linotype School; Certificate, Ferris Institute; 29 years experience in printing; Jack Tarrant School of Estimating; Rochester Institute of Technology; Michigan State University; University of Michigan; Kodak Graphic Arts Research Department.
- GRACE A. SIEBERS - - - - - Physicians' Office Assisting  
R.N., Butterworth Hospital School of Nursing; B.S. in Nursing, Wayne State University; M.A., Michigan State University.
- CHARLES E. SLEEPER, JR. - - - - - Architectural Drafting  
B. Arch. E., University of Detroit; University of Detroit; Institute of Design and Construction; New York University.
- CHARLES A. SMITH - - - - - Mathematics  
B.S., Central Michigan University; M.A., Michigan State University.
- JOHN J. SMITH - - - - - Diesel Repair  
U.S. Navy Training Schools; Wayne State University; three and one-half years experience in the field.
- RALPH A. SMITH - - - - - Social Science  
A.B., Friends University; M.A., Ph.D., University of Kansas.
- JOHN K. SNIFFEN - - - - - Commercial Art  
B.F.A., Pratt Institute; New York University; M.F.A., University of Illinois.
- JOHN H. STANDEN - - - - - Chemistry  
B.S., Beloit College; M.A., University of Wisconsin; Ph.D., Iowa State University.
- HURD H. SUTHERLAND - - - - - Visual Reproduction  
A.B., Harvard University.
- HARRY S. SWARTZ, Jr. - - - - - Pharmacy Administration  
B.S., Union University; M.S., University of Colorado; Creighton University; Ph.D., State University of Iowa.

- LOUISE M. TASCHE - - - - - Secretarial Science  
B.A., University of Minnesota; M.S., University of Southern California.
- JOHN S. TAYLOR - - - - - Social Science  
B.A., Illinois Wesleyan University; M.A., Ph.D., University of Illinois.
- DOROTHY C. THICK - - - - - Commerce  
B.A., M.A., Michigan State University.
- BENJAMIN F. THOMAS - Assistant Dean, Commerce Division  
Whitewater State Teachers College, Wisconsin; B.S., M.A., North-  
western University; University of Minnesota; University of Maryland;  
Ed.D., Indiana University.
- JAMES T. TYREE - - - - - Commerce  
B.S., M.A., University of Kentucky; University of Colorado; University  
of Michigan.
- ALAN E. VanANTWERP - - - - - Mathematics, Physics  
B.S., M.A., Michigan State University; Central Michigan University;  
Western Michigan University.
- JAY J. VanBRUGGEN - - - - - Social Science  
A.B., Calvin College; Western Michigan University; M.A., University  
of Iowa; University of Iowa.
- W. HOWARD VANDERBILT - - - - - Mechanical Drafting  
Diploma, General Motors Institute; Experience with Fisher Body; Lear  
Inc.; American Seating Company; Attended a Navy Electronics School.
- WILLIAM J. VAXTER - - - - - Printing  
Chicago School of Printing; University of Michigan; 32 years practical  
experience in printing.
- GEORGE H. WELLS - - - - - Bacteriology  
A.B., Albion College; Michigan State University; M.S., University  
of Grand Rapids; M.S., University of Michigan; University of Michigan.
- ROBERT E. WILLETTE - - - - - Pharmaceutical Chemistry  
B.S., Ferris Institute; University of Minnesota.
- DORIS W. WILLIS - - - - - Commerce  
B.A., College of Wooster; B.S., Prince School of Retailing; M.S., Ohio  
Wesleyan University; Ed.D., Indiana University.
- JAMES M. WINK - - - - - Physical Education  
B.S., Adrian College; M.A., University of Michigan.
- DEAN R. WINKELMAN - - - - - History  
Halle Brother's Executive Training School; B.S.S., M.A., John Carroll  
University; Western Reserve University.
- EDWARD P. WINTERS - - - - - Pharmacy  
B.S., M.S., University of Illinois; Ph.D., University of Florida.

- ANTOINETTE H. WITT - - - - Assistant Professor Emeritus  
Life Certificate, Western Michigan College; A.B., Kalamazoo College;  
M.A., University of Michigan.
- WILLIAM O. WOLFINGER - - - - English  
A.B., Hope College; Hope College; M.A., University of Michigan;  
University of Michigan.
- MAX T. YELEY - - - - Machine Tool  
Rose Polytechnic Institute; University of Michigan; Wayne State Uni-  
versity; B.S., Central Michigan University; eight years in the field.
- SHIRLEY M. YOUNG - - - - Chemistry  
Michigan State University; University of Wisconsin; B.S., M.S., Mich-  
igan State University; University of Michigan; Michigan State Uni-  
versity.
- GARNET E. ZIMMERMAN - - - Radio and Television Servicing  
Certificate, Ferris Institute; University of Michigan; Ferris Institute;  
Radioman U.S. Navy one and one-half years; First Class F.C.C.  
Commercial License.

#### COOPERATING STAFF

- RICHARD C. DONLEY - - - - Coop. Directed Teaching  
Superintendent of Schools, Big Rapids, Michigan; B.A., Western Mich-  
igan University; M.A., University of Michigan; University of Michigan.
- PAUL H. EMERICH - - - - Coop. Directed Teaching  
Superintendent of Schools, Fremont, Michigan; B.A., Hillsdale College;  
M.A., University of Michigan; Ph.D., University of Michigan.
- GODFREY T. NORMAN - - - - Coop. Directed Teaching  
Superintendent of Schools, Reed City, Michigan; B.S., Alma College;  
M.A., Michigan State University; Michigan State University.

#### SECRETARIAL AND OFFICE PERSONNEL

- Barker, Betty I. - - - - Housing Clerk
- Campbell, Lillian R. - - - - Secretary, Counseling Office
- Close, Edna M. - - - - Secretary, General Education Office
- Decker, Myrtle C. - - - - Bookkeeper
- Dutcher, Lois M. - - - - Cashier
- Ellison, Marie H. - - - - Veterans Clerk
- Foust, Theresa K. - - - - Secretary, Office of Housing Counselor
- Galbreath, Nancy M. - - - - Secretary, Residence Halls Office
- Gingrich, Arlyce D. - - - - Clerk, Special Education
- Golz, Jane D. - - - - Secretary to Coordinating Dean
- Granger, Ruby S. - - - - Secretary to Associate Coordinating Dean
- Harger, Lois Kay - - - - Clerk Business Office
- Harkins, Aileen M. - - - - Clerk, Food Service
- Heafey, Cornelius N. - - - - Pharmacy Stockroom
- Heisler, Janice J. - - - - Clerk, Registrar's Office

Klump, Ruth W.	- - - - -	Bookkeeper, Campus Store
Larsen, Louise N.	- - - - -	Switchboard
McDonald, Velma G.	- - - - -	Clerk, Business Office
McManis, Nerine M.	- - - - -	Secretary, Alumni Office
Main, Eva B.	- - - - -	Secretary, Pharmacy Office
Middleton, Janice A.	- - - - -	Clerk, Dean of Students Office
Milligan, Leona C.	- - - - -	Secretary, Dean of Students Office
Palmer, Leone E.	- - - - -	Secretary, Registrar's Office
Peters, I. Marie	- - - - -	Bookkeeper
Popps, Sandra E.	- - - - -	Clerk, General Education Office
Ramey, Helen M.	- - - - -	Secretary, Trade and Industrial Office
Remington, Eleanor R.	- - - - -	Clerk, Registrar's Office
Rolston, Helen W.	- - - - -	Clerk, Registrar's Office
Sack, William F., Jr.	- - - - -	Receiving Clerk
Schermer, Brenda A.	- - - - -	Secretary, Collegiate Technical Office
Shortsle, Dolores F.	- - - - -	Secretary, Comptroller's Office
Thomson, Bernice C.	- - - - -	Clerk, Library
Vergon, Judy A.	- - - - -	Secretary, Food Service
Viel, Evelyn M.	- - - - -	Payroll Clerk
Warmington, Joan M.	- - - - -	Clerk, Commerce Office
Watt, Barbara J.	- - - - -	Clerk, Office of Housing Counselor
Wynsma, Phyllis J.	- - - - -	Secretary, Commerce Office

#### MAINTENANCE AND OPERATIONS STAFF

Boyd, B. LeRoy	- - - - -	Mechanic
Braley, Harry E.	- - - - -	Janitor
Braendle, Harold J.	- - - - -	Fireman
Cassidy, Joseph E.	- - - - -	Janitor
Cox, Wayne M.	- - - - -	Maintenance
DeVoogd, Thomas	- - - - -	Janitor
Dysard, C. Lloyd	- - - - -	Janitor
Ferguson, William D.	- - - - -	Janitor
Fredrick, John P.	- - - - -	Groundsman
Hampel, Lawrence I.	- - - - -	Fireman
Hess, Thane J.	- - - - -	Electrician
Jepko, Andrew G.	- - - - -	Fireman
Kehr, Frederick T.	- - - - -	Janitor
Larson, Harry A.	- - - - -	Maintenance
Lutz, Lawrence T.	- - - - -	Electrician
Maloney, William F.	- - - - -	Janitor
Moran, Edward F.	- - - - -	Janitor
Mursch, George F.	- - - - -	Maintenance Mechanic
Novak, Walter	- - - - -	Fireman
Ruth, Ivan N.	- - - - -	Janitor
Stafford, Lee R.	- - - - -	Janitor
Totten, William E.	- - - - -	Groundsman
Van Driel, Gerrit	- - - - -	Janitor
Weipert, Edward E.	- - - - -	Maintenance

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Michigan State Board of Accountancy  
Michigan Association of Certified Public Accountants, Detroit, Michigan

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District Health Department No. 3, Charlevoix
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State Department of Health
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## II. THE FERRIS STORY

HISTORY

PHILOSOPHY

PURPOSES

## SECTION II

# The Ferris Story

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### History

Ferris Institute was founded in 1884 by Woodbridge Nathan Ferris and was known for a few months as "Big Rapids Industrial School." Thereafter, until 1899 it was known as "The Ferris Industrial School." In 1899 its name was changed to "Ferris Institute." It was privately-owned and operated until 1931 when it became a non-profit, non-stock, educational corporation.

In 1949 Ferris Institute was offered to the State of Michigan as a memorial to its founder who had served the state as Governor and as U. S. Senator. It was established as a state college by the Legislature and Public Act 114, Michigan Public Acts of 1949. Thus, on July 1, 1950 one of the "old" colleges of the state became the newest of the state owned institutions of higher learning.

### Philosophy

Ferris Institute has long been known for the manner in which it has opened the doors of educational opportunity for serious-minded students regardless of their previous educational background and attainments. From the beginning, the college has offered an array of instructional programs on various levels, geared to meeting different interests, abilities and objectives. Its programs have appealed to mature people of all ages. Ferris Institute is proud of the label "opportunity school," bearing testimony to its many years of distinguished, versatile service to people from all walks of life.

No entrance examination is required for admission to Ferris Institute, nor are students denied admission because of prior scholastic performance at other educational institutions. A mature attitude, a seriousness of educational purposes and native ability sufficient to profit from selected instruction are the prime consideration of entrance. The college is more interested in what the student *can do* than in *what he has done*. This does not mean that a student can enter a specific program of study for which he is not properly prepared, or for which he has not demonstrated his ability or aptitude. Once enrolled, however, there is no compromise with satisfactory performance.

Because of the spread of educational offerings from high school completion courses to several college degree programs, and of vocational, trade and technical offerings varying from several months to two or three years in length, any sincere person with a strong ambition to improve himself can fit into the institution's program at the point where he is, educationally, and go as far as he is able and desirous of going. Thus many men and women who had not completed their public school education have enrolled in the

college's high school department, obtained a diploma and continued on into college and university level work. Many others who may or may not have completed formal schooling have enrolled in terminal courses at the college, obtaining a marketable skill in a relatively short period of time, thus preparing them for profitable employment.

Many students have come to Ferris for a year or two of general college and pre-professional work, with the specific purpose in mind of subsequently transferring to a larger college or university. Countless others have taken advantage of the careful counseling and instructional programs at Ferris to "find themselves," in the face of prior unsatisfactory scholastic adjustment at other colleges. Once having established a successful performance record at Ferris, they have returned to previously charted courses at other colleges. To these students who have been given "another chance," Ferris has indeed been a real "opportunity school."

### Purposes

Ferris Institute is the state college of Michigan whose primary, though not exclusive, emphasis is in the area of practical, vocational and technical education. As such its programs are geared to equipping the student with the skills, understandings and abilities necessary to meet the exacting requirements of income-producing positions in the given areas of instruction.

It is further the purpose of the college to offer and maintain general educational programs for mature adults, beginning at the point of their current educational attainment, whatever that may be, and carrying them forward as rapidly as possible to their educational goals.

Professional education in pharmacy, commerce, and teacher education, which was at the core of institutional service within the first decade of the college's history, is to continue in full flourish.

The unique multi-faceted program of Ferris Institute which was designed at its founding to serve in a flexible and diversified manner to insure vocational competence has been recognized by the people of Michigan, through the legislature, to be a necessary and desirable component of the state's program of higher education.

The Board of Control, mindful of the mandate of the legislature in the enabling act making Ferris a state college, which called for Ferris to be operated and maintained "in accordance with the policies and curricula established through the years," has enumerated eleven major program objectives:

1. A degree program in pharmacy.
2. A degree program in commerce, and one and two-year collegiate programs in secretarial, salesmanship, accountancy and other commercial occupations.
3. Degree programs for training high school teachers in selected major areas.
4. Collegiate terminal programs for the training of technicians in various individual, medical, scientific and service-related occupations.

5. Pre-professional and general education programs of one and two years work transferable to other colleges and universities.
6. An accelerated high school completion and college preparatory program for adults and for those who need to make up deficiencies for college work.
7. Non-degree vocational programs for women.
8. Non-degree trade and industrial programs for men.
9. A community education program on a regional basis offering credit and non-credit courses.
10. Education service programs, such as seminars and conferences.
11. Cooperation with other public educational institutions in the presentation of workshop and classroom instruction in selected areas.

The foregoing precise objectives do not conflict with major purposes of other state colleges nor with programs serving limited geographic areas. Ferris today, as in the past, serves every county in the state. It is not a regional college. It is to continue to be directed to state-wide service on a specialized basis.

### III. GENERAL INFORMATION

LOCATION OF FERRIS INSTITUTE

DESCRIPTION OF THE CAMPUS

SIZE OF ENROLLMENT AND SOURCES OF STUDENTS

ACCREDITATION AND APPROVAL

STUDENT CONDUCT

STUDENT AUTOMOBILES

THE LIBRARY

PHYSICAL EDUCATION AND ATHLETIC FACILITIES

THE BOOKSTORE

INSTRUCTIONAL BUILDINGS

RESIDENCE FACILITIES

STUDENT CENTER

## SECTION III

### General Information

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#### Location of Ferris Institute

Ferris Institute is located in Big Rapids, Michigan, the County Seat of Mecosta County. Big Rapids lies 55 miles north of Grand Rapids at the intersection of Michigan Highway 20 and U.S. Highway 131. The city, with a population of 8,000, is situated on the Muskegon River in an area which provides some of the best hunting, fishing and recreation in the state.

#### Description of the Campus

The Ferris Institute Campus, which in the past four years has expanded from 19 acres to 234 acres, lies in the southeastern part of the City of Big Rapids. The focal part of the original campus was Oak and Ives streets; the new building and facility expansion has developed in a southwesterly direction from this point. The campus is bounded on the west by U.S. 131, on the east by the Muskegon River and Ives Avenue, on the north by Oak Street, and on the south by the city limits of Big Rapids.

#### Size of Enrollment and Sources of Students

Ferris Institute serves the entire state; it draws its students from all 83 counties of Michigan. In addition, Ferris, each year, enrolls a few students from other states and from foreign countries. In proportion to its enrollment, Ferris is the fastest growing state college in the Middle West. In the 1958-59 Fall Quarter, 2875 students were enrolled. The Board of Control has limited the 1959-60 enrollment to 3,000.

#### Accreditation and Approval

Ferris Institute is fully accredited by the North Central Association of Colleges and Secondary Schools, and by the Michigan Commission on College Accreditation. The Pharmacy Division is accredited by the American Council on Pharmaceutical Education. Programs in teacher-education in the fields of commerce and science are approved by the Department of Public Instruction and meet requirements for the secondary provisional certificate. Commerce Accounting graduates who complete specified accounting courses from the B.S. Degree program are certified by the State Board of Accountancy to qualify for the C. of E. examination leading to the C.P.A. certificate. The High School program is included in the accreditation of the North Central Association of Colleges and Secondary Schools and is also accredited by the University of Michigan. The Trade and Industrial program is approved by the Department of Vocational

Education of the State Department of Public Instruction. Ferris Institute is certified by the State Approval Agency of the Department of Public Instruction and the Veterans Administration for the education and training of veterans. This certification enables veterans to attend Ferris Institute under the provisions of Public Laws 16, 550, 894 and 634.

### **Student Conduct**

Admission to Ferris Institute carries with it obligations in regard to conduct both on and off campus. Students are expected to act in such a manner as to be a credit both to themselves and to Ferris Institute. Students are amenable to the laws governing the community as well as to the regulations prescribed by the School.

Any student, or group of students, who fails to observe either the general standards of conduct or any specific ruling adopted by Ferris Institute or who acts in a manner not in the best interests of fellow students or the College shall be liable to disciplinary action by the proper authorities.

Any student who has in his possession or consumes intoxicants on school property is subject to disciplinary action and to suspension. This ruling applies also to functions sponsored by the school or any of its organizations on or off the campus.

If a student is arrested, charged with a felony, and jailed, he automatically will be suspended from school pending disposition of the charge.

### **Student Automobiles**

A student is permitted to have a car on the campus as long as he abides by current regulations which include the following:

Registration of the car on the official college form at the time of enrollment. (If a car is acquired or is brought to Big Rapids after enrollment, it must be registered when the student brings it to the campus.)

Proper display of the car registration sticker on lower right-hand corner of rear window.

Registration of a new license number with the office of the Dean of Students by the second school day after acquisition of the license.

Knowledge and observance of campus driving and parking regulations, city ordinances, and state laws.

Any student who does not abide by these regulations or who does not show maturity in the handling of a car is subject to the forfeiture of the privilege of maintaining an automobile in Big Rapids while he is a student at Ferris Institute.

### **Library**

The library, which serves all divisions of the college, occupies the entire third floor of the Ferris West Building. The large, well-lighted reading room accommodates 170 students. The stack room, which consists of a main floor and a mezzanine is open to all students.

Hours for the library are 7:50 a.m. to 5 p.m., from 7 p.m. to 9 p.m., Monday through Friday, and from 7:50 a.m. to noon Saturday.

In the library are 28,000 volumes classified by the Dewey Decimal System, more than 3,500 volumes of back issues of magazines, approximately 10,000 pamphlets, classified by subject, and more than 1,000 college bulletins. Three hundred seventy-five magazines, regularly received, are available for circulation.

A handbook containing specific directions for using the Ferris Library is issued to all new students. In the library, students will find books needed for classroom use and a well-rounded collection of books for cultural and recreational reading. Professionally trained librarians are always on duty to provide assistance.

### **Physical Education and Athletic Facilities**

The Alumni Building houses the gymnasium which seats approximately 1,200 spectators. Renovated locker and shower rooms adjoin the gymnasium.

A large athletic field provides for varsity and intramural outdoor athletic events.

### **Bookstore**

The college bookstore is located on the main floor of the Ferris West Building. The hours are from 8 a.m. to 5 p.m. Monday through Friday.

In the bookstore a student can buy supplies and equipment needed for course work as well as college sportswear, jewelry and souvenirs, candy and various sundries.

### **Instructional Buildings**

**Alumni Building** -- The Ferris Alumni Building, constructed in 1929, occupies the central position of the three major structures which face Oak Street. This building contains classrooms, the gymnasium, cosmetology laboratories, counseling center, and faculty offices. The gymnasium serves as an auditorium for assemblies, concerts, Baccalaureate, and other meetings of large groups.

**Ferris East Building** -- Completed in 1951, the Ferris East Building is a modern, fireproof structure, which contains classrooms, lecture demonstration rooms and business machine laboratories. One room is designated for audio-visual-aids purposes. The East Building also contains faculty offices, lounges, utility rooms; steel lockers for student use are recessed in the corridor walls. The office of the Dean of Commerce is located on the first floor of the East Building.

**Ferris West Building** -- The West Building which was completed in 1952 houses the Library and many of the administrative offices. The Library occupies the entire third floor. On the second floor of this building are located the offices of the President, the Comptroller, the Director of Music, and the Alumni Secretary, as well as the business office, the bookstore, the

band room and the music practice rooms. On the first floor are the offices of the Registrar, the Coordinating Deans, the Dean of Collegiate Technical Terminal, and the Dean of Specialized Education, and the Office of Institutional Relations. A conference room and a student lounge also are on this floor.

**Science Hall** — Science Hall which was completed in 1956 is devoted to laboratories and other facilities for instruction in pharmacy and the basic sciences. On the first floor are an auditorium which accommodates 290 people and a lecture room which accommodates 75 people. Here, too, is a model retail store which is used by both the Pharmacy and Commerce Divisions. The retail store is adjacent to the pharmacy-prescription laboratory. Operative pharmacy laboratories, manufacturing pharmacy laboratories, physics laboratories, and a conference room also are on this floor. The laboratories for pharmacognosy and botany, general biology, bacteriology, zoology, biology and physiology, pharmacology, and general research, the greenhouse, an animal room and a student lounge are on the second floor.

On the third floor are found the bio-chemistry, organic-pharmaceutical, inorganic, organic, and quantitative laboratories, a balance room and a stock room.

The offices of the Dean of Pharmacy and the Dean of General Education are located on the first floor of the Science Hall; offices of faculty members are located on all three floors, and laboratory preparation rooms are adjacent to laboratories on each floor.

**Trade and Industrial Center** — The Trade and Industrial Center, a one-story E-shaped building containing 75,000 square feet, was completed in the 1956-57 school year. The laboratory classrooms of the Center are designed to simulate actual shops in specialized fields of activity. These shops include architectural drafting; automotive service; body and fender repair and spray painting; commercial art technology; heavy equipment and diesel repair; mechanical drafting; printing; radio, television and electronic devices servicing; refrigeration, air-conditioning servicing; sheet metal; and welding. There are in this building, in addition to classroom laboratories, the offices of the Dean of the Trade and Industrial Division, faculty offices, conference rooms and lounges.

### Residence Facilities

**Residence Halls** — Residence Halls are Masselink Commons, which accommodates 446 students, Helen Gillespie Ferris Hall which accommodates 284 students, Roy C. Vandercook Hall which accommodates 248 students, Charles (Tommy) Carlisle Hall which accommodates 264 students, Richard G. Hallisy Hall which accommodates 264, and Frank Johnson Hall which accommodates 148 students.

**Apartment Buildings** — Six apartment buildings, each containing ten one-bedroom, and two two-bedroom apartments, were completed in 1956. Three similar buildings were completed in 1957; five more apartment buildings, containing 80 apartments, were completed in the fall of 1958, bringing the total number of apartments on the Ferris campus to 188.

The facilities of each apartment building include a laundry room, where automatic washers and dryers are available to the occupants. The rental charge covers utilities and all furnishings except cooking utensils, dishes and linens.

### **Student Center**

**Student Center Building**-- The Student Center Building, constructed at mid-point between Carlisle and Helen Ferris Halls, serves as a campus living room and food-service facility. The structure contains 50,000 square feet of floor area. The upper floor houses a large ballroom-dining room, smaller dining rooms, a formal lounge, director's offices and an official dining-conference room for the college. The lower floor houses an informal lounge, recreation area, and offices for college-wide activities and organizations, and the offices for the Dean of Students, the Dean of Men, the Dean of Women, and the Housing Counselor.

**IV. ADMISSION, REGISTRATION, AND  
ORIENTATION**

ADMISSION TO FERRIS INSTITUTE

ADVANCED STANDING

HOW TO ENROLL

WHEN TO ENROLL

SUMMER COUNSELING PROGRAM

LATE ENROLLMENT

ENROLLMENT DEFINITIONS

THE ORIENTATION DAYS PROGRAM

## SECTION IV

# Admission, Registration, and Orientation

### Admission to Ferris Institute

Ferris Institute, in keeping with its tradition, is able to admit most applicants because of its diverse curricular offerings in the high school, post high school, and collegiate programs. Any legal resident of the state of Michigan, who has sufficient ability and who has a sincere desire to obtain an education, can find a place at Ferris Institute. Because of limited physical facilities, enrollment of non-resident students is restricted to those whose previous scholastic average is at least "C." The general scholastic expectations are:

#### School of Professional and Collegiate Technical Education

**Degree programs in Commerce, Pharmacy, Teacher-Training:** Graduation from high school, or its equivalent, with a grade average of at least "C." Pharmacy enrollees must have had a year each of algebra and geometry in high school. Deficiencies can be made up in the Ferris High School Department.

**General Education and Pre-professional Division:** Graduation from high school, or equivalent; specialized examination; or admission by arrangement.

**Collegiate Technical Terminal Division:** Graduation from high school, or equivalent; specialized examination; or admission by arrangement.

**One and Two Year Curricula in Commerce:** Graduation from high school, or equivalent; or sufficient maturity, earnestness of purpose, and aptitude to profit from the instruction.

#### School of Applied Arts and Specialized Education

**Trade and Industrial Division:** Graduation from high school, or equivalent; or sufficient maturity, earnestness of purpose and aptitude to profit from the instruction.

#### Specialized Education Division

**High School Department:** Sufficient maturity, earnestness of purpose and aptitude to profit from the instruction. The High School Department at Ferris is not in competition with the public high schools of Michigan, and does not solicit or encourage the enrollment of young men and women of the usual high school

age who should be enrolled in their local high schools. It does encourage the enrollment of mature men and women who were unable to complete high school work at the usual age. It also welcomes high school graduates who wish additional preparation for college or university entrance, students whose grades were too low to qualify them for college entrance, and those who did not take the required sequences of high school subjects to qualify them for college entrance.

**Cosmetology Department:** High school graduation, or equivalent; or sufficient maturity, earnestness of purpose, and aptitude to profit from the instruction.

**Special Business Skills Department:** Sufficient maturity, earnestness of purpose and aptitude to profit from the instruction.

**All Divisions:** Good character and the capacity to achieve.

### **Advanced Standing**

Credits may be transferred to Ferris Institute from other colleges if grades earned are satisfactory. Credits earned at colleges accredited by the North Central Association or the Michigan Commission on College Accreditation, or equivalent accrediting agencies, are evaluated prior to enrollment at Ferris. Credits earned at other schools or colleges are granted conditional acceptance prior to enrollment at Ferris. Final acceptance of such credits is not granted until the student has earned a minimum of 45 hours of credit with an honor point average of at least 2.0 at Ferris Institute.

Students who transfer from schools or colleges not accredited by an agency cited above must complete a minimum of 100 quarter hours of credit at Ferris Institute, with an honor point average of at least 2.0 to earn a Bachelor's degree. The final year of education must be spent in residence at Ferris Institute.

### **How to Enroll**

Students who plan to enroll at Ferris Institute should complete in duplicate an Application for Admission and mail it to the Cashier, Ferris Institute, along with the required deposits which are explained in instructions that accompany the application form. Applications for Admission may be obtained from the Registrar, Ferris Institute.

Veterans wishing to attend school under the provisions of one of the Public Laws governing the training of veterans should apply to the Veterans Administration to obtain authorization for training. If desired, assistance in completing such applications will be provided by the Dean of Students, Ferris Institute. Specific information about registration is provided students in advance of each registration period.

### **When to Enroll**

In most curriculums students may enter Ferris Institute at the beginning of any regular enrollment period. This does not mean, however, that the courses usually taken in the first quarter of a given curriculum will be offered each quarter. As a result, it may be that the length of time required for completion of some programs will not be shortened by beginning training at a time other than a fall quarter. (This is true especially of the Pharmacy curriculum, Cosmetology, and the curriculums in the Collegiate Technical Terminal Division.)

In the Trade and Industrial Division students may make their first enrollment at any time during a quarter, if there is room for them. It is desirable, however, for students to begin their work at the beginning of a quarter if at all possible.

### **Summer Counseling Program**

Students who have been accepted for Fall enrollment are encouraged to participate in the summer orientation testing and pre-registration program. During this two-day program, students will complete all required orientation tests, and will plan course schedules for the Fall term. Students will also have an opportunity to become better acquainted with the physical facilities and curricular offerings of the college.

### **Late Enrollment**

This catalog specifies the dates on which enrollment takes place for each quarter, as well as the date on which classes begin. It is desirable that all students enroll on the dates designated and begin their classes on the first day. A late enrollment fee of \$10 is charged students who do not enroll before the specified closing date of each registration period.

The deadline for late enrollment for each quarter or session is specified in the Calendar in this catalog. No student from any division except Trade and Industrial may enroll after this date without written permission from his Divisional Dean.

### **Enrollment Definitions**

A **full-time student** is one who is taking 14 or more quarter hours in the college, or two Carnegie units or more in the high school, or 271 clock hours or more in the Trade and Industrial or Specialized Education Divisions or any equivalent combination thereof—unless he is carrying a lighter load which, because of administrative restrictions, such as academic or health reasons, has been defined as a full-time load for him.

A **part-time student** is one who, by his own choice, is carrying less than the minimum amount of credit normally carried by "full-time" students. (Less than 14 quarter hours, if in college; less than two Carnegie units, if in high school; less than 271 clock hours, if in the Trade and Industrial or Specialized Education Divisions.)

A special or unclassified student is one who is not a candidate for a degree, certificate, diploma, or equivalent award, but who is taking courses in which students who are working for such an award are normally enrolled.

For purposes of indicating the type of instruction a student receives, a resident student is one who is enrolled in and pursuing one or more courses considered as "residence instruction." (Courses offered in Big Rapids and administered by Ferris Institute as a part of the regular curricular offerings, not including auxiliary offerings.)

For tuition purposes, a resident student is one whose legal residence (See Section V for definition) is in the State of Michigan. A non-resident student is one whose legal residence is outside the State of Michigan.

### **The Orientation Days Program**

All new students take part in the orientation days program which precedes registration in the fall quarter.

This program is planned to enable new students (1) to take a series of aptitude and placement tests; (2) to become acquainted with classmates, college officials, counselors and instructors; (3) to meet academic advisors who will help in planning their programs; (4) to learn about the campus and college; (5) to become established in their residences.

V. FEES AND EXPENSES

TUITION AND FEES

PAYMENT OF TUITION AND FEES

FEES FOR AUDITING COURSES

MICHIGAN RESIDENCE DEFINED

OTHER GENERAL FEES

REFUND POLICY

## SECTION V

### Fees and Expenses

A quarter is a term of approximately 12 weeks. In the Ferris Institute school year, there are four quarters.

#### School of Professional and Collegiate Technical Education

Hours of Credit	Tuition Per Quarter		General Fee Per Quarter	Total Per Quarter	
	Resident	Non Resident		Resident	Non Resident
0 to 4.....	\$ 9.17	\$24.17	\$ 6.25	\$15.42	\$30.42
5 to 9.....	18.33	48.33	12.50	30.83	60.83
10 to 13.....	27.50	72.50	18.75	46.25	91.25
14 or over.....	36.67	96.67	25.00	61.67	121.67

#### School of Applied Arts and Specialized Education

##### Courses Computed by Clock Hours

Clock Hours of Credit	Tuition Per Quarter		General Fee Per Quarter	Total Per Quarter	
	Resident	Non Resident		Resident	Non Resident
0 to 90.....	\$ 9.17	\$24.17	\$ 6.25	\$15.42	\$30.42
91 to 180.....	18.33	48.33	12.50	30.83	60.83
181 to 270.....	27.50	72.50	18.75	46.25	91.25
271 to 360.....	36.67	96.67	25.00	61.67	121.67

##### Courses Computed by Carnegie Units

Units of Credit	Tuition Per Quarter		General Fee Per Quarter	Total Per Quarter	
	Resident	Non Resident		Resident	Non Resident
½.....	\$ 9.17	\$24.17	\$ 6.25	\$15.42	\$30.42
1.....	18.33	48.33	12.50	30.83	60.83
1½.....	27.50	72.50	18.75	46.25	91.25
2 (Full Load)....	36.67	96.67	25.00	61.67	121.67

### Payment of Tuition and Fees

Tuition and fees are due and payable in full on the day of registration. Students unable to pay the tuition and fees should consult with the Dean of Students no less than two weeks prior to the enrollment date concerning a loan.

No other credit arrangements can be made through the college.

### Reviewing or Auditing Courses

Students may enroll in courses in which they do not desire credit by paying the same tuition as regularly enrolled students.

### Michigan Residence Defined

In determining the residence status the college will apply the following rules:

1. The residence of any student under the age of 21 will be determined by the residence of his parents or guardians at the time of his first registration each school year.

2. Any student who begins his education at Ferris as a non-resident student and who attends college continuously from the date of his first enrollment (quarter after quarter exclusive of summer session) will retain the same residence status with which he started out except as policy statements in No. 1 and No. 3 apply.

3. Any student over the age of 21, who resides in Michigan, and who begins his training at Ferris as a non-resident student can be given residence status as soon as he can prove he has been accepted by an election official as a resident voter in the State of Michigan and by filing a written statement with the college declaring his intention to continue his residence status in Michigan after leaving college.

### Other General Fees

Registration Fee — Paid at first enrollment only (Not Refundable)....	\$ 5.00
Late Enrollment Fee.....	10.00
Diploma or Certificate Fee (Graduation).....	5.00
Special Examination Fee.....	3.00
Transcript of Credits (after the first copy).....	1.00

### Refund Policy

Tuition refunds will be granted when the request is approved by the Dean of the division in which the student is enrolled. Withdrawal without the permission of the Dean is not subject to refund. No refunds will be made to students dropped for disciplinary reasons.

Tuition refunds will be made according to the following schedule in the Commerce, the Pharmacy, the General Education and Pre-Professional, and Collegiate Technical Terminal Divisions.

Withdrawals on or before Friday of	3-5 weeks' session	9-10 weeks' session	11-12 weeks' session
First week of classes.....	50%	75%	80%
Second week of classes.....	None	50%	60%
Third week of classes.....	None	25%	40%
Fourth week of classes.....	None	None	20%
After fourth week of classes.....	None	None	None

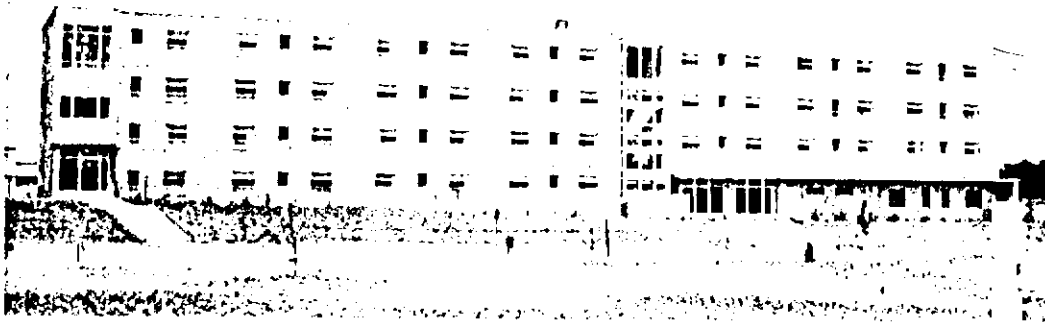
Tuition refunds will be made to students enrolled in the Trade and Industrial Division and the High School, Cosmetology, and Special Business Skills departments on the basis of the pro rata share that the tuition and fees (excepting registration) paid bears to the actual number of days in the term, less ten per cent.

Students entering the armed services, whether voluntarily or involuntarily, will be refunded the unused portion of tuition upon submission of evidence of call to duty.

THE STUDENT CENTER AND A TYPICAL RESIDENCE HALL.



THE STUDENT CENTER



CARLISLE HALL.

whose academic background indicates superior capacity or preparation in science, mathematics, engineering or modern foreign language, but it does not limit the applicant to those areas. Repayment of these loans, which bear three percent interest, begins one year after the borrower ceases to pursue a full-time course of study. Up to one-half of any loan, plus interest, is cancelled for a full-time teacher in a public elementary or secondary school in a state, at the rate of ten percent of the loan, plus interest, for each complete academic year of such service. The loan is cancelled upon the death or permanent and total disability of the person who received it. No student may be loaned more than \$1000 in any one year or more than \$5,000 aggregate.

The **Dr. William A. Pearson Memorial Loan Fund** was established in memory of the late Dr. William A. Pearson, professor emeritus, an alumnus and distinguished faculty member of Ferris Institute, from funds contributed by students, alumni, and friends of the college.

The **Albert R. Pisa Student Emergency Loan Fund** was established by Mr. Albert R. Pisa, a retail pharmacist of Detroit, Michigan, who formerly attended Ferris Institute. This fund is applicable to deserving students in the Division of Pharmacy who may need financial assistance for reasons deemed worthy by the Dean of Pharmacy.

The **Leon Probst Memorial Loan Fund** was established by Harold O. Probst, a graduate of Pharmacy, class of 1926, in memory of his son, Leon. The fund is designed to render emergency financial assistance to worthy students enrolled in the Pharmacy Division who are confronted with the inability to continue their education in a given quarter for reasons of insufficient funds.

The **Roy Clark Vandercook Memorial Loan Fund** was established in memory of the late Roy C. Vandercook who was Vice-Chairman of the Ferris Institute Board of Control from 1950 to 1958. Contributions to this fund came from alumni and friends.

### Scholarships

Each year there are a number of scholarships and grants-in-aid made to students who plan to attend Ferris Institute. Some of these scholarships are college administered; others are administered by the companies who grant them. Inquiries concerning grants not administered by Ferris should be directed to the companies which provide them.

Children of deceased or disabled veterans should write to the State Department of Public Instruction, Lansing, Michigan, to ascertain if they would qualify for the benefits provided under Public Act 245 or to the Veterans Administration to see if they would qualify for the benefits provided under Public Act 634 (84th Congress).

Awards consist of a waiver of tuition and, on occasion, a waiver of both tuition and fees.

Renewal depends upon maintaining acceptable conduct and required academic performance.

The Ferris Scholarships and Grants-in-Aid are awarded upon the petition of individuals. No set formulas exist for distribution in geographic areas, in accredited high schools, or by other fixed considerations.

Attention is called to the fact that no application will be processed after the April 1 deadline, and no application will be processed which does not contain the proper data.

In general, awards will not go to veterans eligible to receive subsistence from the government.

Further information may be obtained by writing to the Faculty Committee on Scholarships, Ferris Institute, Big Rapids, Michigan.

### **Ferris Scholarships**

Origin: Established in 1938.

Eligibility: Students of high scholastic standing with financial need who are residents of the State of Michigan.

Procedure: Apply to the Ferris Faculty Committee on Scholarships before April 1.

Award: Tuition; may be renewed.

Number: Variable as determined by the Board of Control.

### **Ferris Grants-in-Aid**

Origin: Established in 1953.

Eligibility: Students of great financial need with sufficiently high scholastic standing, who are residents of the State of Michigan.

Procedure: Apply to the Ferris Faculty Committee on Scholarships before April 1.

Award: Tuition; may be renewed.

Number: Variable as determined by the Board of Control.

### **Alumni Scholarships**

Origin: Established in 1956 by the Ferris Institute Alumni Association.

Eligibility: A student of more than average ability, who is definitely in need of financial assistance to continue his education.

Procedure: Apply to the Ferris Faculty Committee on Scholarships before April 1.

Award: Tuition, fees, and book expense not to exceed \$200 per year.  
Renewable.

Number: Two awards annually.

### **Walter R. Braund Alumni Scholarships**

Origin: Established in 1957 by Walter R. Braund.

Eligibility: A student of more than average ability, who is definitely in need of financial assistance to continue his education.

Procedure: Apply to the Ferris Faculty Committee on Scholarships before April 1.

Award: Tuition, fees, and book expense not to exceed \$200 per year.  
Renewable.

Number: Two awards annually.

### Financial Aids for Students

**Student Loan Funds** - There are a number of funds available to students attending Ferris Institute. These are administered by a Student Loan Fund Committee consisting of members of the faculty with the Dean of Students as permanent chairman. Loans are granted to students on the basis of need, scholarship, and character.

**Application for Loan** - An application blank for a student loan may be secured from the office of the Dean of Students. The application should be submitted at least two weeks prior to the date the loan is needed.

#### Types of Loans

1. **Emergency Loans** - Small loans to cover unforeseen emergencies. Granted by the Dean of Students.
2. **Short Term** - Loans up to \$100 maximum and 90 days or less duration. Granted by Student Loan Fund Committee.
3. **Intermediate Loans** - Loans up to \$200 maximum and one year duration. Granted by Student Loan Fund Committee.
4. **Long Term Loans** - Students must have completed one fourth of their academic work to apply. Amount and terms of the loan to be determined in each case on the individual's need and school record.

#### General Policies Regarding Loans

1. Loans are usually made for a period of one year or less.
2. In most cases, a student must have successfully completed one 12-week quarter of academic study or the equivalent thereof to be eligible for a loan. This does not apply to emergency loans. In unusual circumstances money may be loaned from general loan fund monies to an entering student. This does not abrogate conditions where a specialized loan fund may specifically designate that money is to be loaned to entering students.
3. Loans are interest free while the student is in attendance at Ferris and the loan is not delinquent.
4. Loans that are delinquent bear interest at the rate of 6% during the period of delinquency.

#### Loan Funds

**Roger Allen Student Assistance Fund** was established by Mr. and Mrs. Roger Allen to aid in the education of any Ferris student; however, in view of Mr. Allen's association with the college, students in Architectural Drafting will have preference.

**A. G. Buchman Student Loan Fund** was established by druggists in the Upper Peninsula of Michigan in honor of Mr. A. G. Buchman of Iron Mountain, pioneer Michigan druggist. Loans, not to exceed \$200, are limited to Pharmacy students, who have completed the

freshman year and maintained at least a "C" grade average. Loans are to be repaid within two years following graduation.

**Carlisle Memorial Fund** was established in memory of the late Charles Carlisle who was a member of the Ferris Institute faculty for 45 years. Contributions to this fund came from alumni and friends and from a grant by a Foundation interested in education.

**The Frank C. Clark, Jr. Memorial Loan Fund** was established by Frank C. Clark of Parchment, Michigan, a graduate of Pharmacy, class of 1923, in memory of his son, Frank, Jr. The fund is designed to render emergency financial assistance to worthy students enrolled in the Pharmacy Division who are confronted with the inability to continue their education in a given quarter for reason of insufficient funds.

**The Helen B. Corcoran Memorial Loan Fund** was established in memory of the late Helen B. Corcoran, resident housemother 1956-1958, from funds contributed by students, alumni and friends of the college.

**The M. Louis Fishman Memorial Loan Fund** was established by Mrs. Bess E. Fishman, longtime member of the Ferris Institute Board of Control, in honor of her late husband. According to provisions establishing the fund, students may obtain loans which will not begin to bear interest until their college program has been completed.

**Grand Rapids Graphic Arts Association Loan Fund** was established from contributions of its members to aid in the education of printers.

**The Richard G. Hallisy Student Assistance Fund** was established by the colleagues, students, friends and admirers of the late Dr. Richard G. Hallisy, Dean of the Ferris Commerce Division 1954-1957. The fund is designed to render emergency financial assistance to worthy students enrolled in the Commerce Division who are confronted with the inability to continue their education within a given quarter for reason of insufficient funds. Awards from this fund are to be considered as outright grants, having no loan implications. Selection of students to be assisted is to be made by a designated representative of the Dean of Commerce in concurrence with the Dean of Students.

**The Gerrit Masselink Memorial Loan Fund** was established by Dr. Charles L. Pickell of Leamington, Ontario, Canada, a graduate of the Ferris Pharmacy Department, later head of the college's Pharmacy Department, and subsequently a Detroit dentist, in honor of the second president of Ferris Institute. The loan fund is particularly designed to assist upper classmen to continue their schooling to graduation.

**The Michigan State Federation of Women's Clubs student loan** is an unrestricted fund to be used by the college to assist worthy and needy students.

**The National Student Defense Loans.** Ferris Institute participates in the National Defense Education Act and provides National Student Defense Loans. The National Defense Education Act requires that special consideration be given to students with superior academic background who intend to teach in elementary or secondary schools or those

## SECTION VI

### Student Services

#### Housing for Students

**Campus Housing for Single Students** - The first of several units of college-built residences for single students was occupied at the beginning of the 1955 school year. Other units have been added since that time to bring the total to 1654 accommodations for single students. Inquiries concerning reservations for the college-operated residences should be directed to the Housing Counselor, who will furnish complete application data.

All women students who are single and living away from home, and men students who are first year, second year or transfer students and who are single and living away from home, must live in college residence halls if space is available. Students granted permission to live in private housing because of lack of vacancies in college housing will be required to move into residence halls as soon as vacancies occur.

The cost of room and board in the residence halls is \$204 per quarter.<sup>4</sup> This amount may be paid in full at the beginning of each quarter or one third may be paid at the beginning of each quarter and the remainder must be paid in two regular installments during the quarter.

**Private Housing** - Junior and Senior class male students may room in private homes in Big Rapids. A list of college approved homes is maintained by the office of the Housing Counselor and is available on request. All students living off campus must reside in homes which are registered in the Housing office. It is a violation of school policy for the student to change residences during the term without prior permission from the Housing Counselor.

**Housing for Married Students** - The college owns 188 furnished apartments for married students. These apartments rent for \$60 per month for one-bedroom units, and \$65 per month for two-bedroom units.<sup>6</sup> Applications for reservations for college-operated apartments and requests for further information about these units should be addressed to the Housing Counselor.

A list of privately-owned apartments may be secured from the office of the Housing Counselor at Ferris Institute.

**Food Service Facilities** - Ferris Institute maintains food service facilities for students who live in the college-owned residence centers. Students who live in the residence halls are assigned to either the food service facility in Masselink Commons or the food service facility in the Student Center. In the Student Center there also is maintained a public cafeteria and snack bar where off-campus students may take their meals.

<sup>4</sup>Subject to change at the discretion of the Board of Control.

### Counseling Services

**General Information** - The advisement and counseling program at Ferris Institute is designed primarily to assist the student in his educational development. A secondary purpose is to foster his personal and social adjustment. Responsibility for advisement and counseling is shared by a number of persons and agencies, including Academic Advisors, Divisional Deans, the Counseling Center, and the Dean of Students.

**Academic Advisors** - For counseling in connection with problems related to educational planning, study skills, time planning, and related areas, students consult their Academic Advisors, who should be considered as the first point of contact on all problems, and who will refer students to other staff members for specialized assistance whenever necessary.

**Divisional Deans** - Changes of curriculum or class schedule, withdrawal from school, and other administrative matters require the approval of the Divisional Dean. He may also, upon referral from the Academic Advisor, assist the student with problems of educational planning and progress.

**Counseling Center** - Many students come to college without definite vocational goals. Others find it necessary to change their educational plans. Students who wish to evaluate their vocational goals and educational plans in relation to objective measures of ability, achievement, interest, and personality may obtain such assistance through the Counseling Center. Students may be aided in educational planning involving transfer to other institutions for completion of professional studies or programs not available at Ferris Institute. In cases where weakness in basic skills is indicated, the Counseling Center assumes the responsibility for diagnosis and referral to other divisions for remedial study. Students having problems of personal or emotional adjustment which interfere with their educational progress may receive assistance through the Counseling Center. Those who appear to require extensive treatment will be referred to outside agencies.

**Dean of Students** - This office provides counseling for students in connection with part-time employment, loans, housing, veterans' affairs, student activities and organizations. Assisting the Dean of Students are the Dean of Men, the Dean of Women, and members of the Student Personnel Staff in the housing and the student activities areas.

**Residence Hall Counseling** - The Residence Hall Counseling Program is under the direction of the Housing Counselor. Each Residence Hall has a Resident Advisor and student Resident Assistants who aid in carrying out this program.

**Placement Services** - Under a decentralized plan, each division provides placement services for its own students. Announcements of available positions and interview dates are available through division offices. General information on employment trends and opportunities may be obtained through the Counseling Center.

VI. STUDENT SERVICES

HOUSING FOR STUDENTS

COUNSELING SERVICES

FINANCIAL AIDS FOR STUDENTS

STUDENT HEALTH SERVICE

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**White and White Alumni Scholarship**

Origin: Established in 1957 by White and White Pharmacy.

Eligibility: Any student of pharmacy of more than average ability, who is definitely in need of financial assistance to continue his education.

Procedure: Apply to the Ferris Faculty Committee on Scholarships before April 1.

Award: Tuition, fees, and book expense not to exceed \$200 per year.  
Renewable.

Number: One award annually.

**Alma Automotive Jobbers Scholarships**

Origin: Established in 1958 by the Alma Automotive Jobbers.

Eligibility: Students of ability and need, specifically in the automotive areas, preference given to Automotive Machine Shop. Scholarships apply to students coming from the three county area served by these jobbers, (Griiot, Montcalm and Isabella Counties). Preference will be given to students recommended by the Alma Jobbers.

Procedure: Apply to the Ferris Faculty Committee on Scholarships before April 1.

Award: \$250 per year.

Number: Two annually.

**American Foundation for Pharmaceutical Education Scholarships**

Origin: Established in 1942 from funds set aside by the American Foundation for Pharmaceutical Education in all colleges of pharmacy accredited by the American Council on Pharmaceutical Education.

Eligibility: Junior or senior students of at least a "B" over-all academic average in Pharmacy.

Procedure: Apply to the Ferris Faculty Committee on Scholarships.

Award: Not to exceed \$200 annually; renewable.

Number: Two annually.

**Business and Professional Women's Club Scholarship**

Origin: Established in 1927 by the Business and Professional Women's Club of Big Rapids.

Eligibility: A worthy woman student of Mecosta County.

Procedure: Apply in person to the President of the Club.

Award: Variable.

Number: Variable; usually one annually.

**Calhoun County Medical Assistants Scholarships**

Origin: Established in 1959 by the Calhoun County Medical Assistants Society.

Eligibility: A student in the Physician's Office Assistant Program. Preference is given a student from Calhoun County.

Procedure: Apply to the Ferris Faculty Committee on Scholarships before April 1.

Award: \$380.00.

Number: Two.

#### Consumers Power Company Scholarship

Origin: Established in 1956 by the Consumers Power Company.

Eligibility: An entering freshman student of ability and in need of financial assistance.

Procedure: Apply to the Ferris Faculty Committee on Scholarships before April 1.

Award: \$300 annually; not renewable.

Number: One annually.

#### General Motors Scholarships

Origin: Established in 1955 by the General Motors Corporation.

Eligibility: Freshman students of outstanding ability who expect to pursue four-year degree courses.

Procedure: Apply to the Ferris Faculty Committee on Scholarships before April 1.

Award: Variable; renewable.

Number: Two annually.

#### Greater Muskegon and Grand Haven Automotive Wholesalers Association Scholarships

Origin: Established in 1957 by the Greater Muskegon and Grand Haven Automotive Wholesalers Association.

Eligibility: Students of ability and need specifically in the Automotive Machine Shop and Service Programs who come from Muskegon, Newaygo, Oceana or Ottawa Counties.

Procedure: Apply to the Ferris Faculty Committee on Scholarships before April 1.

Award: Not to exceed \$250.

Number: Two annually.

#### Hazeltine and Perkins Drug Company Scholarships

Origin: Established in 1937 by the Hazeltine and Perkins Drug Company of Grand Rapids, Michigan.

Eligibility: Any worthy student who is interested in retail pharmacy and has need of financial assistance.

Procedure: Apply to the Hazeltine and Perkins Drug Company of Grand Rapids and/or the Ferris Faculty Committee on Scholarships.

Award: Not to exceed \$200 per year; renewable.

Number: Variable.

**J. W. Knapp Company Retailing Scholarship**

Origin: Established in 1959 by the J. W. Knapp Company, Lansing.

Eligibility: An outstanding retailing major in the Commerce Division. The student selected, in addition to being a retailing major, must have attained at least sophomore standing in college.

Procedure: The recipient is selected on the basis of need and distinctive ability and achievement, and the award is made by the Faculty Committee on Scholarship based on recommendations from the Commerce Faculty.

Award: Tuition, fees, or room and board not to exceed \$200.00 per year.

Number: One award annually.

**Geraldine Travis MacGregor Scholarship**

Origin: Established in 1959 by Lois W. Snyder.

Eligibility: A woman student of ability and need who is enrolled in the four-year program of the Commerce Division.

Procedure: Apply to the Ferris Faculty Committee on Scholarships before April 1.

Award: \$200.00.

Number: One annually.

**Northern Michigan Association of Sanitarians Assistance Fund**

Origin: Established in 1958 by the Northern Michigan Association of Sanitarians.

Eligibility: A student of Environmental Sanitation Assisting who comes from one of the 35 northern Michigan counties.

Procedure: Apply to the Ferris Faculty Committee on Scholarships before April 1.

Award: Tuition and fees.

Number: One.

**Northern Michigan Automotive Jobber Group Scholarships**

(Alpena- Traverse City- Cadillac- Petoskey- Manistee- Gaylord Area)

Origin: Established in 1957 by the Northern Michigan Jobbers Group.

Eligibility: Students of ability and need, specifically in the Automotive areas. Preference is given to Automotive Machine Shop students for the jobbing industry. Preference is also given to students from the general trading area of this group.

Procedure: Apply to the Ferris Faculty Committee on Scholarships before April 1.

Award: \$200.

Number: Ten annually.

**Society of Reproduction Engineers Scholarships**

Origin: Established in 1959 by the Society of Reproduction Engineers, Detroit.

**Eligibility:** A student of ability and need in the Visual Reproduction Program.

**Procedure:** Apply to the Ferris Faculty Committee on Scholarships before April 1.

**Award:** \$200.

**Number:** Three.

#### **Tri-County Automotive Wholesalers Scholarships**

**Origin:** Established in 1957 by the Tri-County Automotive Wholesalers Association, Saginaw Valley.

**Eligibility:** Students of ability and need in the Automotive Machine Shop and Service Programs. Students selected from the general trading area of this association. This includes Bay, Saginaw, Tuscola, Huron, Midland, Isabella, Gladwin, Clare, Arenac, Ogemaw, Iosco, Crawford and Osceola Counties.

**Procedure:** Apply to the Ferris Faculty Committee on Scholarships before April 1.

**Award:** \$60 per quarter or \$240 per year.

**Number:** Four annually.

#### **Wurzburg Company Retailing Scholarship**

**Origin:** Established in 1959 by the Wurzburg Company of Grand Rapids, Michigan.

**Eligibility:** A senior of need, scholarship and potential promise in the Marketing and Retailing program of the Commerce Division. Preference is given to a student from the Grand Rapids marketing area.

**Procedure:** Apply to the Ferris Faculty Committee on Scholarships before April 1.

**Award:** \$200.00 per year.

**Number:** One.

#### **Awards**

##### **Accounting Club Awards:**

Annual awards of Accounting Handbooks are made to the two senior students in the Accounting Club in the four-year Accounting Program who maintained the highest scholastic average throughout their academic careers.

##### **American Marketing Association Award:**

The Ferris Institute Chapter of the American Marketing Association presents an award to a senior marketing student who has given evidence of leadership, made contributions to the Marketing program at Ferris Institute, and who shows future potential for executive work.

**The Bristol Award:**

Bristol Laboratories, Incorporated, presents annually to a pharmacy senior student an award consisting of either of two books: Howard's *Modern Drug Encyclopedia* or Gould's *Unabridged Medical Dictionary*. This award may be given for outstanding scholastic achievement in the field of pharmacy or for a definite contribution in furthering the interests of the profession.

**The Dr. M. Robert Buchdahl Memorial Award:**

In memory of Dr. M. Robert Buchdahl, late Associate Professor of Pharmaceutical Chemistry, this award is given annually to the senior who in the opinion of the faculty of the Division of Pharmacy has exhibited outstanding scholarship, character and potential contribution to pharmacy and its related fields. The recipient will be awarded a medallion and his name will be inscribed on a bronze plaque located in the Science Hall.

**The Dr. Wanda J. Butler Memorial Award:**

In memory of Dr. Wanda J. Butler, late Assistant Professor of Pharmacy, this award is presented annually to the woman senior student who in the opinion of the faculty of the Division of Pharmacy has exhibited outstanding scholarship, character and potential contribution to pharmacy and its related fields. The recipient will be awarded a medallion and her name will be inscribed on a bronze plaque located in the Science Hall.

**The Calenda Award:**

Dr. Frederick L. Calenda, a Detroit dentist and alumnus of Ferris Institute, makes an annual award of a twenty-five dollar savings bond to the senior pharmacy student who presents the winning paper on a topic in the field of bacteriology or biochemistry.

**Central Pharmaceutical Journal Pharmacy Administration Prize:**

The Central Pharmaceutical Journal offers a prize to the graduating senior who has achieved the highest scholastic average in those courses comprising the specific area of Pharmacy Administration. The prize consists of a twenty-five dollar cash award.

**The Chemistry Achievement Award:**

The Chemical Rubber Company of Cleveland presents a *Handbook of Chemistry and Physics* to the student who makes the most outstanding progress in first semester chemistry.

**The Dean of Pharmacy Award:**

The Dean of the Ferris Institute Division of Pharmacy each year awards a two-year membership in the American Pharmaceutical Association to an outstanding graduating senior.

**Milton E. Deurloo—Accounting Award:**

Milton E. Deurloo makes an annual award of an Accountant's Handbook to an outstanding accounting student.

**The Lehn and Fink Gold Medal Award:**

The Lehn and Fink Products Corporation presents a gold medal and a plaque to the graduating student who, in the judgment of the faculty of the Division of Pharmacy, has either attained the highest standing in pharmaceutical subjects or has contributed significantly in furthering professional interest.

**The Merck Awards:**

The Merck and Company of Rahway, New Jersey, annually offers two awards consisting of a set of reference books. These awards are made to the two graduating seniors who have excelled in the courses completed during the four-year study of pharmacy. The Dean of Pharmacy names the recipients.

**Michigan Retailers Association Marketing Award:**

A plaque is presented from the Lansing Office of the Michigan Retailers Association to the outstanding senior Marketing major in the Commerce Division.

**The Omega Tau Omega Awards:**

The Omega Tau Omega fraternity makes an annual award of a certificate and cup to the pharmacy senior student and to the commerce senior student who has maintained the highest scholastic average throughout his academic career.

**The Rexall Mortar and Pestle Trophy:**

The Rexall Drug Company offers to the outstanding member of the pharmacy senior class a trophy which is an authentic reproduction of a Spanish mortar and pestle manufactured about 1500 A.D., symbolizing the healing powers attributed to the Caduceus, the emblem of the field of medicine. The award is given in recognition for participation in professional activities and excellence in studies.

**Rho Chi Sophomore Awards:**

These awards are presented by the Beta Mu Chapter of Rho Chi, the national honor society of pharmacy, to outstanding sophomores of the Division of Pharmacy, who have shown both high scholastic achievement and the capacity for leadership. These awards are presented at the spring initiation and consist of medical dictionaries.

**Trade and Industrial Award:**

The Trade and Industrial Division makes an annual award of a certificate to one outstanding graduate in each department of this division.

**Wall Street Journal Award:**

To the outstanding commerce senior, a silver medal and a one year's subscription to the Wall Street Journal.

**Women's Auxiliary, Michigan Branch of the American Pharmaceutical Association Award:**

The Women's Auxiliary of the Michigan Branch of the American Pharmaceutical Association annually awards a two-year membership in The American Pharmaceutical Association to an outstanding woman graduate of the Division of Pharmacy. The recipient is selected on the basis of her demonstrated interest in her profession and/or her superior scholastic accomplishments.

**Part-Time Jobs for Students**

Inquiries concerning job opportunities should be directed to the Dean of Men or the Dean of Women. Lists of jobs available in the community and at Ferris are on file in the above mentioned offices.

It is recommended that a lighter college load should be carried by a student who finds it necessary to work, unless he is a superior scholar. The work load should be determined in a conference with a student's academic dean.

**Student Health Service**

Because the school realizes its responsibility in providing for the health needs of its students, it has established the beginning of a modern and progressively developing Health Service.

The emphasis of the program is on preventive medicine and routine medical care. All students are urged to visit the Health Service before serious symptoms of illness develop.

The following policies have been established for the Health Service and its provisions for the student:

1. It will serve as an emergency first aid station should he become injured while at school.
  2. It will administer to his normal and usual health needs. If he becomes ill it will assist him. If he is well but would like to discuss health matters, it is here as his health resource on campus.
  3. It will carry on a physical examination program for entering students and maintain a cumulative record of his state of health while he is in college. This record is confidential.
  4. It will give advice concerning the correction of any remedial defects or other health deficiencies which he might have.
  5. It will bring to campus such programs of mass x-ray services, mass immunization, etc., which are available as public health resources and seem desirable or necessary in the interest of best serving his health needs and those of the college community.
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6. Doctors will make such visitations to the boarding home or dormitory as are necessary to care for him as he might become ill and cannot come to the office.
7. In case of necessary emergency specialized health treatment or surgery, it will advise with him and his family and appropriate college officials and effect such arrangements as he or his family desires.
8. The doctors will supervise the health of athletes and serve to rule on all matters of athletic injury as they affect participation, in the best interest of the student and for the protection of the school.

The Health Service does not make the following provisions for the student:

1. It will not provide care for his family if he is married because the program is primarily for the care of students enrolled in school.
2. The college will not, through this program, provide for items of major medical care requiring surgery, specialist treatment, x-ray, continued medication, etc. These, as they are indicated, are a responsibility of the student or his family. Similarly, any required hospitalization is the responsibility of the student or his family.

Additional information about the Health Service:

1. The Health Service is open during school sessions from 7:00 a.m. to 6:00 p.m. Monday through Friday and from 8:00 a.m., until noon on Saturday. A registered nurse is on duty during these hours.
2. Physician's office hours are 12:30 p.m. to 2:30 p.m. Monday through Friday. A student who desires to make an appointment to see a doctor should go to the Health Service at the earliest opportunity to be assured of an appointment.
3. Emergency medical care is available after 5 p.m. Monday through Friday and on Saturday afternoons and Sundays. House calls are made if they are necessary and justified.

As a supplement to the services offered by the Health Center, each full-time student is eligible to subscribe to the voluntary student health and accident insurance plan at the beginning of any enrollment period.

## VII. STUDENT ACTIVITIES AND ORGANIZATIONS

STUDENT ACTIVITIES

STUDENT ACTIVITY CARD

STUDENT GOVERNMENT

INTERFRATERNITY COUNCIL

FRATERNITIES

PANHELLENIC COUNCIL

SORORITIES

HONORARY FRATERNITIES

PROFESSIONAL FRATERNITIES

INSTRUCTIONALLY RELATED ORGANIZATIONS

INTEREST CLUBS

SERVICE ORGANIZATIONS

RELIGIOUS ORGANIZATIONS FOR STUDENTS

STUDENT PUBLICATIONS

INTERCOLLEGIATE ATHLETICS

INTRAMURAL SPORTS

DRAMATICS

FORENSICS

JOURNALISM

MUSIC

ACADEMIC CREDIT FOR ACTIVITY-TYPE COURSES

## SECTION VII

### Student Activities and Organizations

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#### Student Activities

The student activities program is an integral part of the educational offering of Ferris Institute. The purpose is to provide the student with an opportunity for educational, cultural, and social growth through a diversified activities program.

The college recognizes the importance to the student of informal educational opportunities and it encourages participation in special-interest groups. Students share in the planning and operation of the activities program.

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#### Student Activity Card

Each student is issued a non-transferable student activity card which admits him to certain college sponsored activities and entitles him to certain privileges as a student at Ferris Institute.

1. At home Ferris athletic events
2. Intramural sports
3. Use of athletic and recreational facilities
4. Ferris musical concerts
5. Productions of the Ferris Playhouse
6. Debate and Forensic contests held at Ferris
7. A copy of each issue of the Torch- the college newspaper
8. Student Government sponsored parties

The activity card does not admit students to programs sponsored by groups renting Ferris facilities.

#### Student Government

The All College Student Government strives to stimulate closer fellowship among students, to promote student activities, to encourage participation in Ferris affairs, to help adjust student problems, to stimulate academic achievements, and to provide a closer relationship between students and faculty.

#### Interfraternity Council

The council was organized for the purpose of fostering a closer relationship and a better understanding among the fraternities. It promotes inter-

fraternity activities, furthers the interests of the individual fraternities and supervises rushing and pledging.

### Fraternities

Delta Tau Epsilon  
Kappa Psi  
Kappa Sigma Kappa  
Omega Tau Omega

Phi Delta Chi  
Phi Sigma Chi  
Sigma Alpha Delta  
Sigma Mu Iota

### Panhellenic Council

The purposes of the Council are to maintain high social and academic standards among sorority women, to promote good working relationships among sororities and to establish and enforce rules governing sorority rushing, pledging and initiation on the campus.

The Vice-President and two elected delegates from each sorority compose the membership of this group.

### Sororities

Alpha Phi Beta      Lambda Kappa Sigma      Sigma Kappa Sigma  
Theta Tau Omega

### Honorary Fraternities

Alpha Psi Omega (Dramatics)      Rho Chi (Pharmacy, Scholastic)

### Professional Fraternities

Delta Sigma Pi, Business

### Instructionally Related Organizations

Accounting Club  
American Marketing Association  
American Pharmaceutical Association  
Automotive Safety Promotion Society  
Biology Club  
Electronic Technicians Organization  
Graphic Arts Club Printing  
Refrigeration Service Engineers Society  
Today's Secretaries Club  
Student National Education Association, Spathelf Chapter  
Tri-F Club Forensics

### Interest Clubs

The purpose of the interest clubs is to offer association with students of similar interests and vocational objectives.

Broadcasters' Club  
 Campus Camera Club  
 Dames Club (Wives of students)  
 Ferris Femme Fatale (Women's Recreation and Intramural Organization)  
 German Club  
 Hiawatha Club (Students from Upper Peninsula)  
 Masonic Club  
 Ski Club  
 Time Club (Current events)  
 Triangle Club (Drafting)  
 Varsity Club (Athletics)  
 Vet's Club  
 Young Democrats  
 Young Republicans

#### Service Organizations for Students

Tau Kappa Delta

#### Religious Organizations for Students

Religious organizations aim to stimulate and enrich the religious, intellectual and social life of their members.

#### Denominational Groups

B'nai Israel- Jewish  
 Calvinist Club- Christian Reformed Church  
 Canterbury Club- Episcopal  
 Gamma Delta- Lutheran  
 Inter-Varsity Christian Fellowship- Interdenominational  
 Newman Club- Catholic  
 United Campus Christian Fellowship- Congregational-Presbyterian  
 Wesley Foundation- Methodist

#### Student Publications

THE FERRIS TORCH, the college newspaper, is published weekly by a student staff with faculty counsel. The paper is printed as an instructional project in the College Print Shop by students enrolled in the printing course.

THE FERRISCOPE, the college annual, is edited by a student staff with faculty counsel.

#### Intercollegiate Athletics

The varsity sports program is designed to meet the needs of the individual participant in respect to skill and sportsmanship.

All members of the coaching staff are regular members of the teaching staff.

The Athletic Advisory Committee determines policies and makes recommendations to the President of the college and to the Athletic Director. Interscholastic competitions are held in football, basketball, baseball, golf, tennis, cross country and track, with leading MIAA schools in Michigan and independent schools in nearby states.

The Varsity F is awarded to all athletes who meet the minimum requirements as established by the Athletic Council; those who win the school letter are eligible to join the Varsity Club.

To become eligible to represent Ferris Institute in interscholastic athletics a student must:

1. Have been in residence one academic quarter, immediately preceding participation, except in the case of incoming freshmen and transfer students from accredited colleges. All first term enrollees are considered eligible for participation in varsity athletics.

2. Be a full-time student carrying 14 quarter hours, regularly enrolled as a candidate for a degree, certificate, or diploma, and making satisfactory progress in fulfillment of the requirements. (Satisfactory progress means completing a minimum of 42 quarter hours or equivalent during each academic year.) No student is eligible who is delinquent in his studies. He must have a cumulative average of at least 2.00, as well as an average of at least 1.7 in the term prior to participation.

### **Intramural Sports**

The Ferris intramural sports program provides athletic activities for those students who do not participate in varsity athletics. Each year more than half of the student body participate in one or more intramural sports.

Competition is offered in touch football, basketball, volleyball, soft ball, bowling and tennis.

Awards are given to the champions of the individual sport tournaments as well as to the members of each winning team.

Women's sports, recreation and intramural tournaments are sponsored through Ferris Femme Fatale which has its membership open to all Ferris affiliated women and students. No student will be allowed intramural participation unless she has successfully passed the school's requirements regarding physical examinations. Both parental and medical permission must be obtained before entrants may engage in riflery or swimming. Competition is offered in field hockey, basketball, softball, volleyball, bowling, tennis, table tennis, golf, riflery, archery, badminton, and track and field events. All entry forms are available through the Women's Physical Education Department and Femme Fatale officers.

### **Dramatics**

Ferris students who are active in dramatics are members of the Ferris Playhouse, which produces several full-length plays each school year. All students at Ferris are eligible for membership in the Playhouse which

also sponsors Drama Clinic Day for visiting high school students. The Playhouse holds regular meetings. It is a member of the American Educational Theatre Association.

Courses for academic credit include Acting, Applied Dramatics, and Play Production and Direction.

### **Forensics**

Opportunity is provided at Ferris Institute for practical speech training. Emphasis is placed on helping students to become effective speakers by providing in-class training and opportunities for speaking before groups.

Ferris engages in competition with other Michigan Colleges in debating, discussions, oratory, extempore speaking and interpretative readings.

Ferris is a member of the Intercollegiate Speech League and gives awards for meritorious performance in all branches of forensics.

### **Journalism**

Student journalists have an opportunity to work on either or both of the college publications - The Torch, which is the student newspaper and the Ferriscope, which is the college annual. A student has an opportunity as a member of the Torch staff to engage in the editorial, the photographic, or the business divisions of the paper. The Ferriscope provides an opportunity for students to learn certain phases of editorial work, typography, and makeup.

### **Music**

At Ferris Institute students participate in music activities as a complement to their cultural understandings.

The objectives of the Ferris Institute music program are directed so that students may participate to some extent in some form of musical expression, and understand and enjoy musical and other cultural activities.

Students may enroll in music activity organizations either for credit, or as an activity. The music activity organizations include the marching band, concert band, activities band, symphonic brass ensemble, chorus, men's and women's glee clubs, dance band, and small instrumental and vocal ensembles.

Students with previous instrumental or vocal experience are encouraged to continue their music activities.

### **Academic Credit for Activity Courses**

Participants in band, chorus, debate, dramatics, or journalism may be granted credit for work in these activities, which are supervised by members of the instructional staff.

Two quarter hours of credit may be earned each quarter for participating in any of these activities, but no more than six hours of credit in any one of

the areas may regularly be counted toward graduation. Furthermore, no more than twelve hours of credit in activity courses may regularly be counted toward graduation in a four-year degree curriculum. No more than six hours of credit in activity courses may be counted toward graduation in a two-year degree curriculum.

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## VIII. GENERAL ACADEMIC INFORMATION

ACADEMIC STANDARDS

ABSENCE FROM CLASS

CREDIT DESIGNATION

MAXIMUM LOAD

MARKING SYSTEM

TRANSCRIPTS

RESIDENCE REQUIREMENTS FOR DEGREE COURSES

CONTINUING ORIENTATION COURSE

HEALTH AND PHYSICAL EDUCATION REQUIREMENTS

ACADEMIC CREDIT FOR ACTIVITY TYPE COURSE

GENERAL EDUCATION CONVOCATIONS

EDUCATION OF VETERANS

COMMENCEMENT

## SECTION VIII

### General Academic Information

#### Academic Standards

It is expected that each student will strive to maintain satisfactory progress in his chosen curriculum. By satisfactory progress is meant acceptable work applicable to a degree, certificate or diploma. In the event of unsatisfactory progress, counseling will be provided to help the student to determine the cause. If a change of curriculum seems in the best interest of the student, this may be arranged. When a student can no longer benefit properly from an instructional program, he may be asked to withdraw from school. In case of such forced absence, a student may ask for a review of his status after a period of not less than one quarter. If the cause of the previous poor work seems to have been removed, he may be readmitted on a probationary status. A more detailed statement of the academic probation policy may be obtained from the office of the Registrar or from the office of any divisional Dean.

#### Absence From Class

The school week runs from 7:00 A.M. Monday to noon on Saturday and students may expect to have classes and/or laboratories assigned to them any time therein. The regulation of class attendance in general is left to the discretion of each individual instructor. Each instructor will keep a record of attendance and report to the student's Dean when the student accumulates three absences from the class, so that the cause may be determined. Students are warned that the accumulation of absences may result in either a request to drop a course or a report of an F grade.

#### Credit Designation

All credits offered in the School of Professional and Collegiate Technical Education are expressed in quarter hours. One quarter hour of credit is the amount of credit granted for the successful completion of one hour per week of lecture, or two or more hours per week of laboratory training, for a period of twelve weeks.

Credits in the High School Department are expressed as Carnegie Units. All other credits offered in the Specialized Education Division and the Trade and Industrial Division of the School of Applied Arts and Specialized Education are expressed in clock hours, unless otherwise specified.

#### Maximum Load

The maximum load that may be carried without special permission is not more than 19 quarter hours of credit or four courses totaling more than 19 quarter hours of credit. Exceptions must be referred to the Committee on Instruction for action.

### Marking System

The following marking system is used by all divisions at Ferris Institute for courses which are counted in determining honor point averages: A, Excellent; B, Good; C, Average; D, Poor; F, Failed; I, Incomplete; W, Withdrew before midterm; WP, Withdrew Passing (after midterm); WF, Withdrew Failing (after midterm).

For courses that are not counted in computing honor point averages, the following designations are used: S, Satisfactory; U, Unsatisfactory.

Effective with the fall quarter, 1955, honor point averages, for all students entering collegiate curriculums, are determined by allotting honor points per quarter hour of credit as follows: A, four honor points; B, three honor points; C, two honor points; D, one honor point; F, WF, and I, no honor points. W and WP are not considered in computing honor point averages. (The following system was in use prior to the fall quarter, 1955, and will remain in effect for all students who enrolled prior to that time, as long as they remain in the same curriculum; A, three honor points; B, two honor points; C, one honor point; D, F, WF, and I, no honor points. W and WP were not considered in computing honor point averages.)

An average of C is required for graduation in all collegiate divisions.

Computation of honor point averages in the High School Department is based on the Carnegie Unit. Honor point averages for other curriculums in the Specialized Education and Trade and Industrial Divisions are based on clock hours of credit completed.

### Transcripts

The official progress record of a student is maintained by the Registrar. A former student may have, upon request to the Registrar, one official and one unofficial copy of his record furnished free of charge. Additional copies may be obtained for a fee of one dollar each. Official transcripts of records normally are sent only to designated agencies, not to the student himself.

### Residence Requirements for Degree Courses

A minimum of one full year of work in residence at Ferris Institute is required for all students who receive the Bachelor of Science Degree. This normally is the senior year.

### The Continuing Orientation Course

The continuing orientation course is required of all new students except those who have attended another college for at least one year, and have been excused by the Dean of Students.

The student is enrolled in this course at registration, usually in his first quarter at Ferris. Classes meet for an hour one day each week during the quarter. This course has been designed to acquaint the student with the use of the library, proper study habits, the grading and honor-point system

social customs, and miscellaneous items of interest to the group. One quarter hour of credit is earned with the successful completion of the course.

### **Health and Physical Education Requirements**

One year of health education is required of all men and women students in their first year at Ferris Institute, and one year of physical education is required of every man and woman student unless he is exempt for reasons listed below. The courses consist of two physical education meetings, and one health education meeting per week, stressing physical conditioning, carry-over activities, and fundamental health practices. Transfer credit in physical education from other institutions is acceptable provided it was obtained at the collegiate level.

Veterans who have completed one year or more of active military service may apply to their Divisional Dean for a waiver of the required courses in physical education and health education, and for credit not to exceed three quarter hours.

First year students falling in the following categories will be exempt from physical education but not health education:

- A. Varsity squad members (during the term of the season of the sport)
- B. Marching Band (during the term in which the marching band is active)
- C. Medically excused students
- D. Students over 30 years of age

### **Academic Credit for Activity Type Courses**

See in Section VII, Student Activities and Organizations.

### **General Education Convocations**

Traditional at Ferris are convocation programs which provide students with the opportunity to hear outstanding personalities in the fields of education, government, science, professions and business.

### **Education of Veterans**

The veterans of World War II should communicate with the Veterans Administration to determine whether they can still receive educational benefits under Public Law 16.

All divisions of Ferris Institute are approved for the education and training of veterans of the Korean Conflict under Public Laws 550 and 894.

Details of these programs may be obtained from the nearest Veterans Administration office or by writing to the Veterans' Counselor at Ferris Institute.

### **Commencement**

Graduation exercises, held annually at the close of the spring quarter, include a Baccalaureate Service and a Commencement Program. All

students who complete courses of study for which degrees or certificates of graduation are awarded are required to pay the graduation fee. This fee is payable at the beginning of the quarter in which the student expects to complete the required work; the fee covers the diploma and the rental of cap and gown for graduation. Students completing work in the spring term are required to be present at Baccalaureate and Commencement. Students completing their work at the end of the fall, winter or summer quarter are expected to return and participate in the next graduating exercises.

Ferris Institute reserves the right to drop any course described in this Catalog if the enrollment is too small to warrant carrying it. The College also reserves the right to make any other changes in the curriculum, administration, tuition and fees, or any other phase of school activity, without further notice.

## IX. ACADEMIC PROGRAMS

### SCHOOL OF PROFESSIONAL AND COLLEGIATE TECHNICAL EDUCATION

#### COMMERCE DIVISION

DEGREE CURRICULA IN COMMERCE  
COLLEGIATE TERMINAL BUSINESS DEPARTMENT  
TEACHER EDUCATION DEPARTMENT

#### PHARMACY DIVISION

#### GENERAL EDUCATION AND PRE-PROFESSIONAL DIVISION

#### COLLEGIATE TECHNICAL TERMINAL DIVISION

### SCHOOL OF APPLIED ARTS AND SPECIALIZED EDUCATION

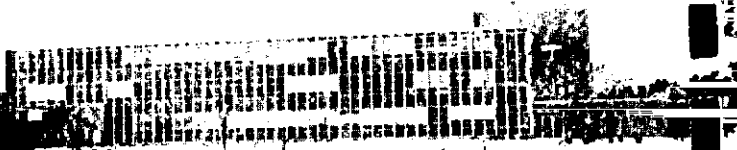
#### TRADE AND INDUSTRIAL DIVISION

#### SPECIALIZED EDUCATION DIVISION

COSMETOLOGY DEPARTMENT  
HIGH SCHOOL DEPARTMENT  
RELATED EDUCATION DEPARTMENT  
SPECIAL BUSINESS SKILLS DEPARTMENT  
TUTORIAL AND REMEDIAL SERVICES DEPARTMENT

#### EDUCATIONAL SERVICES DIVISION

TYPICAL INSTRUCTIONAL BUILDINGS



SCIENCE HALL



FERRIS EAST BUILDING

## SECTION IX

### Academic Programs

# SCHOOL OF PROFESSIONAL AND COLLEGIATE TECHNICAL EDUCATION

## COMMERCE DIVISION

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### History

The Commerce Division was organized in 1884 as one of the three original departments of Ferris Institute. Historically, the instructional program was geared to provide practical business training for bookkeepers, stenographers, telegraphers, and storekeepers. In 1910, the business teacher education curriculum was added to the offerings of the Division. Three curricula were listed, commercial teachers course, shorthand teachers course, and combined commercial and shorthand teachers course. The four-year program in Commerce leading to the Bachelor of Science Degree was begun in 1933.

Through the years the Commerce Division has opened its doors to everyone having a sincerity of purpose, a willingness to work hard and the capacity to achieve. Students entered at any time and continued in training until they had achieved their goals. The purposes, clientele, and entrance requirements of the Commerce Division have not changed materially throughout the years. The courses of study, however, have been reorganized, expanded, and grouped together into sharply defined degree and terminal vocational curricula, designed to meet the educational and vocational needs of the individual in a rapidly changing, complex business society.

The Commerce Division stands alert and sensitive to the changing needs of the individuals, businesses, communities, and the State. It has graduated many thousands of competent businessmen and leaders and looks forward to continued growth in its field of service.

### Purpose and Program

The objectives of the Commerce Division at Ferris may be summarized as follows:

1. To provide the basic training in commerce and related educational subjects to enable the student to understand his business environment, to assume additional responsibilities and to qualify for promotional opportunities.
2. To inspire the student to acquire further knowledge not only in his chosen field of activity but also in general education.

3. To inculcate in the student high ethical standards of conduct in his personal, business and community relationships.
4. To encourage the student in the development of a better appreciation of good literature, art, music, science, and the opportunities for wise use of leisure time.
5. To awaken the student to a full realization of his personal responsibilities and duties as a citizen of his community, state, and nation.

The program leading to the accomplishment of these objectives embraces the total school life of the student, the classroom, student government, assembly programs, student publications, religious organizations, intercollegiate and intramural athletics, band and chorus, and testing and guidance counseling.

### **DEGREE CURRICULA IN COMMERCE**

The six degree curricula in the Commerce Division are designed to prepare men and women for positions of responsibility and leadership in business and industry, government service, and to teach commercial subjects in the secondary schools of Michigan.

#### **Admission Requirements for Degree Programs in Commerce**

1. High school graduation with a "C" average or a satisfactory score on a qualifying examination.
2. Any student failing to qualify for admission as a high school graduate or on the basis of a qualifying examination may enroll in a non-degree or terminal program. Such students may transfer to a degree program at the end of their third quarter at Ferris provided they have earned a cumulative honor point average of 2.0. Attainment of this average is considered a demonstration of the capacity and the work habits essential to the successful completion of a degree program.

#### **Admission With Advanced Standing**

Credits may be transferred to Ferris Institute from other colleges if grades earned are satisfactory. Credits earned at colleges accredited by the North Central Association or the Michigan Commission on College Accreditation, or equivalent accrediting agencies, are evaluated prior to enrollment at Ferris. Credits earned at other schools or colleges are granted conditional acceptance prior to enrollment at Ferris. Final acceptance of such credits is not granted until the student has earned a minimum of 45 hours of credit with an honor point average of at least 2.0 at Ferris Institute.

Students who transfer from schools or colleges not accredited by an agency cited above must complete a minimum of 100 quarter hours of credit at Ferris Institute, with an honor point average of at least 2.0 to earn a Bachelor's degree. The final year of education must be spent in residence at Ferris Institute.

### Requirements for The Degree of Bachelor of Science in Commerce

The degree of Bachelor of Science in Commerce is conferred on recommendation of the faculty of the Commerce Division upon satisfactory completion of the following requirements:

1. Completion of a minimum of 200 quarter hours of credit in required courses and in electives approved by the faculty.
2. A cumulative honor point average of 2.0 on all work taken while registered at Ferris Institute and presented for the degree.
3. Completion of the senior year, the last 48 credit hours of work, while enrolled in the Commerce Division at Ferris Institute.
4. A 2.00 cumulative honor point average in the major field in the Commerce Division.

### Suggested Degree Programs in Commerce

Five curricula leading to the Degree of Bachelor of Science in Commerce are outlined in detail on the following pages: The Business Administration Program, a professional business leadership program of study, and four specialized programs, Accounting, Marketing, Secretarial and Teacher Education. The courses in these curricula fall into four broad categories: general education, comprising approximately one-fourth of the curriculum; basic business administration or courses in business, economics and law, comprising approximately one-fourth of the courses; professional-technical courses, comprising from one-fourth to one-half of the total course hours taken; and the elective courses which may be taken in business administration — communication skills, literature, social studies, and humanities. Electives should be utilized insofar as possible to reduce areas of demonstrated weakness in the education of the total individual.

### Business Administration

For students desiring to acquire a broad background in Commerce. This program is particularly recommended for students intending to take post-graduate work in commerce or law or to prepare for specialized management training programs in business or industry.

#### FIRST YEAR

#### First Quarter

	Quarter Hours
Continuing Orientation .....	1
C.S. 101—Communication Skills 1 .....	3
Social Science or History .....	3
Bio. Sci. 101—The Living World 1 OR .....	4
Phy. Sci. 101—The Physical World 1 .....	4
Commerce 121—Business Mathematics .....	4
H. & P.E. 121 M or W—Health and Physical Ed. ....	1

## FERRIS INSTITUTE

## Second Quarter

	Quarter Hours
C.S. 102—Communication Skills 2 .....	3
Social Science or History .....	3
Bio. Sci. 102—The Living World 2 OR .....	4
Phy. Sci. 102—The Physical World 2 .....	4
Math. 111—Fundamentals of Algebra .....	3
Humanities 101—Personal & Cultural Appreciation 1 .....	3
H. & P.E. 122 M or W—Health and Physical Ed. ....	1
	—
	17

## Third Quarter

C.S. 103—Communication Skills 3 .....	3
Social Science or History .....	3
Commerce 122—Introduction to Business .....	4
Math. 121—College Algebra 1 .....	4
Humanities 102—Personal & Cultural Appreciation 2 .....	3
H. & P.E. 123 M or W—Health and Physical Ed. ....	1
	—
	18

## SECOND YEAR

## First Quarter

	Quarter Hours
Econ. 221—Principles of Economics 1 .....	4
S. T. 221—Business English .....	4
*Law 223—Contracts .....	4
Acctg. 121—Principles of Accounting 1 .....	4
	—
	16

## Second Quarter

Econ. 222—Principles of Economics 2 .....	4
Literature, Speech, Journalism .....	4
Law 222—Negotiable Paper and Sales OR .....	4
Law 224—Corporation and Agency OR .....	4
Law 225—Real and Personal Property .....	3
Acctg. 122—Principles of Accounting 2 .....	4
	—
	15 or 16

## Third Quarter

Literature, Speech, Journalism .....	4
Law 222—Negotiable Paper and Sales OR .....	4
Law 224—Corporation and Agency OR .....	4
Law 225—Real and Personal Property .....	3
Psych. 221—Introductory General Psychology .....	3
Acctg. 123—Principles of Accounting 3 .....	4
**Electives .....	2
	—
	16 or 17

\*Student must have Law 223, and two additional courses from Law 222, Law 224, or Law 225.

## THIRD YEAR

## First Quarter

	Quarter Hours
Commerce 321—Basic Marketing .....	4
Commerce 421—Business Statistics .....	4
Commerce 422—Corporation Finance .....	4
Psych. 222—Advanced General Psychology .....	3
**Electives .....	3
	—
	18

Second Quarter		Quarter Hours
Commerce 322—Advanced Marketing .....		4
Commerce 331—Salesmanship .....		4
Econ. 331—Labor Economics and Labor Relations .....		4
Pol. Sci. 121—Principles of American Government 1 .....		3
**Electives .....		3
		18

Third Quarter		
Commerce 332—Advertising and Display .....		4
Commerce 341—Credits and Collections .....		4
Econ. 321—Money and Banking .....		4
Pol. Sci. 122—Principles of American Government 2 .....		3
**Electives .....		3
		18

#### FOURTH YEAR

First Quarter		Quarter Hours
Econ. 431—Economics of Public Finance .....		4
Commerce 371—Principles of Industrial Management .....		4
Commerce 451—Investment Principles .....		4
**Electives .....		5
		17

Second Quarter		
Econ. 411—Business Cycles .....		4
Commerce 373—Personnel Management .....		4
**Electives .....		9
		17

Third Quarter		
Commerce 241—Office Management .....		4
Commerce 441—Management Problems .....		4
**Electives .....		9
		17

\*\*Electives may be selected from General Education as well as Commerce subjects.

### Accounting Major

Students interested in mercantile accounting, cost accounting, public accounting, accounting and taxation, personal service accounting, governmental accounting, and financial and administrative control through accounting should complete the accounting major. Those planning to enter the public accounting field will need to complete the following additional accounting courses: Accounting 423, Auditing 2; Accounting 452 and 453, Advanced Accounting 1 and 2; C. P. A. Problems 461.

#### FIRST YEAR

First Quarter		Quarter Hours
Continuing Orientation .....		1
C.S. 101- Communication Skills I .....		3
Commerce 121—Business Mathematics .....		4
History or Social Science .....		3
Acctg. 121—Principles of Accounting 1 .....		4
H. & P.E. 121 M or W—Health and Physical Ed. ....		1
		16

Second Quarter		Quarter Hours
C.S. 102—Communication Skills 2 .....		3
Math. 111—Fundamentals of Algebra OR .....		3
Math. 121—College Algebra 1 .....		4
History or Social Science .....		3
Bio. Sci. 101—The Living World 1 OR .....		4
Phy. Sci. 101—The Physical World 1 .....		4
Acctg. 122—Principles of Accounting 2 .....		4
H. & P.E. 122 M or W—Health and Physical Ed. ....		1
		18 or 19

Third Quarter		Quarter Hours
C.S. 103—Communication Skills 3 .....		3
Math. 121—College Algebra 1 OR .....		4
Bio. Sci. 102—The Living World 2 OR .....		4
Phy. Sci. 102—The Physical World 2 .....		4
History or Social Science .....		3
*S.T. 121—Elementary Typewriting .....		3
Acctg. 123—Principles of Accounting 3 .....		4
H. & P.E. 123 M or W—Health and Physical Ed. ....		1
		18

\*May be waived if the student has had one or more years of typewriting in high school or its equivalent.

## SECOND YEAR

First Quarter		Quarter Hours
Commerce 122—Introduction to Business .....		4
*S.T. 221—Business English .....		4
Law 221—Elementary Business Law .....		4
Acctg. 221—Intermediate Accounting 1 .....		3
Elective .....		3
		18

\*May substitute Commerce 361.

Second Quarter		Quarter Hours
Econ. 221—Principles of Economics 1 .....		4
Commerce 321—Basic Marketing .....		4
Law 222—Negotiable Paper and Sales .....		4
Acctg. 222—Intermediate Accounting 2 .....		3
S.T. 252—Office Machines .....		2
		17

Third Quarter		Quarter Hours
Econ. 222—Principles of Economics 2 .....		4
Commerce 331—Salesmanship .....		4
Law 224—Corporation and Agency .....		4
Acctg. 223—Intermediate Accounting 3 .....		3
Pol. Sci. 121—Principles of American Government 1 .....		3
		18

## THIRD YEAR

First Quarter		Quarter Hours
Literature or Speech .....		4
Pol. Sci. 122—Principles of American Government 2 .....		3
Acctg. 321—Cost Accounting 1 .....		3
Psych. 221—Introductory General Psychology .....		3
Commerce 431—Mathematics of Finance .....		4
		17

Second Quarter		Quarter Hours
Literature or Speech .....		4
Econ. 321—Money and Banking .....		4
Acctg. 322—Cost Accounting 2 .....		3
Acctg. 452—Advanced Accounting 1 .....		3
Psych. 222—Advanced General Psychology .....		3
		—
		17

Third Quarter		
Literature or Speech .....		4
Sociology 221—Introductory Sociology .....		4
Econ. 331—Labor Economics and Labor Relations .....		4
Acctg. 453—Advanced Accounting Principles 2 .....		3
		—
		15

Cooperative training in accounting is available during the first, second, and third quarters of the senior year. Public Accounting lends itself more to winter quarter internships.

#### FOURTH YEAR

##### First Quarter

	Quarter Hours
Commerce 421—Business Statistics .....	4
Commerce 422—Corporation Finance .....	4
Acctg. 421—Federal Taxation 1 .....	4
Acctg. 423—Auditing 1 .....	3
Elective .....	3
	—
	18

##### Second Quarter

Acctg. 422—Federal Taxation 2 .....	4
Electives .....	4
Econ. 431—Economics of Public Finance .....	4
	—
	12

##### Third Quarter

Accounting 470—Cooperative Work Experience .....	4-12
Accounting 471—Cooperative Training Seminar .....	4
	—
	16

Suggested Electives—Industrial Accountants: Cost Analysis, Report Writing, Production Control, Accounting Systems, Auditing 2.

Suggested Electives—Public Accountants: Auditing 2, Report Writing, Municipal Accounting, C.P.A. Problems, Accounting Systems.

Other Electives: Literature, Mathematics, Social Studies, Humanities, Commerce.

#### Marketing Major

A major in marketing is recommended to students who wish to pursue careers in professional selling or sales management, buying, store management, advertising, marketing research, traffic management, purchasing or procurement, public relations, and other related marketing fields.

**FIRST YEAR****First Quarter**

	Quarter Hours
Continuing Orientation .....	1
C.S. 101—Communication Skills 1 .....	3
Speech 121—Fundamentals of Speaking .....	4
History or Social Science .....	3
Commerce 121—Business Mathematics .....	4
H. & P.E. 121 M or W—Health and Physical Ed. ....	1
	—
	16

**Second Quarter**

C.S. 102—Communication Skills 2 .....	3
Speech 221—Group Discussion Procedures OR .....	2
Speech 233—Public Speaking .....	2
History or Social Science .....	3
Bio. Sci. 101—The Living World 1 OR .....	4
Phy. Sci. 101—The Physical World 1 .....	4
Math. 111—Fundamentals of Algebra OR .....	3
Math. 121—College Algebra 1 .....	4
H. & P.E. 122 M or W—Health and Physical Ed. ....	1
	—
	16 or 17

**Third Quarter**

C.S. 103—Communication Skills 3 .....	3
History or Social Science .....	3
*S.T. 121—Elementary Typewriting .....	3
Bio. Sci. 102—The Living World 2 OR .....	4
Phy. Sci. 102—The Physical World 2 .....	4
H. & P.E. 123 M or W—Health and Physical Ed. ....	1
Elective .....	3
	—
	17

\*May be waived if the student has had one or more years of typewriting in high school or its equivalent.

**SECOND YEAR****First Quarter**

	Quarter Hours
S.T. 221—Business English .....	4
Acctg. 121—Principles of Accounting 1 .....	4
*Law 223—Contracts .....	4
Pol. Sci. 121—Principles of American Government 1 .....	3
Humanities 101—Personal and Cultural Appreciation 1 .....	3
	—
	18

\*Two law courses in addition to Law 223 are required.

**Second Quarter**

Acctg. 122—Principles of Accounting 2 .....	4
Law 222—Negotiable Paper and Sales OR .....	4
Law 224—Corporation and Agency OR .....	4
Law 225—Real and Personal Property .....	3
Humanities 102—Personal and Cultural Appreciation 2 .....	3
Pol. Sci. 122—Principles of American Government 2 .....	3
Elective .....	4
	—
	17 or 18:

## Third Quarter

	Quarter Hours
Acctg. 123—Principles of Accounting 3 .....	4
Commerce 122—Introduction to Business .....	4
Lit. 223—Contemporary Literature .....	4
Law 222—Negotiable Paper and Sales OR .....	4
Law 224—Corporation and Agency OR .....	4
Law 225—Real and Personal Property .....	3
	—
	15 or 16

## THIRD YEAR

## First Quarter

	Quarter Hours
Econ. 221—Principles of Economics 1 .....	4
Psych. 221—Introductory General Psychology OR .....	3
Psych. 251—Personality Improvement .....	4
Commerce 321—Basic Marketing .....	4
Commerce 325—Color and Line .....	2
S.T. 252—Office Machines .....	2
Elective .....	2
	—
	17 or 18

## Second Quarter

Econ. 222—Principles of Economics 2 .....	4
Psych. 222—Advanced General Psychology OR .....	3
Psych. 252—Psychology of Business .....	4
Commerce 322—Advanced Marketing .....	4
Commerce 351—Merchandise Information, Textiles OR .....	3
Commerce 352—Merchandise Information, Non-Textiles .....	3
Elective .....	2
	—
	16 or 17

## Third Quarter

Econ. 331—Labor Economics and Labor Relations OR .....	4
Econ. 411—Business Cycles .....	4
Commerce 327—Fashion OR .....	2
Commerce 329—Interior Decorating .....	2
Commerce 331—Salesmanship .....	4
Commerce 332—Advertising and Display .....	4
Electives .....	4
	—
	18

## FOURTH YEAR

## First Quarter

	Quarter Hours
Commerce 222—Part-Time Cooperative Training .....	4-8
*Electives .....	8-12
	OR
Commerce 223—Full-Time Cooperative Training .....	12
Commerce 224—Cooperative Training Seminar .....	4
	OR
*Electives .....	16
(Commerce 223 and Commerce 224 must be taken concurrently)	
*Electives as approved by the College Coordinator.	

## Second Quarter

Commerce 334—Advanced Selling OR .....	4
Commerce 336—Sales Management .....	4
Commerce 335—Advanced Advertising .....	4
Commerce 337—Buying and Store Management .....	4
Commerce 421—Business Statistics .....	4
Elective .....	2
	—
	18

**Third Quarter**

	Quarter Hours
Commerce 323—Marketing Research .....	4
Commerce 333—Advertising Campaigns and Problems .....	4
Commerce 365—Transportation .....	4
Commerce 473—Marketing Cases and Problems .....	4
	—
	16

**Secretarial Major**

The secretarial curriculum is especially designed for young women who are seeking a career in business and who wish to acquire a college education which will enable them to obtain positions of responsibility and trust in business, professional, or industrial offices.

**FIRST YEAR****First Quarter**

	Quarter Hours
Continuing Orientation .....	1
C.S. 101—Communication Skills 1 .....	3
Commerce 121—Business Mathematics .....	4
History or Social Science .....	3
Bio. Sci. 101—The Living World 1 OR .....	4
Phy. Sci. 101—The Physical World 1 .....	4
H. & P.E. 121 M or W—Health and Physical Ed. ....	1
	—
	16

**Second Quarter**

C.S. 102—Communication Skills 2 .....	3
Math. 111—Fundamentals of Algebra .....	3
History or Social Science .....	3
*S.T. 121—Elementary Typewriting .....	3
Bio. Sci. 102—The Living World 2 OR .....	4
Phy. Sci. 102—The Physical World 2 .....	4
H. & P.E. 122 M or W—Health and Physical Ed. ....	1
	—
	17

\*May be waived if the student has had one or more years of typewriting in high school or its equivalent.

**Third Quarter**

C. S. 103—Communication Skills 3 .....	3
History or Social Science .....	3
S.T. 122—Intermediate Typewriting .....	3
Speech 121—Fundamentals of Speaking .....	4
H. & P.E. 123 M or W—Health and Physical Ed. ....	1
Math. 121—College Algebra 1 OR .....	4
Elective .....	4
	—
	18

**SECOND YEAR****First Quarter**

	Quarter Hours
Commerce 122—Introduction to Business .....	4
Literature, Journalism, Speech, Dramatics .....	4
S.T. 221—Business English .....	4
Acctg. 121—Principles of Accounting 1 .....	4
	—
	16

## Second Quarter

	Quarter Hours
Econ. 221—Principles of Economics 1 .....	4
Literature, Journalism, Speech, Dramatics .....	4
Law 221—Elementary Business Law .....	4
Acctg. 122—Principles of Accounting 2 .....	4
	—
	16

## Third Quarter

Econ. 222—Principles of Economics 2 .....	4
Literature, Journalism, Speech, Dramatics .....	4
Law 222—Negotiable Paper and Sales .....	4
Acctg. 123—Principles of Accounting 3 .....	4
	—
	16

## THIRD YEAR

## First Quarter

	Quarter Hours
S.T. 123—Advanced Typewriting .....	3
S.T. 131—Elementary Shorthand .....	4
Commerce 321—Basic Marketing .....	4
Elective .....	6
	—
	17

## Second Quarter

S.T. 124—Applied Typewriting .....	2
S.T. 132—Intermediate Shorthand .....	4
Pol. Sci. 121—Principles of American Government 1 .....	3
Commerce 331—Salesmanship .....	4
Psych. 221—Introductory General Psychology .....	3
	—
	16

## Third Quarter

S.T. 133—Advanced Shorthand and Transcription .....	4
Pol. Sci. 122—Principles of American Government 2 .....	3
Psych. 222—Advanced General Psychology .....	3
Commerce 332—Advertising and Display .....	4
S.T. 252—Office Machines .....	2
	—
	16

## FOURTH YEAR

## First Quarter

	Quarter Hours
S.T. 231—Dictation and Transcription .....	4
S.T. 245—Business Filing .....	2
Commerce 421—Business Statistics .....	4
Electives .....	8
	—
	18

## Second Quarter

S.T. 232—Advanced Dictation and Transcription .....	4
S.T. 251—Voice Transcription .....	2
S.T. 242—Office Management .....	4
Electives .....	8
	—
	18

Third Quarter	Quarter Hours
S.T. 241—Secretarial Office Practice .....	4
Commerce 341—Credits and Collections .....	4
Electives OR .....	
*Cooperative Office Training .....	8
	—
	16

Electives may be taken in English, Social Studies, Mathematics, Accounting, Commerce, Law, or Humanities.

\*Minimum of four credits, maximum of eight may be granted. One hundred and forty-four clock hours of work in an approved working situation per four credits received.

(Students having had shorthand and typewriting in high school, or their equivalents, may substitute elective courses for the elementary and intermediate courses in those areas.)

## COLLEGIATE TERMINAL BUSINESS DEPARTMENT

The terminal curricula of the Commerce Division are designed to meet the needs of those individuals who are interested in acquiring the basic skills and knowledges necessary to obtain initial positions in business or industry and to begin earning a livelihood in the shortest possible time. The program is arranged so that students may concentrate their studies in the following fields:

### One-Year Curricula

- Basic Business
- Stenographic and Clerical Practice
- Retailing and Small Business Management

A certificate of graduation will be granted those students who satisfactorily complete the units of work outlined for the one-year curricula with a minimum of 65 quarter hours of credit and a minimum honor point average of 2.0.

### Two-Year Curricula

- Higher Accounting
- Executive Secretarial
- Marketing and Retailing

Students enrolled in terminal programs are eligible to participate in all the social, athletic, music, dramatic, and other extra curricular activities of the college. Such students may transfer to a Commerce degree program at any time without loss of credit or time, provided they meet the requirements for degree programs.

### Associate in Applied Science Degree

The Associate in Applied Science Degree will be awarded to graduates completing Commerce curricula of two years, 96 quarter hours or more in length, but less than four years (200 quarter hours) with a cumulative

honor point average of 2.0 or better. At least 48 hours of this total must be residence credit at Ferris Institute taken immediately preceding the granting of the degree.

Of the 96 quarter hours or more of credits required, the student must complete the following general educational requirements:

1. Six quarter hours in communication skills.
2. Six quarter hours in national, state and local government.
3. Eight quarter hours of mathematics and/or science.
4. Three quarter hours of social studies.
5. Three quarter hours in humanities.

One and one-half quarter hours of health education.

\*One and one-half quarter hours of physical education.

### Major Concentration and Electives

This part of the program should be designed to prepare a student for a technical career by providing training directed toward an intermediate occupational level. In general the major concentration and related courses will consist of 40-50 quarter hours of work. Within the framework of these technical curriculums there will be opportunities for electing additional quarter hours of work. These hours should be selected under the close supervision of the Dean of the division or the student's academic advisor to strengthen areas in which the student has demonstrated weaknesses.

### Basic Business

Men and women who plan to operate a business of their own, or who wish to obtain a basic knowledge of the organization and operation of business, and who wish to acquire sufficient skill in accounting to merit employment as a bookkeeper or accounting clerk will find this curriculum designed to fit their needs.

First Quarter	Quarter Hours
Continuing Orientation .....	1
C.S. 101—Communication Skills 1 .....	3
Acctg. 121—Principles of Accounting 1 .....	4
Commerce 121—Business Mathematics .....	4
*S.T. 121—Elementary Typewriting .....	3
S.T. 252—Office Machines .....	2
H. & P.E. 121 M or W—Health and Physical Ed. ....	1
	18

\*May be waived if the student has had one or more years of typewriting in high school or its equivalent.

Second Quarter	Quarter Hours
Acctg. 122—Principles of Accounting 2 .....	4
Law 221—Elementary Business Law .....	4
Commerce 122—Introduction to Business .....	4
S.T. 221—Business English .....	4
H. & P.E. 122 M or W—Health and Physical Ed. ....	1
	17

\*The one and one-half quarter hours of physical education may be waived upon a doctor's request.

**Third Quarter**

	Quarter Hours
Acctg. 123—Principles of Accounting 3 .....	4
Commerce 331—Salesmanship .....	4
Pol. Sci. 121—Principles of American Government 1 .....	3
*Elective .....	4
H. & P.E. 123 M or W—Health and Physical Ed. ....	1
	16

\*Electives may be selected from the field of Accounting or Commerce.

**Fourth Quarter**

Pol. Sci. 122—Principles of American Government 2 .....	3
Psych. 221—Introductory General Psychology .....	3
Econ. 221—Principles of Economics 1 .....	4
*Electives .....	8
	18

\*Electives may be selected from the field of Accounting or Commerce.

**Stenographic and Clerical Practice**

This course is especially designed to meet the needs of individuals who wish to prepare for stenographic and clerical positions in the shortest possible time.

**First Quarter**

	Quarter Hours
Continuing Orientation .....	1
C.S. 101—Communication Skills 1 .....	3
*S.T. 121—Elementary Typewriting .....	3
*S.T. 131—Elementary Shorthand .....	4
S.T. 245—Business Filing .....	2
H. & P.E. 121 M or W—Health and Physical Ed. ....	1
Pol. Sci. 121—Principles of American Government 1 .....	3
	17

**Second Quarter**

C.S. 102—Communication Skills 2 .....	3
S.T. 101—Secretarial Orientation .....	1
*S.T. 122—Intermediate Typewriting .....	3
*S.T. 132—Intermediate Shorthand .....	4
S.T. 252—Office Machines .....	2
Acctg. 121—Principles of Accounting 1 .....	4
H. & P.E. 122 M or W—Health and Physical Ed. ....	1
	18

**Third Quarter**

C.S. 103—Communication Skills 3 .....	3
S.T. 123—Advanced Typewriting .....	3
S.T. 133—Advanced Shorthand and Transcription .....	4
Psych. 221—Introductory General Psychology OR .....	3
Psych. 251—Personality Improvement OR .....	4
Psych. 252—Psychology of Business .....	4
Pol. Sci. 122—Principles of American Government 2 .....	3
H. & P.E. 123 M or W—Health and Physical Ed. ....	1
	17 or 18

Fourth Quarter		Quarter Hours
S.T. 124—Applied Typewriting .....		2
S.T. 221—Business English .....		4
S.T. 231—Dictation and Transcription .....		4
S.T. 241—Secretarial Office Practice .....		4
S.T. 251—Voice Transcription .....		2
		16

\*One or more of the following courses may be waived if a student demonstrates sufficient background in the area of typewriting and/or shorthand: S.T. 121, 122, 131, 132. Electives may be taken for those subjects waived and should generally be subjects in the General Education area.

### Retailing and Small Business Management

This one-year program is designed to give the student an understanding of the basic principles involved in retailing and in operating a small business.

First Quarter		Quarter Hours
Continuing Orientation .....		1
C.S. 101—Communication Skills 1 .....		3
Speech 121—Fundamentals of Speaking .....		4
Commerce 121—Business Mathematics .....		4
*S.T. 121—Elementary Typewriting .....		3
H. & P.E. 121 M or W—Health and Physical Ed. ....		1
		16

Second Quarter		Quarter Hours
C.S. 102—Communication Skills 2 .....		3
Econ. 221—Principles of Economics 1 .....		4
Law 221—Elementary Business Law .....		4
Commerce 351—Merchandise Information, Textiles OR .....		3
Commerce 352—Merchandise Information, Non-Textiles .....		3
Pol. Sci. 121—Principles of American Government 1 .....		3
H. & P.E. 122 M or W—Health and Physical Ed. ....		1
		18

Third Quarter		Quarter Hours
C.S. 103—Communication Skills 3 .....		3
Commerce 321—Basic Marketing .....		4
Commerce 325—Color and Line .....		2
Commerce 331—Salesmanship .....		4
Pol. Sci. 122—Principles of American Government 2 .....		3
H. & P.E. 123 M or W—Health and Physical Ed. ....		1
		17

\*May be waived for students having had one year of typing in high school.

Fourth Quarter		Quarter Hours
S.T. 252—Office Machines .....		2
Commerce 327—Fashion OR .....		2
Commerce 329—Interior Decorating .....		2
Commerce 332—Advertising and Display .....		4
Commerce 337—Buying and Store Management .....		4
Acctg. 121—Principles of Accounting 1 .....		4
		16

## Higher Accounting

The two-year course in Higher Accounting is available for those who wish to prepare for positions as bookkeepers or accountants in small firms or as assistants in the accounting departments of large firms. Adequate education and training are provided for promotional opportunities.

	Quarter Hours
<b>First Quarter</b>	
Continuing Orientation .....	1
C.S. 101—Communication Skills 1 .....	3
*Commerce 121—Business Mathematics .....	4
Law 221—Elementary Business Law .....	4
Acctg. 121—Principles of Accounting 1 .....	4
H. & P.E. 121 M or W—Health and Physical Ed. ....	1
	—
	17
<b>Second Quarter</b>	
C.S. 102—Communication Skills 2 .....	3
Bio. Sci. 101—The Living World 1 OR .....	4
Phy. Sci. 101—The Physical World 1 .....	4
Law 222—Negotiable Paper and Sales .....	4
Acctg. 122—Principles of Accounting 2 .....	4
H. & P.E. 122 M or W—Health and Physical Ed. ....	1
	—
	16
<b>Third Quarter</b>	
Soc. Sci. 101—Man and Society 1 .....	3
Law 224—Corporation and Agency .....	4
Acctg. 123—Principles of Accounting 3 .....	4
Speech 121—Fundamentals of Speaking .....	4
H. & P.E. 123 M or W—Health and Physical Ed. ....	1
	—
	16
<b>Fourth Quarter</b>	
Humanities 101—Personal and Cultural Appreciation 1 .....	3
Psych. 221—Introductory General Psychology .....	3
Econ. 221—Principles of Economics 1 .....	4
Acctg. 221—Intermediate Accounting 1 .....	3
Acctg. 321—Cost Accounting 1 .....	3
	—
	16
<b>Fifth Quarter</b>	
Pol. Sci. 121—Principles of American Government 1 .....	3
Acctg. 222—Intermediate Accounting 2 .....	3
Acctg. 322—Cost Accounting 2 OR .....	3
Acctg. 421—Federal Taxation 1 .....	4
Electives .....	5 or 6
	—
	15 or 16
<p>*Biological Science or Physical Science will be elected if the Business Mathematics requirement should be waived.</p>	
<b>Sixth Quarter</b>	
S.T. 221—Business English OR .....	4
Commerce 361—Business Report Writing .....	3
Acctg. 223—Intermediate Accounting 3 .....	3
Acctg. 323—Cost Accounting 3 OR .....	3
Acctg. 422—Federal Taxation 2 .....	4
Acct. 423—Auditing 1 .....	3
Pol. Sci. 122—Principles of American Government 2 .....	3
	—
	15 to 17

### Executive Secretarial

The Executive Secretarial program is a two-year curriculum designed to give the student an intensive training in secretarial science and includes instruction in typewriting, shorthand, accounting and the use of business office machines.

First Quarter		Quarter Hours
Continuing Orientation .....		1
C.S. 101—Communication Skills 1 .....		3
*S.T. 121—Elementary Typewriting .....		3
*S.T. 131—Elementary Shorthand .....		4
Bio. Sci. 101—The Living World 1 OR .....		4
Phy. Sci. 101—The Physical World 1 .....		4
H. & P.E. 121 M or W—Health and Physical Ed. ....		1
		—
		16

Second Quarter		
S.T. 101—Secretarial Orientation .....		1
C.S. 102—Communication Skills 2 .....		3
*S.T. 122—Intermediate Typewriting .....		3
*S.T. 132—Intermediate Shorthand .....		4
Soc. Sci. 101—Man and Society 1 .....		3
S.T. 245—Business Filing .....		2
H. & P.E. 122 M or W—Health and Physical Ed. ....		1
		—
		17

Third Quarter		
C.S. 103—Communication Skills 3 .....		3
S.T. 123—Advanced Typewriting .....		3
S.T. 133—Advanced Shorthand and Transcription .....		4
*Commerce 121—Business Mathematics .....		4
H. & P.E. 123 M or W—Health and Physical Ed. ....		1
		—
		15

\*One or more of the following courses may be waived if a student demonstrates sufficient background in the area of typewriting and/or shorthand: S.T. 121, 122, 131, 132. Electives may be taken for those subjects waived and should generally be in the General Education area. A second course in either Biological Science or Physical Science will be elected if the Business Mathematics requirement should be waived.

Fourth Quarter		
S.T. 124—Applied Typewriting .....		2
S.T. 231—Dictation and Transcription .....		4
Pol. Sci. 121—Principles of American Government 1 .....		3
Acctg. 121—Principles of Accounting 1 .....		4
S.T. 221—Business English .....		4
		—
		17

Fifth Quarter		
S.T. 232—Advanced Dictation and Transcription .....		4
Law 221—Elementary Business Law .....		4
Pol. Sci. 122—Principles of American Government 2 .....		3
Acctg. 122—Principles of Accounting 2 .....		4
S.T. 251—Voice Transcription .....		2
		—
		17

## Sixth Quarter

	Quarter Hours
S.T. 241—Secretarial Office Practice .....	4
S.T. 242—Office Management .....	4
S.T. 252—Office Machines .....	2
Econ. 221—Principles of Economics 1 .....	4
Humanities 101—Personal and Cultural Appreciation 1 .....	3
	—
	17

## Marketing and Retailing

Students following this two-year program in Marketing and Retailing will find it advantageous in planning careers in buying, store management, professional selling, sales management, advertising, and other related marketing and retailing fields. The courses completed in this area may be transferred to a four-year B.S. in Marketing program without loss of time or credit.

## First Quarter

	Quarter Hours
Continuing Orientation .....	1
C.S. 101—Communication Skills 1 .....	3
Speech 121—Fundamentals of Speaking .....	4
*Commerce 121—Business Mathematics .....	4
Soc. Sci. 101—Man and Society 1 .....	3
H. & P.E. 121 M or W—Health and Physical Ed. ....	1
	—
	16

## Second Quarter

C.S. 102—Communication Skills 2 .....	3
Acctg. 121—Principles of Accounting 1 .....	4
Econ. 221—Principles of Economics 1 .....	4
*S.T. 121—Elementary Typewriting .....	3
S.T. 252—Office Machines .....	2
H. & P.E. 122 M or W—Health and Physical Ed. ....	1
	—
	17

## Third Quarter

C.S. 103—Communication Skills 3 .....	3
Acctg. 122—Principles of Accounting 2 .....	4
Bio. Sci. 101—The Living World 1 OR .....	4
Phy. Sci. 101—The Physical World 1 .....	4
Pol. Sci. 121—Principles of American Government 1 .....	3
H. & P.E. 123 M or W—Health and Physical Ed. ....	1
	—
	15

## Fourth Quarter

Pol. Sci. 122—Principles of American Government 2 .....	3
Law 221—Elementary Business Law .....	4
Commerce 351—Merchandise Information, Textiles OR .....	3
Commerce 352—Merchandise Information, Non-Textiles .....	3
S. T. 221—Business English .....	4
Psych. 221—Introductory General Psychology .....	3
	—
	17

\*Biological Science or Physical Science will be elected if the Business Mathematics requirement should be waived.

\*\*May be waived if the student has had one or more years of typewriting in high school or its equivalent.