1959

1959-1960 Student Guide

Student-Faculty Association

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1959 - 1960

STUDENT GUIDE
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1959 - 1960

A Handbook for
Students and Faculty

Published by
STUDENT-FACULTY ASSOCIATION

State University College of Education
Brockport, New York
We are proud to study for our chosen profession at Brockport. The years spent here can be the most fruitful and rewarding of our lives as we prepare to help in the educating of others. But, in order to be worthy of ourselves and our profession, we must truly attempt to become all that we are capable of being.

Campion Leczinsky, '60
President
Student-Faculty Association
COLLEGE CALENDAR

1959 - 1960

Fall Semester — 1959

Sunday, September 13
Freshmen Open House

Monday, Tuesday, September 14, 15
Registration

Wednesday, September 16
Instruction Begins

Monday, October 12
Columbus Day Recess

Saturday, November 14
First Quarter Ends

Wednesday, November 25, at 11:30 A.M.
Thanksgiving Recess Begins

Monday, November 30
College Resumes

Friday, December 18, at 11:30 A.M.
Christmas Recess Begins

Monday, January 4, at 8:00 A.M.
College Resumes

Saturday, January 30
First Semester Ends

Spring Semester — 1960

Tuesday, Wednesday, February 2, 3
Registration

Thursday, February 4, at 8:00 A.M.
Instruction Begins
Monday, February 22
  Washington's Birthday Recess
Saturday, April 2
  Third Quarter Ends
Wednesday, April 13, at 11:30 A.M.
  Easter Recess Begins
Monday, April 25, at 8:00 A.M.
  College Resumes
Monday, May 30
  Memorial Day Recess
Saturday, June 11
  Second Semester Ends
Sunday, June 12
  Commencement

Summer Session — 1960
Tuesday, July 5
  Registration
Saturday, August 13
  Six-Week Session Ends
Friday, August 26
  Eight-Week Session Ends

ACADEMIC DIVISIONS AND CURRICULA

INTRODUCTION
Each matriculated student is concerned with meeting the requirements for the Bachelor of Science in Education degree. However, the College is organized into two Divisions. In the General Elementary Education Division there are six curricula; in the Health and Physical Education Division there is one.¹

GENERAL ELEMENTARY EDUCATION DIVISION
The Regular General Elementary Education Curriculum
This is a four year program leading to certification to teach in the elementary schools of New York State.
The Four Curricula leading to extension of the elementary teaching certificate to include teaching in a junior high school one of the following: English, mathematics, citizenship education or science (early secondary education).
The first year of each of these curricula is the regular first year General Elementary Education program. In the upperclass years, the regular program of required courses is followed, but the selection of certain electives is mandated. At the end of four years (or three years and three summers if accelerating), the successful student receives the degree and the elementary teaching certificate. TEMPORARY

¹ Reference should be made to the official Catalog of the College for details.
EXTENSION OF THE ELEMENTARY CERTIFICATE TO TEACH ONE OF THE FOUR SUBJECTS ABOVE IN THE JUNIOR HIGH SCHOOL REQUIRES ONE SUMMER’S GRADUATE WORK. PERMANENT EXTENSION REQUIRES ADDITIONAL GRADUATE WORK.

Early Childhood Education Curriculum

A variation of the regular General Elementary Education Curriculum, this program provides for an emphasis in the Education sequence on the early elementary grades. HOWEVER, THE TEACHING CERTIFICATE IS THE SAME.

The Accelerated Program

Any curriculum in the General Elementary Education Division may be completed in three years and three summers rather than in four academic years by students enrolled in this program. Tuition is free during the three summer sessions only to accelerating students.

HEALTH AND PHYSICAL EDUCATION DIVISION

The one curriculum available in this Division is a four year program leading to the degree and to certification to teach both Health Education and Physical Education in any New York State Elementary, Junior or Senior High School.

DEPARTMENTAL HONORS

There are Honors programs in the fields of Social Studies and English. Students interested should see the appropriate departmental chairman.

SCHOLARSHIP REGULATIONS

I. ACADEMIC SCHOLARSHIP
(exclusive of student teaching)

A. Responsibility
1. Students must assume entire responsibility for fulfilling all scholastic requirements.

B. Academic Class Rating System
1. To rate as a second year student 32 credit hours
2. To rate as a third year student 64 credit hours
3. To rate as a fourth year student 96 credit hours

(For purposes of participation in class activities credit hours for sophomores will be 26; for juniors, 56; and for seniors, 85.)

C. Scale On Which Grades Are Awarded
1. A grade must be given to each student enrolled in any course of instruction. The four passing grades (A, B, C, D,) range from the top mark of A (indicating the highest level of work) to the lowest mark of D (indicating the minimum level of passing work).

Failure ----- E Withdrawn ----- W
Incomplete ------ I Satisfactory ----- S
Dropped for excessive absence ----- D. A.
2. An "I" grade may be given only when the student has not completed all of the required work of the course.

3. An "I" grade must be removed within the first eight weeks of the next semester in which a student is in regular academic attendance; otherwise the grade becomes an "E". The student must repeat any required course in which he has failed. The only exceptions are those stated in 4, 5, and 6 below.

4. Students enrolled in the Division of Health and Physical Education will be allowed to make up an "I" in any skill and activity course the next time that same course is offered in the regular college program, if in the opinion of the instructor a student could not make up the "I" grade except in the regular class instruction period.

5. Students will be permitted a full semester to make up an "I" in English 98, English 99, and Speech 99.

6. Students who fail an elective may, if that elective is not offered in the following semester, substitute another elective in the same department, and thus make up the failed grade.

D. Quality Credit System

1. The following lists the quality credits given for each credit hour of the designated grades.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>E</td>
<td>0</td>
</tr>
</tbody>
</table>

2. Courses in which I, W, DA, S, and U grades are received are not considered when computing averages.

3. Courses in which E grades are received are considered when computing averages.

4. An illustration which shows how averages are computed:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
<th>Quality Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>3</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>Art</td>
<td>2</td>
<td>B</td>
<td>6</td>
</tr>
<tr>
<td>English</td>
<td>3</td>
<td>E</td>
<td>0</td>
</tr>
<tr>
<td>Music</td>
<td>2</td>
<td>D</td>
<td>2</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td>W</td>
<td>0</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
<td>C</td>
<td>6</td>
</tr>
</tbody>
</table>

The student will receive credit in Education, Art, Music, and Social Studies — or ten hours. Three hours of English were failed and so are counted in when computing averages. Twenty-six (number of quality credits) divided by thirteen (number of hours) gives 2.00, the student's index for the term.

E. Minimum Requirements

A student whose index for any one semester is below 1.00, will be dropped from the College.

F. Probation System

1. A freshman student whose index for
any one semester or whose total index is below 1.65 will be placed on probation.

2. Any upper classman whose index for any one semester or whose total index is below 1.85 will be placed on probation.

3. A student may be on probation no more than two consecutive semesters.

G. Probationary Entrants

A student permitted to enter or re-enter college on probation will be considered on probation for the first semester of attendance.

H. All-College English-Speech Requirements

1. If, at the end of the second year in college attendance, a student is deficient in any one of the four areas (reading, writing, speech, spelling), the All-College English Committee recommend to the Scholarship Committee one of the following:
   a. The deficient students shall be dropped from College.
   b. If extenuating circumstances are discovered, the student be allowed to continue the remedial work for not more than one additional semester, but not be permitted to enroll in any required course until he has met the minimum standards of the All-College English Committee.

2. This regulation is effective as of September, 1959 with critical action to take place under it in June, 1960.

I. Notification of Action

1. A student placed on probation for failure to meet scholarship requirements will be informed in writing by the Chairman of the Scholarship Committee.

2. A student who has been officially dropped by the Scholarship Committee will be notified in writing by the Chairman of the Scholarship Committee.

3. A copy of the notification will be sent to the parent or guardian of the student concerned.

J. Appeal and Reinstatement

1. A student who has been officially dropped by the Scholarship Committee may appeal to the Scholarship Committee for reconsideration of his case at a meeting to be sched-
   by the Chairman of the Committee. A student who does not appeal or whose appeal is denied will be officially dropped from the college.

2. A student who has been officially dropped for academic reasons may apply to the Admissions Committee for re-admission on a probationary basis provided a minimum of two semesters has elapsed.

3. No student may be reinstated more
than once after being officially dropped for poor scholarship.

K. Requirements for Graduation

1. Quantitative
   a. A minimum average of 2.00 is required for graduation.
   b. 115 credit hours and 230 quality credits are required as a minimum for graduation from the General Elementary Division in addition to satisfactory completion of student teaching (Education 401).
   c. 122 credit hours and 244 quality credits are required as a minimum for graduation from the Health and Physical Education Division in addition to satisfactory completion of student teaching (H. E. 314 and P. E. 318).
   d. Curricular requirements are listed in detail in the college catalog.
   e. Diploma and certificate requests must be made to the Registrar at the September registration of the academic year in which the student expects to be graduated.

2. Qualitative
   a. Acceptable written and spoken English as determined by the All-College English Committee.
   b. Adequate physical and emotional health as indicated by the College Physician.
   c. Good moral character, acceptable social conduct, personality qualities necessary for teaching, and professional interest as indicated by vote of faculty.

L. Honors

1. Students with a "B" (3.00) or better cumulative index of grades earned at Brockport will be placed on the Dean's Honor Roll.
2. Graduation Honors: (Based on a minimum of 60 credit hours, exclusive of practice teaching, earned at Brockport).
   a. Cum Laude — 3.00 to 3.49 average.
   b. Magna Cum Laude — 3.50 to 3.74 average.
   c. Summa Cum Laude — 3.75 average or above.

M. Regulations for Carrying Extra Hours

1. Students with a total index of 3.00 or more may, by permission of the Chairman of the Scholarship Committee, carry a maximum of 20 (twenty) hours in a regular session. For all other students the maximum is 18 (eighteen) hours.
2. Students entering the college with a high school average of 85% or above may carry a maximum of 20 (twenty) hours.
3. Students with a 2.00 index may be allowed to carry as many as 21 (twenty-
(one) hours in regular session if this will allow the student to be graduated at the end of the academic year in which the permission is granted. Such permission may be granted only by the chairman of the Scholarship Committee or the Dean of the College.

4. A student may carry not more than eleven hours in the eight week summer session.

5. Credit will not be given for courses taken in excess of the foregoing limits.

II. REGULATIONS FOR ACCELERATION

A. Any student in the General Elementary Division who wishes to accelerate must have a total index of 2.00 at the time he begins acceleration.

B. Any student who has been on an accelerated program automatically is removed from the acceleration program if his total index drops below 1.85.

C. To qualify for acceleration, a student must begin his acceleration not later than the summer following the end of his sophomore year.

III. TRANSFER FROM ONE DIVISION TO ANOTHER

A. Application for transfer shall be made in writing by the student on a form to be provided by the director of the division into which such transfer is desired.

B. Application for transfer must be made before September 1 to be effective in September, and prior to January 15 to be effective in the spring semester.

C. Eligibility for transfer shall be determined by the directors of the divisions concerned.

IV. LATE REGISTRATION

A student registering after the first week of any regular term must present to the Scholarship Committee a valid reason for late registration. In order to be permitted to carry a full load, a student must be registered not later than Saturday of the first week of any term.

V. CHANGES IN SCHEDULE

After registration, students shall not be permitted to enter new courses or to make changes in their schedules except with the permission of the Chairman of the Scholarship Committee.

VI. WITHDRAWALS FROM COURSES

A student must obtain permission from the Chairman of the Scholarship Committee before withdrawing from any course. Otherwise he will be given a grade of "E" in the course. Any withdrawal after the sixth week of full semester courses or the third week of quarter courses will be marked an "E" unless a valid reason for such withdrawal is presented. Such withdrawals shall be marked "E" by the instructor if the work of the student is unsatisfactory at the time of the withdrawal.
VII. WITHDRAWAL FROM COLLEGE
If for any reason, a student finds it necessary to withdraw from the College he must immediately notify the Dean of Students by written statement. In the case of unauthorized withdrawal, transcripts of grades, references to prospective employers, recommendations for transfer to another college or university, and consideration for readmission may be denied.

VIII REQUIREMENTS FOR STUDENT TEACHING
Effective September 1959

A. General Elementary Education
Student teaching should be done by all eligible students in the Junior year. Assignments will be made during the semester preceding the one in which the student is to do his student teaching. Following are the specific requirements:

1. Academic Requirements
   a. Satisfactorily completed a minimum of 59 credit hours.
   b. A minimum total index of 2.00 at the end of the first three semesters when application for student teaching is made.
   c. A minimum total index of 2.00 at end of the first four semesters before student teaching begins.
   d. No grade of less than "C" in courses in the education sequence prerequisite to student teaching.
   e. Education 101-102 and 201-202 or 203-204 are prerequisite to entrance to student teaching.

2. Other Requirements
   a. Physical fitness as indicated by the college physician.
   b. Emotional fitness as indicated by college physician, records in the office of the Dean of Students including recommendations submitted by college faculty members.
   c. Acceptable standards of written and spoken English as determined by the eAll-College English Committee.
   d. Transfer students must have a minimum of one semester of residence before being assigned to student teaching.

3. Eligibility
   The Director of Elementary and Early Secondary Education will determine the eligibility of students for student teaching.

4. Assignment
   Assignment to student teaching will be made by the Chairman of Student Teaching.

B. Early Secondary Education
1. All requirements as listed above for Elementary Education.
2. Student teaching will be done normally in the second semester of the
junior year or the first semester of the senior year.

3. Completion of the following course requirements in the area of early secondary certification with no grade less than "C":
   Citizenship Education — S.S. 101-102; S.S. 209-210; Six hours of electives in Citizenship Education; Education 413.
   Language Arts — English 101-102; Speech 101; English 210-211; Six hours of electives in Language Arts; Education 414.
   Mathematics — Mathematics 105 (Math. 102 must be taken before Math 105 if student has less than one unit of high school algebra); Six hours of electives in mathematics; Education 412.
   Science — Science 101; Science 201-202; Six hours of electives in Science; Education 411.

C. Health and Physical Education

Student teaching should be done by student during the Junior year. Assignments will be made during the semester preceding the one in which the student is to do his student teaching. Following are the specific requirements:

1. Academic Requirements
   a. Satisfactorily completed 59 hours of college credit.
   b. A minimum total index of 2.00

(C) for all quarters preceding his assignment to student teaching.


d. A "C" average in skill and technique courses at time of assignment to student teaching.

2. Other Requirements
   a. Physical fitness as indicated by college physician.
   b. Emotional fitness as indicated by the college physician, records in office of the Dean of Students in recommendations submitted by faculty members.
   c. Acceptable standards in written and spoken English as determined by All-College English Committee.
   d. A satisfactory record of teaching potentiality as determined by Health and Physical Education faculty.
   e. Transfer students must have a minimum of one semester of residence before being assigned to student teaching.

3. Eligibility

The Director of Health and Physical Education shall be responsible for determining eligibility of student for student teaching.
4. Assignment
Assignment to student teaching shall be made by the Chairman of the Student Teaching Committee.

IX. ACADEMIC ELIGIBILITY
Active participation in non-academic activities is open to all regularly enrolled students on the following basis: first-year students whose index for any one semester is 1.65 or above, and upper-class students whose index for any one semester is 1.85 or above, are eligible for participation in non-academic activities the succeeding semester. Failure to maintain a good standing as defined denies a student the privilege of participation in intercollegiate athletics as a player or manager, music and dramatic performance, class and organization office, SFA and Student Union permanent and temporarily appointed committees, and campus publications.

X. FULFILLMENT OF OBLIGATIONS
No student will receive his final grades at the end of any term until such time as he has met all of his college financial obligations, including fees, library fines, book store accounts, loans, board and room accounts, etc. Officials responsible for keeping accounts must present to the Chairman of the Scholarship Committee, four days before examinations end for any term, a statement of all unpaid accounts.

ATTENDANCE POLICY AND REGULATIONS

ATTENDANCE POLICY

It is College policy that regular class attendance is a responsibility which accompanies the privilege of membership in the student body. This policy is based on the following two premises:

1. The integrity of instruction at Brock-merits a student’s attendance at each class session.
2. A student’s absence from class without sufficient reason constitutes a reflection on his potential for teaching.

To implement this policy, attendance regulations which differentiate between excused and unexcused absence are administered by the Dean of Students. Excused absence, however, does not preclude the student’s responsibility of meeting the academic requirement of courses as determined by instructors.

These regulations provide generally that a student will be dropped from class by the Dean of Students because of a certain number of unexcused absences; that a student will be dismissed from college if his schedule is reduced below a minimum number of credit hours because of unexcused absence.

A member of the faculty may recommend to the Dean of Students that a student be withdrawn from class because of excused absence.
Excused absences include:
1. Absence resulting from illness, provided such absence is a matter of record in the Health Center.
2. Absence because of participation in official college functions for which prior permission has been granted.
3. Absence excused by the Dean of Students.

The official record of student attendance, based on weekly reports submitted by the faculty, will be kept in the office of the Dean of Students.

ATTENDANCE REGULATIONS

1. A student will be dropped by the Dean of Students from a course of three credit hours per semester upon the accumulation of three unexcused absences; from a course of two or fewer credit hours per semester upon the accumulation of two unexcused absences.
2. A grade of DA will be permanently recorded for a student dropped from class because of unexcused absences. A course so graded will not be included in the computation of the academic index, but the DA will remain a part of the student's permanent record.
3. A student may be withdrawn from a course by the Dean of Students because of excused absences upon the recommendation of the Instructor, provided that the Instructor and the Dean of Students agree that such action is in the best interest of the student.

4. A grade of W will be recorded for a student withdrawn from class because of excused absence.
5. Any student dropped (DA) from three courses in any semester will be dismissed from college.
6. Unexcused absences occurring on the last day a student has scheduled classes before a vacation, or on the first day a student has scheduled classes after vacation, shall count double.
7. Lab sessions are considered classes. Absence from a class meeting of one or more clock hours shall be considered one absence.
8. A student reported to the Dean of Students by an Instructor for chronic tardiness may be dropped from class with a grade of DA.
9. Attendance during Student Teaching:
   a. Attendance of a student teacher is determined by the calendar of the school to which he is assigned.
   b. Absence may result in a grade of W or U.
   c. The College Supervisory Staff will govern the attendance of student teachers.

COLLEGE ATTENDANCE AND WEATHER

1: College will always be open, regardless of storm conditions, for those who can get here. Faculty and students will be expected to use their best judgement as
to whether it is safe to start out from home.

2. Classes will be held for those students who are able to get to the college.

3. Because the problem is considerably different in the Campus School with small children to be considered, it may be necessary on certain occasions to close the Campus School. This will in no way affect college classes.

4. In case of a genuine emergency, students should listen to station WHAM at 11:00 p.m. and 7:00 a.m. for announcements. If none is heard concerning the College it can be assumed that classes will be held for those who arrive. Please do not call members of the administrative staff or the radio station.

LIBRARY SERVICE

COLLEGE LIBRARY

Hours — Hours are 7:50 a.m. - 9:00 p.m., Monday - Thursday; 7:50 a.m. - 5:00 p.m., Friday; 9:00 a.m. - 1:00, Saturday.

Borrowers — Every student registered in the College is entitled to borrow books.

Loans — All books except reference and reserve books circulate for a period of two weeks. The time is extended for cadets.

The library contains 41,000 volumes.

Renewals — Books may be renewed unless there is a special demand.

Reserves — Reserve books circulate from 4:00 p.m. to 9:00 a.m. the following school day. Friday reserves circulate at 1:30 p.m. and are not due until 9:00 a.m. on the following Monday.

Periodicals — Periodicals circulate as do reserve books. The Library subscribes to 293 periodicals.

Pamphlet File Service — Materials from the pamphlet file may circulate as two-week books. (Picture file is housed in Campus School Library.)

Fines — Two cents a school day will be charged for overdue two-week books. Twenty-five cents will be charged for reserve books and periodicals returned after 9:00 a.m. but before 10:00 a.m. of the day due. There is an additional 25 cent fine for each additional hour a reserve is overdue. The maximum fine for an overdue reserve in 24 hours is $1.00.
The reserve fine schedule applies to each overdue reserve book or card of periodicals. Lost and overdue books are the responsibility of the student whose name appears on the issue card.

CAMPUS SCHOOL LIBRARY

The elementary school library offers college students an opportunity to become familiar with children's books. There is a book collection of 8,500 volumes and a picture collection of more than 10,000.

Loans — Campus School Library books circulate for one week and may be renewed.

Hours — 8:30 a.m. - 4:30 p.m., Monday - Friday.

CURRICULUM LIBRARY

Housed in Room 222, the collection of up-to-date text books and tests is available to college students.

Loans — Books circulate for two weeks.

Hours — 7:50 a.m. - 9:00 p.m., Monday - Thursday; 7:50 a.m. - 5:00 p.m., Friday; 9:00 a.m. - 1:00, Saturday.

EXPENSES

INTRODUCTION

The College is tuition free to residents of New York State. Tuition for out-of-state residents is $150 per semester.

Certain fees and charges, established in conformance with regulations of the Trustees of the State University of New York, must be paid by all students. All students are expected to purchase the necessary books and materials, and resident students have the expense of room and board.

Quarterly rental payments for both dormitory and off-campus residence, and board payments for dormitory residents and others with the College Union Food contract are due on the first two days of the Quarter. Students who do not meet this obligation are subject to penalty.

All charges are subject to change without notice.

FEES AND CHARGES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Due at Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>$ 2.50</td>
</tr>
<tr>
<td>College Fee</td>
<td>25.00</td>
</tr>
<tr>
<td>College Services</td>
<td>25.00</td>
</tr>
<tr>
<td>Student-Faculty Ass'n.</td>
<td>25.00</td>
</tr>
<tr>
<td>Assessment</td>
<td>25.00</td>
</tr>
<tr>
<td>Health and Accident</td>
<td>25.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>25.00</td>
</tr>
</tbody>
</table>

**Due at Registration**

<table>
<thead>
<tr>
<th></th>
<th>September</th>
<th>February</th>
</tr>
</thead>
<tbody>
<tr>
<td>$79.50</td>
<td>$54.50</td>
<td></td>
</tr>
</tbody>
</table>

Note: Health and Physical Education students must plan on a $45.00 charge in connection with their required course at Totem.
ROOM

Room rent is payable **quarterly in advance** as follows:
- Residence Halls, $70.00 per quarter; total $280.00
- Rooming Centers (men and women)
  - Group I $60.00 per quarter; total $240.00
  - Group II $55.00 per quarter; total $220.00
- Cooperative Living Centers (men and women)
  - Group I $72.00 per quarter; total $288.00
  - Group II $67.00 per quarter; total $268.00

BOARD

College Union Dining Room

For residents of dormitories and others who purchase the Food Contract, the nineteen meal per week charge is $110.00 per quarter, **payable in advance**, at the Corporation Foundation Office, third floor, College Union.

Estimated cost of Saturday and Sunday evening meal for holder of food contracts is $13.50 per quarter.

BOOKS AND SUPPLIES

Estimated cost for books and supplies is $50.00 for the first semester; $35.00 for the second semester.

CLASS DUES

Class dues for the Freshman Class: $2.00 ($1.00 per semester). Upper Class dues: determined by the Class.

CERTIFICATE AND DIPLOMA FEE

For Seniors only: $7.00.

LATE REGISTRATION

As a penalty for late registration, each student permitted to complete registration after the scheduled registration period has concluded must pay a **late registration** fee of $5.00 in the Finance Office.

REFUND POLICIES

Registration Fee: No refund.

SFA Assessment: No refund after September 30 and February 15, except for students called into the Military Service who will have this assessment refunded at the rate of one-fifth of the tax for each full month of College remaining after the date of official withdrawal from College.

Health and Accident Insurance: Refund is pro-rated upon notice to the Company of official withdrawal from College.

College Fee: Full refund during week of registration; no refund thereafter. However, students called into Military Service shall receive refund of this fee on the basis of one-twentieth of the College
Fee for each complete week remaining in the semester after the official date of withdrawal from College.

College Services: Same as SFA refund policy.

Room Rent: No refund after first week of the semester. If student officially withdraws during first week, refund will amount to eight-ninths of the total rent.

Food Service Contract: No refund after the first week of the quarter except with permission of the Dean of Students.

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**STUDENT PERSONNEL SERVICES**

**INTRODUCTION**

All services rendered to and for the students on the Brockport Campus, except instruction, from the time they are admitted to the College until the time they are graduated and professionally placed are functions of Student Personnel. These services include: Student Housing, Food Service, Health Service, Freshman Orientation, Counseling, Financial Aids, and Professional Placement.

The Student Personnel Office also has the overall responsibility for the Social and Activity program of the Campus, and for the Conduct and Discipline of the student body.

**STUDENT HOUSING**

**General Polices and Regulations:**

Residence Halls and Off-Campus Living Centers

1. All students must make arrangements for residence in the College Residence Halls or in approved off-campus Centers through the office of the Associate Dean of Students.

2. All student housing arrangements must be based on contracts available in the office of the Associate Dean of Students which, to be valid, must be signed by the student and the householder, in the case of off-campus housing, or by the Associate Dean of
Students and the student, in the case of dormitory residents.

3. All entering students, men and women, freshmen and transfers, must take residence in the appropriate College Residence Hall during their first year unless special arrangements to do otherwise are completed in the office of the Associate Dean of Students.

4. All residents of the College Residence Hall will contract for the College Union Dining Program through the office of the Associate Dean of Students.

5. Any change of student residence, on or off-campus, must be made through the office of the Associate Dean of Students.

6. Room rents are payable quarterly in advance; delinquents are subject to penalty. The payment schedule for 1959-60 is as follows:
   1st quarter — Sept. 14 & 15
   2nd quarter — Nov. 16 & 17
   3rd quarter — Feb. 2 & 3
   4th quarter — April 4 & 5

7. Students must make arrangements for housing for the following year before leaving the Campus in June.

8. Students who, for any reason, do not comply with Paragraph 7 above may apply for student housing in the Office of the Associate Dean of Students with the understanding that their housing assignments will be made at the discretion of the Associate Dean of Students only after the class enter-

9. All deposits for student housing made before leaving the Campus by enrolled students, or made on application for housing by entering students, are non-refundable after August 1.

10. Student conduct in the Residence Halls and in off-campus living centers is governed by College regulations and by the generally accepted code of social conduct.

11. Students residing in College housing shall be individually and/or collectively responsible for their damage to buildings and furnishings. When damage (not normal wear and tear) occurs, the cost will be determined, the responsible person or persons ascertained, and the appropriate amount or amounts collected as College obligations.

12. Students shall be responsible for the maintenance of their rooms in accordance with established College standards.

13. Storage and/or consumption of alcoholic beverages of any type is prohibited in any on-campus or approved off-campus living center as it is in any College building or anywhere on the Campus.

14. Women are not permitted in men's housing center except that:
   a. Mixed social events may be held in
off-campus living centers with the permission of the householder and clearance from Mr. Henry Nelson, Assistant Dean of Students.
b. Mixed social events may be held in the Men's Residence Hall on recommendation of the Head Proctor and with permission of Mr. Herbert Wilshire, Assistant Dean of Students and Head Resident of the Hall.

15. Each student in the Women's Residence Halls is required to serve at the desk in her dormitory from 7:30 p.m. until 10:30 p.m. six times per academic year without renumeration as her contribution to effective group living.

16. The College reserves the right to terminate a housing contract and take possession of a student's housing accommodation at any time for violation of or failure to comply with any of the regulations herein stated, for violation or failure to comply with rules and regulations adopted for the implementation of these general policies and regulations herein stated, for violation of or failure to comply with any College rule or regulation, or for any reason deemed sufficient by the appropriate College officials.

17. The College is not responsible for loss of money or valuables, or for the loss or damage to any resident's property fire or water.

FOOD SERVICE

Introduction
The basic service is the nineteen meal per week program (excluding the Saturday and Sunday evening meals) provided in the College Union Dining Room.

The Coffee Shop in the Main Building serves as a social center and supplements the College Union Dining Room program by providing breakfast and light lunch.

The Snack Bar in the College Union is another social center which supplements the College Union Dining Room.

General Policies
1. All students living in the College Residence Halls are required to contract for the College Union Dining Program.

2. Other students may obtain meals, except breakfast, in the College Union Dining Room on a pay-as-you-go basis.

Hours

College Union Dining Room

Weekdays
Breakfast 7:00 a.m. - 9:30 a.m.
Lunch 11:15 a.m. - 1:30 p.m.
Dinner 5:00 p.m. - 7:00 p.m.

Saturday
Breakfast 7:00 a.m. - 9:30 a.m.
Lunch 11:15 a.m. - 1:30 p.m.

Sunday
Breakfast 8:00 a.m. - 9:30 a.m.
Dinner 12:30 p.m. - 2:00 p.m.
HEALTH SERVICE

Introduction

Few Colleges of our size maintain a more active medical service and provide more health counseling and health education than does Brockport. Of particular significance is the Health Center. Of no less significance is the Accident and Sickness Reimbursement Insurance which each student carries.

Health Center

Dispensary care of minor illness and injury is available to all students at prescribed hours or as the emergency of the situation requires.

An immunization program, tuberculosis survey and hearing test are conducted annually.

Annual physical examinations are conducted according to statutory requirements and as indicated in individual cases.

Students are expected to register for appointments early and report promptly when called.

Hours: Weekdays: 8:30 - 5:00
Saturday 8:30 - 12:00

ACUTE ILLNESS OR INJURY OCCURRING IN THE PLACE OF RESIDENCE OR ELSEWHERE MUST BE REPORTED TO THE HEALTH CENTER STAFF EITHER DIRECTLY OR THROUGH FACULTY ADVISERS OF ACTIVITIES, OR THROUGH HEAD RESIDENTS, PROCTORS AND HOUSEHOLDERS IF A STUDENT IS IN RESIDENCE, OR BY PARENT OR GUARDIAN IF COMMUTING.

Sickness and Accident Insurance

Following are the essential provisions of this insurance as underwritten by the North American Accident Insurance Company of Chicago, Illinois. The plan is managed by Higham, Neilson, Whitridge & Reid, Inc., 50 Congress Street, Boston, Massachusetts.

This plan reimburses the student for medical expenses such as doctor, hospital, nurse, X-ray, laboratory, etc., which may be incurred as the result of either accident or illness in which a student may be involved during the year. Reimbursement will be made up to $500 for each accident and $350.00 for each illness.

It makes no difference whether the accident or illness occurs at college, at home, or while traveling or participating in sports. The plan is broad and covers the medical expenses for every
type of accident or illness, regardless of how or where it may occur.

No reimbursement will be made for (a) injuries or sickness occurring outside of the United States or Canada; (b) injuries sustained as a result of flying, except as a farepaying passenger in a licensed plane furnished by a common carrier; (c) eye examinations or the fitting of glasses; (d) dental treatments or dental X-rays, other than for injury to sound, unfilled, natural teeth; or (e) health treatments or examinations where no injury or sickness is involved.

It is not the intent of the policy to cover existing, regularly treated, or chronic illnesses or injuries which had their inceptions prior to the effective date of the policy.

Coverage is from the date of registration continuing for a full twelve months. Those who enroll initially in July pay a three dollar fee for July and August, then the regular coverage will be in force as above.

IMPORTANT — Students must report illness or injury to the College Health Center and be referred by that office, when necessary, to another physician in order to have such services covered by the insurance policy. Notification of injury or sickness must be provided within 30 days after the date of accident or within 30 days after the commencement of disability from sickness to the insurance agency. This will be accomplished through the College Health Center. Bills for which benefit is to be paid must be submitted within 90 days of the date of treatment. Hospital or medical attention for which benefit is to be paid is limited to the 52-week period beginning with the date of accident or date of inception of sickness. In the event of injury or illness during the vacation periods, write immediately to the College Health Center.

Absence Due to Illness or Injury

Students are required to notify the Health Center of absence due to illness or injury within 24 hours of onset in order that proper forms may be executed and necessary procedures initiated.

Students must report to the Health Center before returning to classes following absence due to illness or injury.

FRESHMAN ORIENTATION

Each Freshman must satisfactorily complete the Freshman Orientation "course" provided during the first semester.

In addition to the schedule of meetings and conferences established for the opening week of College, Freshmen meet in the College Auditorium each Wednesday at 9:50 during the fall semester.

COUNSELING

Academic Advising

Each member of the Freshman Class is assigned a member of the faculty as Academic Adviser. This assignment is made either at the end of the first semester or at the beginning of the second semester. The adviser ordinarily serves during the student’s stay on campus. Changes can be ar-
ranged through the office of the Associate Dean of the College, Dr. Dedman.

Students who enter the College as upper-class transfers will be assigned an adviser by Dr. Dedman as soon as possible following their first registration.

These academic advisers are available for guidance in the intelligent selection of elective courses and as sources of general academic information.

However, the task which each student must complete with his academic adviser is the planning of his or her academic program for the succeeding semester. A copy of this program, signed by the student’s academic adviser, must be filed before registration. This copy of the academic program constitutes the student’s permit to register.

Personal Counseling

There are numerous personal counselors available to students on the Brockport Campus, people with whom the students may discuss personal problems as well as other general matters:

The Dean, Associate Dean, and Assistant Deans of Students.

The Staff of the College Health Center.

Your Instructors.

Members of the Administrative Staff.

Your Faculty Adviser.

While it is usually necessary to obtain an appointment to talk with these people, any and all of them will be happy to share your problems and be of any assistance possible.

Military Service

Veterans who are eligible to receive educational benefits while attending College will consult and follow the directions of Dr. DeLancey.

Students concerned with the matter of draft status will receive assistance with Dean Rakov. Each male student must complete a Form 109 in the fall and in the spring. The forms are available in the Dean of Students’ office.

FINANCIAL AIDS

Introduction

Concerned with all forms of financial assistance available to students from and though the College, this program is the responsibility of Mr. Henry Nelson, Assistant Dean of Students. The program includes:

Scholarships and Awards

There are available each year a few scholarships or financial grants for worthy students. These financial awards are made available through the generosity and interest of organizations and individuals.

The awards, amounting to $50 or $100, will be granted to the most deserving students in terms of need and who from their curricular and co-curricular records and general demeanor, give promise as worthy additions to the teaching profession. No candidate will be considered whose academic average is less than "C" and the tendency is to grant the awards to individuals whose academic average is near honor or better. Scholarship is not sole qualification, however.
Applications for local scholarships and awards will be made available by Mr. Nelson at announced dates. All applications receive the thorough consideration of a Faculty Committee on Scholarships and Awards.

**Student Loans**

**College Loans**

The State University College of Education at Brockport Foundation Incorporated is trustee of the College Loan Fund. Loans are negotiated with Mr. Nelson in accordance with following policies and procedures:

1. The maximum loan is one hundred dollars ($100.00) and no student may be indebted to the College Loan Fund for more than that, except that loans will be granted to students in the amount of their State or similar scholarship or award.

2. Loans may be granted only to full-time undergraduates in good standing.

3. Loans must be repaid on or before the end of the semester in which they are granted.

4. Application forms must be completed in full and a promissory note executed.

5. College Loans are non-interest bearing.

**National Defense Student Loans**

In accordance with the provisions of the National Defense Education Act of 1958, and with funds made available by the Congress and State University, the College is able to offer the opportunity to borrow mon-

**New York Higher Education Assistance Corporation Bank Loans**

This is another long-term student borrowing opportunity. The money is available from banks cooperating with this State Corporation. Information and applications are available from Mr. Nelson, or from your local bank.

**Other Loans**

Other long-term borrowing opportunities are made available by many organizations through Mr. Nelson. Organizations such as the State Congress of Parents and Teachers, the K. of C., and the Methodist Student Loan Fund present such opportunities.

**Part-time Employment**

All students interested in part-time employment must register in the office of Mr. Nelson, and no student will be afforded part-time employment on the campus who is not so registered. The employment of students in campus part-time positions will be cleared through Mr. Nelson’s office.

**PROFESSIONAL PLACEMENT**

The Placement Office, adjoining the Campus School Office, is maintained as a service to graduating seniors and alumni, and to the public schools. There is no charge for this service. Seniors are urged to cooperate with the Director of Placement, Mr. Stein, in their
prompt attention to the completion of their Placement Folders and all other matters in this regard.

**STUDENT CONDUCT AND DISCIPLINE**

Each student is expected to conduct himself or herself in accordance with generally accepted standards of social behavior. In addition to these standards, there are some particular rules and regulations which establish certain standards usually associated with College life. Departure from either the general or the specific standards can result in disciplinary action.

**Regulations for Women Students**

Hours:  
- Regular Hours: 10:30 P.M.
- Late Permissions:
  - Weekdays: 12:30 A.M.
  - Saturdays: 1:30 A.M.

Late permissions will be granted to all students on the basis of two per week. These may be taken as follows:

1. One during the week and one on the weekend.
2. Two on the weekend.
3. In addition, seniors may have an extra 12:30 permission during the week taken at their discretion.
4. The week will start on Monday.
5. Students going home on the weekend will have only one late permission that week.

Consecutive late permissions with the exception of seniors will be granted only on Friday and Saturday — Or — Saturday and Sunday.

Unused late nights will not be carried over until the next week.

All students are given 1½ hours after the following functions: Formal Reception, Senior Ball, Junior Dances, Sophomore Dance, Christmas Ball, and the Snow Ball Dance. **This shall be counted as a late permission for that week.**

All students will have until 11:00 after college plays, concerts sponsored by the college or departments of the college, and basketball games. For any such activity which ends after 10:30, students will have until one-half hour after the close of the activity. **This will not be counted as a late permission.** Any authorized exception to the above rule will be posted.

If individuals wish later hours for some special purpose, arrangements must be made in advance with the Associate Dean of Students by noon of the day the permission is to be used.

Any woman student leaving for weekends or overnight must have a written permission from her parents on file in the Dean’s office. She will then be given a permit to be filed with the proctor or housemother.

If a student plans to go home each weekend, she can secure permission for the year from the Associate Dean of Students upon written request signed by the parent. **If a student, with a permanent weekend permission, remains in town over the weekend, she must have permission from this office and present it to the proctor or housemother.** All permissions must be secured by 4:00 P.M. on Friday.
Students living in the residence halls will sign out for overnights in the office of the Head Resident in charge of her residence hall. Only those students living off-campus need to sign out in the Associate Dean's office in addition to signing out at their residence.

Women using the dining room for the evening meal will not be permitted to wear slacks, jeans or shorts. The dress for breakfast and lunch will be regular classroom attire. Service will not be given to students violating this regulation.

Discipline

Conduct unbecoming a Brockport student, both in terms of the generally acceptable standards of social conduct and the particular standards established by College rules and regulations, will result in disciplinary action. Most so-called disciplinary cases are handled by the Associate Dean and the Dean of Students. However, instances of misbehavior in certain categories are handled by duly constituted student groups. For example, the Residence Councils handle certain cases arising out of "hours" regulations as applied to the women in the dormitories. Moreover, in cases of major misbehavior which can involve the possibility of dismissal from the College, such action can be taken only by the President of the College upon information and recommendation submitted to him by the Dean of Students.

All disciplinary action becomes a matter of permanent record as follows: one copy is filed permanently in the student's Personnel Folder kept in the Student Personnel Office; one copy is given to the President of the College; and one copy is forwarded to the parents or guardians of the student concerned. The various disciplinary actions which can be taken are listed below, each accompanied by a brief explanation:

a. Reprimand
   This is a statement of official reproof, and contains a detailed description of the conduct involved. A student may receive only one official reprimand during his tenure on this campus.

b. Limitation of Freedom in Use of After-college Time
   This is more commonly referred to as "campusing," and may be applied to both men and women. It prescribes, for a definite period, a daily time after which the student must remain in his or her place of residence. This action may or may not accompany a reprimand. A student may be "campused" more than once during his or her tenure on campus. The penalty will automatically double each time.

c. Social Probation
   To be placed on social probation is to be told that any deviation in behavior reported will result in immediate suspension from College pending study, and can result in a disciplinary dismissal.

d. Suspension
   This is a temporary action to provide time for study of what appears to be a serious breach of conduct. During a period of suspension from College, a student is not
permitted to attend classes or to participate in any College activities, and is strictly "campused".

e. Dismissal from College
This is the extreme of disciplinary action that may be taken. It may be recommend-
ed to the President on the basis of a serious breach of conduct, or on the basis of an accumulated record of misconduct even though the record contains no instance serious enough by itself to warrant considera-
tion of dismissal.

EXTRA-CURRICULAR ACTIVITIES
POLICIES AND REGULATIONS

General Regulations
a. Each class in college is limited to one semi-formal affair per year, with the exception of the junior class, which may have one dance each semester.
b. No all-college affairs are to be sponsored during orientation week or final examina-
tion weeks.
c. Semi-formal dances may be held only on Saturdays or on the day before a college recess.
d. All class and organization activities shall be held on campus unless special permis-
sion is given by the Dean of Students. This does not apply to senior activities during Senior Week.
e. All "All-College" affairs shall be open af-
fairs with the exception of the formal Student-Faculty Reception. The reception is a closed affair, including only the stu-
dents, faculty, administrative officers, and their wives or husbands. Open affairs are defined as those to which each student may invite a guest. A guest card must be ob-
tained from the Associate Dean of Students for each guest.

Faculty Supervision
a. Any student activity conducted on the campus requires faculty supervision.
b. Every social function must have one or more chaperones, and at mixed social affairs, there will be at least one male and one female chaperone. All affairs must be chaperoned until their conclusion.

Scheduling Extra-Curricular Activities

a. All extra-curricular activities, including athletic events, dramatic and musical programs, club and organizational meetings, (including the four classes), social events of all kinds, must be entered on the College Extra-curricular Calendar no later than Friday noon of the week preceding the activity.

b. To have an activity placed on this calendar, the group or organization responsible must submit to the Dean of Students a form completed in triplicate (blanks available in office of Dean of Students) “Request for Extra-Curricular Activity.”

Reservation of Facilities

a. Reservation of facilities for an extra-curricular activity will not be completed unless the particular activity has already been placed on the College Extra-Curricular Calendar.

b. Reservation of College Union facilities should be made in the office of Mr. Wilshire, Assistant Dean of Students and Director of the College Union.

c. Reservation of facilities (not including College Union facilities) for all extra-curricular activities must be made in the office of the Dean of Students well in ad-

vance of the date of the planned activity.

d. All arrangements for Food Service must be made with Mr. Wilshire.

Use of Facilities

Swimming Pool

a. No student or faculty member is to use the college pool without supervision of a member of the Health and Physical Education Staff.

b. Always shower well before entering the Pool for a swim.

c. If you have an infectious disease of the skin, eyes, nose, throat, or ears do not go in the pool.

d. Use life saving equipment only when necessary.

e. Use the emergency bell only when necessary.

f. Pushing, running, playing tag around the pool and swimming near the diving board are not done.

g. The emergency bell for the swimming pool is located in the gymnasium. Any student hearing the bell, must report it to the nearest faculty member or janitor.

h. No student should enter the shower room or pool with street shoes on. Exception — Swim Meets and Demonstrations, etc.

i. The telephone in pool is to be used only on emergency.

Gymnasium

The following general regulations should be observed by college students using the gym-
nasium for any college, class or group activities:

a. Please do not disturb classes in session in the gymnasium unit.

b. Do not walk on the basketball court with street shoes.

c. Students must not engage in activities in the gymnasium unless a faculty supervisor is present.

d. For personal safety and proper care of the gymnasium floor, all students participating in sports, games, etc., are required to wear gym suits and sneakers. Shooting baskets while wearing street shoes or in stock ing feet is forbidden at all times.

e. Students who have classes in the campus school gym should go and return through lower corridors. DO NOT USE MAIN CORRIDOR WHEN IN GYM SUITS.

f. Students may use equipment (except heavy apparatus) kept in storage room off the gymnasium, with faculty supervision. Equipment should be returned to its proper place.

g. Balls, rackets, shoes, sweat shirts, etc., must not be left loose on the floor as they constitute a hazard.

h. Make sure your valuables are in a safe place.

General

To all physical education classes, intramural and varsity teams:

When going outside for classes, practice or games, please use the following exits. Men will use the south exit near bowling alleys and women will use the west exit. Use the same doors for entrance to the building. REMOVE SPIKES, CLEATED SHOES OR MUDDY AND DUSTY SNEAKS BEFORE ENTERING BUILDINGS. Use entrance to College Memorial Field through Adams Street. Do not cut across High School Campus or lawns of Private homes.

USE SIDEWALKS OR ROADS.
NO BASEBALL (CATCH), LACROSSE, GOLF, ETC., ALLOWED ON CAMPUS. PLEASE USE ATHLETIC FIELDS.

SMOKING

Attention is called to the smoking regulation which permits smoking only in the Coffee Shop, the College Union and in Residence Hall recreation and reception rooms. Smoking is prohibited in the Main College Buildings, College Residence Hall student rooms, and on the steps and entrances to College buildings.

The Courteous Thing to Do

1. Mail written invitations at least two weeks before formal affairs.

2. Informal invitations shall be given at least one week before the event.

3. Provide transportation for chaperones at formal and semi-formal dances.

4. Provide corsages for the people in the reception line, providing it has been decided by the majority vote of the class to have corsages for the dance.

5. Invite as guests to formal and semi-formal
dances the college President and his wife, Dean of the college and his wife, Class Sponsors, Dean of Students and his wife, Associate Dean of Students, Directors of General Education and Physical Education and their wives.

6. Whenever there is a reception line, it is expected that everyone present will be courteous and meet the people in the line.

7. The committee in charge of the affair should see to it that the chaperones and guests are served with refreshments.

8. Persons who are expected to be in the reception line should be acquainted with the fact at the time the invitations are given.

COLLEGE UNION

Function

The purpose of the College Union is to provide an opportunity for the students of Brockport to initiate, administer, and control a recreational, cultural and educational program for the entire college community.

Program

The program is presented by the five committees of the Union under the direction of the Board of Managers. The five committees are: Men's Activities, Women's Activities, Social, Public Relations, and Music and Art. All students are eligible for active participation in this group.

The offices of the student publications, Stylus and Saga are in the Union as well as the Alumni Office and the Student-Faculty Association executive office. A Student Activities Center is located in Room 202. Typewriters and ditto machine are available in this Center for use by student organizations who qualify under the regulations of the Student-Faculty Association Activities Center Committee.

Meeting rooms are available for all clubs and organizations that are recognized and approved by the Student-Faculty Association and the Administration. Arrangements for meeting rooms are made with the Director of the College Union. The rooms will be reserved in advance at the main desk of the College Union. Keys for the reserved rooms will be checked out at the main desk and each club using a room will be held responsible for the conduct of the group and for returning the key at the end of the meeting.

Social functions will be governed by the social codes established by the Social Committee of the Student-Faculty Association and the Associate Dean of Students. Room reservations for social functions will be arranged with the Director, after the affair has been properly approved.

Hours

Building Hours:
Monday through Friday
7:30 A. M. to 10:30 P. M.

Sunday
8:30 A. M. to 10:30 P. M.

Saturday — Closing hour dependent upon Saturday evening functions.
STUDENT-FACULTY ASSOCIATION

Each student and faculty member, through his membership in the Association, has the right and the responsibility to participate in what might be termed the government of the College, particularly in the area of extra-curricular activities. The Association's Constitution and By-laws, found in the Appendix, provide for the election of officers on an all-College basis. Each Class is represented on the Student-Faculty Association Council by three voting members. The Faculty is also represented by three representatives. The President of the College and the Dean of Students are ex officio members of the Council.

A review of the Constitution and the By-laws reveals that in the field of extra-curricular activities the jurisdiction delegated by the Administration of the College is broad. Active citizenship, then, is required of all members.

THE FOUR CLASSES

Each of the four classes is an integral part of the College social and activity program. Each class, with its Faculty Advisers, has a responsibility not only to provide social affairs for itself, but also to make a substantial contribution to College life by providing affairs which will attract the general student body.

Each class is a self-governing unit in its organization and planning of its affairs, holding its elections for officers and maintaining a treasury consisting of dues payments from its members. The payment of democratically assessed dues constitutes a financial obligation which must be fulfilled by all members of the class.

Social class standing, somewhat different from academic class standing, is generally determined on the following basis:

- 0 - 26 hours    Freshman
- 27 - 56 hours   Sophomore
- 57 - 86 hours   Junior
- 87 - 130 hours  Senior

Questions regarding social class standing should be brought to the office of the Dean of Students.

Those students who complete their programs in three years and three summers as Accelerated Students will be required to pay Class Dues only six semesters. Questions in this regard should also be brought to the office of the Dean of Students.

CAMPUS CLUBS AND OTHER ORGANIZATIONS

Athletic Organizations

Leaders and Officials Club

This club is open to any man on the campus. Its objective is to provide opportunities for College men to acquire experience in the actual management and officiating of athletic contests; to further the active promotion of intramural activities on campus; and to afford social and professional contacts for those men who are especially interested in athletics. The club promotes contests in all athletic events for which the College has facilities.
Women's Athletic Association

All those women who are interested in sports may become members of the Women's Athletic Association. Competitive games of basketball, volleyball, badminton, bowling, softball, soccer, field hockey, shuffleboard, and tennis are sponsored by the organization. Recreational swimming and modern dance are also included in the program.

Sportsdays, which offer an opportunity to meet and compete with girls from other colleges, are held throughout the year.

Health and Physical Education Majors Club

This organization of Health and Physical Education majors meets periodically for the purpose of creating and maintaining a high degree of professional interest in the field of Health, Physical Education, and Recreation.

Rod and Gun Club

The Rod and Gun Club enables those interested to participate in and learn more about hunting, fishing, and camping activities. Indoor rifle range, fishing and camping equipment are available to club members for individual or group use.

Winter Sports Club

This club is open to any student interested in skiing, ice skating, toboganning, and snowshoeing. Although the major purpose is to develop an interest in and provide practical experience in winter sports, it also sponsors social activities during the school year. At least one or two week-end ski trips are planned.

Varsity Club

Varsity Club membership is limited to those men who have won varsity letters in an intercollegiate sport. The purpose of the organization is to foster athletics at the College and to advance the highest ideals of sportsmanship.

Music Organizations

Mixed Chorus

Open to all students who enjoy singing, this organization studies and performs various types of choral literature.

Men's Glee Club

Members, chosen as result of auditions conducted early in each semester, meet weekly for rehearsal and make several public appearances each year.

Women's Glee Club

Approximately seventy women students chosen through audition comprise the membership of this organization. Three and four part choral literature is studied and presented publicly several times a year.

Orchestra

The College orchestra maintains a membership of from 50 to 65 musicians who rehearse weekly. Concerts are given both at the College and for neighboring schools.

Band

The College band of 54 members plays at athletic contests, at demonstrations and pep rallies.
Religious Organizations

**Canterbury Club**
The Canterbury Club, a unit of the National Association of Canterbury Clubs in the United States and Canada, is organized primarily to benefit students of the Episcopal Church but students of any other church affiliation are welcome. Meetings are of both a religious and social nature. Communion breakfasts are sponsored by and for the club on the first Sunday of each month in the Parish House of St. Luke's Episcopal Church.

**Kinneret**
Kinneret is an active group for Jewish students. At the bi-monthly meeting, folk songs and dances, discussions of events, and the celebration of Jewish holidays play an important part. Scheduled speakers and movies give valuable insight into current happenings. Parties and picnics provide fun and comradeship. Membership is open to everyone who is interested.

**Newman Club**
The Newman Club is an international organization of Catholic College students. The aims of the club are threefold: religious, cultural, and social. Meetings consist of discussions, open forums, guest speakers, and book reports in the field of the Catholic student's problems. Social aspects are emphasized by a series of parties, picnics, dances, and the Communion breakfasts. Although membership is restricted to Catholic students and faculty members, all others connected with the College are invited to the club meetings.

**Student Christian Fellowship**
This club provides bi-monthly meetings open to all Protestant students of the College and is designed to promote Christian fellowship on and off the campus. Bible study, discussions, inter-church services, inter-college meetings, and social gatherings are part of the yearly program.

**Honorary Societies**

**Kappa Delta Pi**
This is a national honor society in Education with local chapters in many colleges majoring in Education.

Membership in the Brockport chapter, Zeta Pi, is based on character and scholastic standing. Members are selected on the basis of leadership, moral character, and professional attitude as evidenced in both curricular and extracurricular activities. Each year those juniors and seniors maintaining an average of 3.0 or better are considered, through records and faculty recommendations, for membership. The society awards a medal each year to the sophomore having the highest cumulative average.

**Delta Psi Omega**
The Brockport chapter of this national honorary dramatic society received its charter in 1946. Membership is by election, on a point system, from active members of the Dramatics Club. Points are earned by backstage work, acting, business and publicity connected with the productions of the Dramatic Club.
Alpha Phi Omega

This national service fraternity is composed of college men who are or who have been previously affiliated with the Boy Scouts of America. Requirements for membership are previous training in scouting, desire to render service to others, and satisfactory scholastic standing.

Other Organizations

Dramatics

The Dramatics Club is open to all students who are interested in acting, set design, lighting, makeup, and costuming. Opportunities for experience are provided twice a year when the fall and spring productions are presented in the College Theater.

Social Dance

The Social Dance Club is comprised of students and faculty who meet for the purpose of learning new dances and practicing old ones — ballroom and folk and square. The program is designed to meet each member's needs and interests and to provide recreation and pleasure, not only through regular meetings, but through parties and dance clinics as well. It also provides laboratory periods for those students who are interested in learning to teach and call folk and square dances.

Modern Dance

Membership in the Modern Dance Club is open to all men and women on campus who are interested in creative dance. The choreography, planning of the dances, and studies which the club or groups within the club work on are entirely the products of the participants under guidance of club advisors. Through the club program interest and skill are strengthened in the members, and through recitals and dance concerts appreciation for this art is fostered in the College and community as a whole.

Student Education Association of New York State (SEANYS)

This is the professional organization for college students preparing to teach. Local members are associate members of the N.Y.S.T.A. and N.E.A. SEANYS provides members with opportunities for developing personal growth and professional competencies; for gaining an understanding of the history, ethics, and programs of the organized teaching profession; for participating in cooperative work on the problems of the profession; and for the active professional membership on the local, state, national and world levels.

CAMPUS PUBLICATIONS

The Student Guide

This pocket-size pamphlet published by the Student-Faculty Council contains important information for each student, such as scholarship and attendance regulations, information concerning the grading system, and a list of campus traditions. It is recommended that all students study the handbook carefully and keep it for ready reference.
The Stylus

The College newspaper, issued at weekly or bi-weekly periods during the school year, is staffed entirely by students who, through interest and journalistic ability, have been appointed after competitive try-outs. The editor-in-chief is elected by staff members from the staff roll. Work on the newspaper includes interviewing, reporting, feature writing, selling advertising, editing copy, and writing headlines.

The Saga

The College annual is edited and published each year by the senior class. The editor-in-chief is elected by class vote; other positions are appointive. The Saga is distributed to students in May of each year.

College Directory

The pocket-size directory lists the name, home address, local address and phone number of each student. It also lists the name, address, office number and phone number of each faculty member.

ATHLETICS

Varsity Sports

Intercollegiate competition in nine sports is planned for the 1959-60 season.

1959-60 Season

Director of Athletics: Mr. Parker
Ass't. Director of Athletics: Mr. Boozer

Football Coaches: Mr. Boozer, Dr. Wilson, Mr. Fulton, Mr. Whited
Soccer Coaches: Mr. Parker, Dr. Gaylord
Cross Country Coach: Dr. Emmerson

Basketball Coaches: Dr. Gaylord, Frosh coach to be named
Swimming Coach: Mr. Fulton
Baseball Coaches: Mr. Whited, junior varsity coach to be named

Track Coaches: Mr. Boozer, Dr. Wilson
Golf Coaches: Dr. Burke, Mr. Parker
Tennis Coaches: Dr. Steel, Mr. Drumheller

Cheerleaders Adviser: Miss Ball

The intercollegiate sports program is supported entirely by the SFA and is administered by a student-faculty Athletic Committee of Control. All regularly enrolled male undergraduates are eligible to participate and all students of the college are entitled to free admission to the games as members of the SFA.

Rules Governing Intercollegiate Athletics

1. A student shall not be allowed to participate in competitive athletics unless he has successfully passed a physical examination performed by the College Physician.

2. A student who represents an off Campus athletic organization in competition during the playing season, (term vacation included), shall be declared ineligible for any sport unless he has previously secured permission from the Athletic Committee of Control.

3. A student who plays competitive sports as a professional during the College year, shall be barred from representing the College on Intercollegiate Teams.
4. The College will not assume the responsibility for injuries of any kind. The coach may call upon the College medical staff for first-aid; but, any other service beyond this must be assumed by the individual student. (The Sickness and Accident Insurance which all students are required to buy covers all injuries).

5. A student must be academically eligible to participate in varsity sports. (See Scholarship Regulations.)

Men's Intramural Activities

The majority of the college men participate in some intramural sports activity. Sponsored jointly by the Physical Education Department and the Leaders and Officials Club, this program offers competition in touch-football, tennis, badminton, table-tennis, basketball, bowling, swimming, wrestling, cross-country, track and field, lacrosse and gymnastics.

Women's Athletic Association

All those women who are interested in sports may become members of the Women's Athletic Association. Competitive games of basketball, volleyball, badminton, bowling, softball, soccer, field hockey, table tennis, and tennis are sponsored by this organization. Recreational swimming and modern dance are also included in the program.

Sportsdays, which offer an opportunity to meet and compete with girls from other colleges, are held throughout the year.

FIRE REGULATIONS

Although the permanent buildings are practically fireproof, special precautions must be observed continuously to prevent fire in the case of furnishings, draperies, waste containers, etc. Smoking rules must be observed. Special care should be exercised back-stage, and in the disposal of waste in all parts of the building.

Students should know the location of all fire alarm boxes. In case of fire, however small, an alarm should be turned in.

If the alarm sounds, location of the fire should be determined from the code below, and all students must leave the building by stairways and exits as remote as possible from the fire. Fire gongs sound the number of the box from which alarm is turned in. For example, station 12 rings 1-2; 1-2, etc. Students should familiarize themselves with the location of fire extinguishers and know how to operate them.

Location of Fire Alarm Stations and Codes

A. College and Administrative Building

- Basement Floor
  - Station No. 12—Opposite Boys' Lockers.
  - Station No. 13—Opposite Girls' Lockers.
- First Floor (Main Floor)
  - Station No. 23—Opposite Room 130
  - Station No. 24—Opposite Main Office.
  - Station No. 26—Backstage.
- Second Floor (Top Floor)
  - Station No. 34—Opposite Library Office.
  - Station No. 35—Next to Ed. Dept's. Offices (Rm. 213)
B. Campus School

Basement Floor
Station No. 14—Opposite Industrial Arts Exhibition Case

First Floor (Main Floor)
Station No. 18—First floor New Wing
Station No. 25—Opposite Mr. Lybarger’s Office

Second Floor (Top Floor)
Station No. 28—Second floor New Wing
Station No. 36—Opposite Eighth Grade Room

C. Gymnasium Building

Basement Floor
Station No. 17—Opposite Bowling Alley
Station No. 16—Girls’ Locker Room, West End

First Floor (Main Floor)
Station No. 27—Gymnasium Lobby (Entrance)

D. Theater Building

Basement Floor
Station No. 15—Cafeteria Kitchen Behind Door—North Entrance

CAMPUS PARKING REGULATIONS

Campus Parking

a) General Regulations for Students and Staff

1. All cars parked on campus must be registered. Staff and/or student cars not bearing the proper parking sticker will be in violation of parking regulations.

2. All cars must be parked in compliance with posted signs and markings.

3. In accordance with the law, any violations of campus parking regulations will result in the assessment of fines to be paid in the College Finance Office.

4. Cars parked improperly may be towed away at the expense of the driver.

5. Campus parking privileges may be denied repeated violators of parking regulations.

6. College is not responsible for damage to or property missing from cars parked on campus.

b) Student Parking

1. Registration

(a) All student operated vehicles must be registered in the Office of the Dean of Students.

(b) Only those student cars bearing the official Student Campus Parking Sticker obtainable in the Office of the Dean of Students may be parked on campus.
2. Assigned areas
   (a) Student cars properly registered and bearing the student campus parking sticker may park in three assigned areas. Parking Lot #1 (off Kenyon Street) except that northern side of the Lot is reserved for Staff. Parking Lot #2 (adjacent to Utica Street but accessible only from Kenyon Street through Parking Lot #1). Parking Lot #3 (West College Street).
   (b) Student cars properly registered and bearing the Student Campus Parking Sticker may also be parked in the College Athletic Field parking area.

3. Overnight Parking is permitted only in Parking Lot #3.

**Off-Campus Parking**

a) College Responsibility
   1. No responsibility for faculty and student cars parked off campus.
   2. Will cooperate with Village authorities in maintaining village parking regulations.

b) Special Regulations
   1. From November 1 to April 1 overnight parking is not permitted on Village streets.
   2. Cars parked in violation of parking regulations may be towed away at the direction of Village Police and at the expense of the person responsible for the car.

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**COLLEGE FOUNDATION**

This organization functions under the authorization of a certificate of incorporation issued by the Attorney General of the State of New York. It is a membership corporation, representing the entire faculty and student body for such operations as the various types of food services, the bookstore, college Camp Totem, the student loan fund, the health and accident insurance program, scholarship funds, and the Student-Faculty Association.

The property, affairs, business and concerns of the Foundation are vested in a Board of Directors consisting of five directors, who are elected at the annual meeting of the Foundation.

**ALUMNI ASSOCIATION**

The Brockport Alumni Association has been organized for more than fifty-five years. The Executive Secretary of the Association is a member of the faculty recommended by the College President and appointed by the Executive Council of the Association. Mr. John McNaughton serves as Executive Secretary. The Alumni Office is located in the College Union. Inquiries concerning the Association may be directed to the Executive Secretary, to the President of the Association, or to any of the Chapter Presidents. Student participation in Alumni affairs is channeled through the Undergraduate Alumni Council.
The name of this association shall be The Student-Faculty Association of State University of New York, Teachers College at Brockport.

ARTICLE II—Purpose

The purposes of this Association shall be:

1. To promote the general welfare of the students and faculty of the College.
2. To stimulate and give expression to the interests of students and faculty.
3. To furnish proper support for enterprises which are approved by the governing board of the association.
4. To plan with the President of the College policies concerned with the life of the college.
5. To act as authorized agents to receive and manage gifts and bequests.

ARTICLE III—Membership

All students and members of the faculty and administration are automatically members of the association upon payment of the required association tax.

ARTICLE IV—Officers

Section 1—Names—The officers of the Association shall be President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Treasurer-Elect, Student Director of Athletics, and Student Coordinator of Organizations.

Section 2—General Qualifications.

A. To be a candidate for any office a student must have a cumulative scholarship average of "C" or better for a semester and a half immediately preceding the election.
B. He must have been a regularly enrolled student at the college for at least two consecutive semesters when he takes office.
C. Any faculty member who has served two or more semesters on the faculty may be a candidate for office.
D. To be a candidate for any office a student must be scheduled to be on campus during his complete term of office.

Section 3—Specific Qualifications

A. To qualify for the office of President a student must meet the qualifications of Article IV, Section 2, must be a junior or senior when he takes office, and be free from the obligations of any other office.
B. To qualify for the office of Treasurer a student must be of legal age when he takes office and meet the qualifications of Article IV, Section 2.
C. To qualify for the office of Student Director of Athletics a candidate must:
   1. Be a senior (male) when he takes office.
   2. Be free from the obligations of any other office.
   3. Meet the qualifications of Article IV, Section 2.
D. To qualify for the office of Vice-President, Recording Secretary, or Corresponding Secretary, the student must only meet the qualifications of Article IV, Section 2.
E. To qualify for the Office of Treasurer Elect a candidate must be:
   1. A Junior when he takes office.
   2. Scheduled to be on campus during the complete term of office as Treasurer.
   3. At least twenty years of age when taking office as Treasurer Elect.
   4. Qualified in accordance with Article IV, section 2.
F. To qualify for the office of Student Coordinator of Organizations, a candidate must:
   1. Be a senior when he or she takes office.
   2. Be free from the obligations of any other office.
   3. Meet the qualifications of Article IV, section 2.

Section 4—Duties of Officers.

A. The President shall:
   1. Call and preside over all meetings of the association.
2. Act as chairman of the governing board of the association.
3. Preside at student assemblies when requested to do so by the President of the College.
4. Appoint all but standing committees.
5. Act as ex-officio member of all committees.
6. Call a meeting of the freshman class on or before October 15 to explain the constitution and by-laws of the Student-Faculty Association.
7. Not later than March 31, appoint a member of Council to act as chairman of a committee, consisting of three other Council members, to promote the interest of the Association in the annual elections specified in Article IV, Section 5.

B. The Vice-President shall in the absence of the President perform the duties of that office and shall at other times render to the President such assistance as he may require.

C. The Recording Secretary shall:
1. Keep permanent and accurate records of all proceedings of the Student-Faculty Association, of the governing board and of executive committee meetings.
2. Keep the record file ready for inspection by members of the association at any time.
3. Make three copies of all minutes; one for permanent deposit in the vault in the Main office; one for Council use, to be duplicated and placed in the mail box of each member; and one to be placed in the College Library for general student examination.

D. The Corresponding Secretary shall:
1. Carry on and reply to all correspondence.
2. Read all correspondence at meetings of the governing board.
3. File all letters received, copies of all replies, and duplicates of all outgoing letters.

E. The Treasurer shall:
1. Assist the Student-Faculty Association Auditor in collection of the Association tax.
2. Sign all requisitions as directed by the governing board or as provided in the constitution and by-laws.
3. Secure, when requested, from the Auditor a financial statement to be read at the next meeting of the governing board.
4. Prepare an audited annual financial report on or before July 1.

F. The Treasurer Elect shall:
1. Become familiar with and assist with the duties of Treasurer.
2. Assist the Student-Faculty Association Auditor in the collection of the association dues.
3. In the absence of the Treasurer, sign all requisitions as directed by the governing board or as provided in the constitution and by-laws.
4. Have the privilege of a vote on Council only in the absence of the Treasurer.
5. Assume the duties of Treasurer in his senior year.

G. The Student Director of Athletics shall:
2. Be prepared to make a financial, policy, or any other report when requested by the S. F. A. Council.
4. Be a member of the financial board of the Athletic Committee of Controls.
5. Sign all vouchers for the expenditures of the Athletic Committee of Controls.
6. Be ex-officio member of all boards and committees of the Athletic Committee of Controls, except those of which he is a member.
7. Be responsible for making assembly announcements pertaining to inter-col-
legiate athletics.
8. To assist the Director of Athletics in the administration and supervision of all inter-collegiate athletics and social affairs that pertain to athletics; such as, pep rallies, welcoming teams, and any social gatherings.

H. The Student Coordinator of Organizations shall:
2. Be prepared to make reports to Council and the Association concerning the progress, fulfillment of each organization's stated purpose, and its contributions to the S.F.A.
3. Prior to the second regular meeting of the S.F.A. Council in September obtain from each CHARTERED, CHARtered SERVICE, and OFFICIAL organization, a complete roster of its elected officers.
4. Perform any such duties as deemed necessary by the Student-Faculty Association Council.

Section 5—Methods of Election.
A. Elections shall be under the supervision of an election board composed of all members of the Association governing board.

B. Nominations
1. Any regular member of the Association who desires to be a candidate or any group desiring to nominate a candidate for any office shall file a petition in the main business office of the college not later than noon on the first Monday in May. This petition shall be filed on a standard form as prescribed by the election board, covering the following points.
   (a) Name of candidate.
   (b) Name of office sought.
   (c) Certification by the Registrar of the College that the candidate meets all requirements as set forth in Article IV, Sections 2 and 3 of this constitution.
   (d) Signatures of a minimum of 5% of the student body, with a rounding off to the nearest "10" of the student body. on only one petition for the same office.
   (e) Signature of the candidate indicating his or her willingness to serve.

2. The Executive Committee shall:
   (a) Determine the hours and place for the signing of petitions during the week before the first Monday in May.
   (b) Prepare an official card index of qualified voters composed of all members of the Association.
   (c) Supervise signing of all petitions, requiring each voter to sign his own card, with one signature for each petition signed.
   (d) Examine all petitions for compliance with the above regulations by noon of the second day following the nominations.

3. In the event that no petition for an office has the required number of signatures, the election board shall declare the person having the greatest number of signatures nominated.

4. At the assembly of the same week all candidates for office shall make a campaign speech to last approximately three minutes, cadet teacher excepted. In cases where nominated candidates are officially off campus, such as in the case of student teaching, a speech may be made by proxy.

C. Voting.
1. Voting shall take place on the second Monday in May.
2. It shall be the duty of the election board to
(a) Determine the hours and place(s) of voting.
(b) Provide a voting machine.
(c) Prepare an official card index of qualified voters, composed of all members of the Association.
(d) Prepare absentee ballots for members of the Association absent on official business from College at the time of election. To be counted, returned absentee ballots must be postmarked not later than midnight of the second Monday in May. (Election day).
(e) Supervise all voting, requiring each voter to sign his own card in official card index when he receives a ballot. There shall be at least two members of the election board present at the polls during voting hours.

D. Counting of ballots and announcement of results.

1. Immediately upon closing of the polls, the voting machine shall be placed in an area designated by the election board. Returned absentee ballots shall be placed unopened in the vault as soon as received.
2. All votes including absentee ballots shall be counted in the presence of a quorum of the election board on the first Thursday following the second Monday in May.
3. The candidate receiving the highest number of votes for each office shall be declared elected. In case of tie, there shall be a special election with the two persons having the highest number of votes as candidates.
4. Announcement of the names of officers elected shall be announced as soon as the election board has officially determined the results.
5. Duly elected officers shall take office on registration day the following September.

E. In the event that any officer of the Student-Faculty Association finds it necessary to leave the College, the Student-Faculty Association Council shall elect a successor from among its own members to perform the duties of that office. The class which the successor represents shall then be regularly represented by one of the previously elected alternates from that class and another alternate shall be elected from that class. In case an officer of the governing board has been elected to fill a vacated office, then the Council shall elect a qualified person from among the Association members. To be elected to office, a majority vote is necessary.

ARTICLE V—Governinng Board

Section 1—Name.
A. The governing board shall be called the Student-Faculty Association Council.

Section 2—Membership.
A. There shall be three members of each class to be representatives on the Council. Two alternates shall also be elected by each class to serve in the event that one of the regularly elected members is required to be off-campus for a cadet assignment, or is otherwise unable to attend.
B. There shall be three faculty representatives on the Council. Two alternates shall be elected to serve in case of necessary absence.
C. The President of the College, the Dean of Students, and the President of the Student-Faculty Association shall be ex-officio members of the Council, without voting privilege, the latter voting only in case of a tie. The remaining officers of the Association shall be voting members of the Council representing the Student-Faculty Association as a whole.

Section 3—Election of representatives.
A. At the last class and faculty meeting of
the school year representatives shall be elected to take office at the first meeting of the Association Council in September of the following year.
B. In-coming freshmen shall hold their election of representatives during the first week in December. Freshman Council members shall take office at the first meeting of the Council following election.
C. To be eligible for election a student, except freshman, must have a scholarship average of C for a semester and half preceding election. Freshmen shall have a C average at mid-semester.
D. To insure the continuity of policy, beginning at the regular elections in May 1950, electing groups of both the faculty and students shall choose at least one representative who has served on the council at least half of the preceding year as a regularly elected member.

Section 4—Duties.
A. The Council shall act as representative of the Student-Faculty Association and transact all business of the Association.
B. The Council shall prepare and manage the budget as provided in the by-laws of this constitution.
C. The Council shall assist the college President in arranging assembly programs.
D. The Council shall hold regular meetings twice a month during the college year, at a time and place to be determined at the first meeting of the college year. Members of the association shall be privileged to attend meetings of this Council.
E. Special meetings of the Council shall be called by the President or by petition of the majority of the members of the Council.
F. The Council shall assist the College President in the planning and conducting of all meetings of the Association.
G. The Council shall approve all plans made by standing committees before these plans are put into action.
H. The Council shall set up a uniform plan of organizing and chartering all clubs and shall issue such charters.

1. All extra-curricular activities of members of the Student-Faculty Association shall come under the jurisdiction of the Student-Faculty Council, or a standing committee, should the Council so delegate the responsibility.

2. There shall be three types of organized activities:
a. “Chartered” organizations, which meet the following requirements:
   (1) function for the general welfare of the Student-Faculty Association.
   (2) membership will be unquestionably open to every member of the Student-Faculty Association regardless of race, color, creed, sex, or class in college.
   (3) To be governed by a staff of duly elected officers within the limits of a formal constitution.
b. “Chartered Service” Organizations which meet the following requirements.
   (1) function for the general welfare of the Student-Faculty Association.
   (2) do not lead to formal organization with a constitution, officers and regular meetings throughout the school year, due to their nature and service.
   (3) limited membership due to the nature of their service or activity but not due to race, color, creed or class.
c. “Official” organizations, whose function and purpose is not specifically concerned with the general welfare of the Student-Faculty Association and whose membership is restricted.

3. All existing organizations shall submit to the Council a copy of their present constitution and those organizations and...
activities shall be classified in one of the above classifications by the Student-Faculty Association Council, and written charters, or written official recognition, shall be issued to the organization or activity to be preserved with the other records of the group. A duplicate shall be filed in the Council records.

4. Copies of amendments to constitutions of organizations shall be submitted in writing to the Council to be filed with the copy of that organization's constitution kept by the Council. Change in classification may be made on the basis of amendments affecting the organization's compliance with headings 1, 2, 3, 4, clause H, Section 4, Article V.

5. Rules for the formation of new organizations shall be as follows:

a. Trial period (one semester or eight regular meetings)
   (1) secure written permission from the SFA Council to meet as an informal group and state a formal purpose.
   (2) secure written acceptance of a faculty member to be advisor, and submit it to the Council with (1).
   (3) keep written records of meetings, members, and attendance, program of meetings, and activities to be submitted at any time during the time of the trial period to the Council upon its written request.
   (4) organize a constitution stating name of organization, purposes, officers, membership qualifications, time and place of meetings.
   (5) during the trial period, the group will be subject to the same jurisdiction as "chartered" and "official" organizations.
   (6) there will be no Saga picture.

b. Chartering or recognition as an official organization
   (1) after the trial period, a formal application and copy of the constitution shall be submitted to the Council for deliberation.
   (2) at the following Council meeting, a member or members of the group qualified to answer questions relative to the organization, shall appear if requested by the Council.
   (3) the Council shall then classify the new organization under the appropriate heading listed under 2 a, b, and c, or refuse permission for further meetings.
   (4) should permission for further meetings be refused, the group submitting the request, shall have the right to appear before the Student-Faculty Association members at a regular meeting to explain the request and seek action on it in the manner described for initiating an amendment (By-Laws, Sec. III, A, 1.) The Council will then follow through the approved procedure relative to amendments.

c. Requests to begin new activities (such as teams, etc.) not under the direct sponsorship of an organization, shall be submitted in written form by the appropriate group to initiate such a request.

1. After due deliberation, including consulting with the above mentioned body, the Council shall approve or refuse the request.

2. If approved, the Council shall then classify the activity and notify the appropriate body before initiation of the activity is permissible.

3. Should the activity be refused, the body submitting the request, shall have the right to appear before Stu-
dent-Faculty Association members at a regular meeting to explain the request and seek action on it in the manner described for initiating an amendment (By-Laws, Section III, A, 1.) The Council will then follow through the approved procedure relative to amendments.

I. The Council shall cause to be published in the first issue of the Stylus the audited financial report of the Association.

J. Each individual member of the Council shall be responsible for securing an alternate in case of his necessary absence from Council meeting.

ARTICLE VI—Meetings of the Association
Section 1—Regular meetings may be held at any scheduled assembly period when program time permits.
Section 2—Special meetings shall be called by the President of the Association when directed by the Council.

BY-LAWS

Section I—Quorum.
A. One-third of the membership of the Student-Faculty Association shall constitute a quorum.
B. Two-thirds of the voting membership of the Student-Faculty Association Council shall constitute a quorum for Council meetings.

Section II—Majority.
A. For the passing of all motions a simple majority vote shall be required in meetings except as otherwise indicated.

Section III—Amendments.
A. A proposal to amend may be initiated in either of two ways:
1. A petition stating the proposed amendment and bearing the signatures of at least twenty per cent of the membership of the Association may be presented at any meeting of the Council.

2. An amendment may originate with the Council.
B. In either case the Council shall submit the proposed amendment to the Association, providing it has the support of a two-thirds majority of the Council. The proposed amendment shall be posted immediately upon the official bulletin boards of the Association.
C. In the event that the Council does not approve an amendment a new petition bearing the signatures of 40% of the Association membership shall cause the President to submit the proposed amendment to the Association.
D. At the next meeting of the Association the proposed amendment shall be read. A two-thirds vote of the Association members voting shall be required to ratify.

E. Voting.
1. It shall be the duty of the Council to
   (a) Determine the hours and place(s) of voting.
   (b) Provide a registered serviced voting machine.
   (c) Prepare an official card index of qualified voters, composed of all members of the Association.
   (d) Prepare absentee ballots for members of the Association absent on official business from College at the time of voting. To be counted, returned absentee ballots must be postmarked by Monday following voting.
   (e) Supervise all voting, requiring each voter to sign his own card in official card index when he receives a ballot. There shall be at least two members of the election board present at the polls during voting hours.

2. Counting of ballots and announcement of results.
   (a) Immediately upon closing of the polls, the voting machine shall be
placed in an area designated by the election board. Returned absentee ballots shall be placed unopened in the vault as soon as received.

(b) All votes including absentee ballots shall be counted by a quorum of the election board on the Thursday evening following the voting. The tally of the voting machine shall be recorded in the presence of the executive committee; then all votes and absentee ballots shall be counted by the election board.

(c) Announcement of the results of the voting shall be made as soon as the election board has officially determined the results.

F. The amendment shall become effective immediately upon ratification unless otherwise stated in said amendment.

Section IV—All-college elections for any purpose other than election of Council officers shall be conducted according to the procedures for voting on amendments.

Section V—Roberts Rules of Order shall be the official handbook of the Association and Council.

Section VI—Standing Committees.

A. Names.
Standing Committees of the Association shall include: Social Committee, College Arbitration Committee, Executive Committee, Athletic Committee of Controls, and College Cultural Committee.

B. Membership.
1. Two members of all standing committees except the Executive Committee, College Arbitration Committee, and Athletic Committee of Controls, shall be elected by each class and the faculty during the second week of the fall semester.
2. Members of the College Arbitration Committee shall be the Presidents of the four classes and one member of the faculty elected by the faculty.

3. Members of the Executive Committee shall be the officers of the Association.
4. The members of the Athletic Committee of Controls shall consist of eight faculty and five students including the Student Director of Athletics and the Chairman of Men's Physical Education.

a. The incoming Freshman class shall elect its representative at the beginning of the second semester. Other classes except the Senior Class shall elect, before the school year ends, one male representative with the following qualifications:
   1. He must be a member of the class by which he was elected.
   2. He must have a scholarship average of "C" or better for a semester and a half preceding election.

b. The President of the College shall appoint before the school year ends eight faculty representatives (including the Chairman of Men's Physical Education and the Director of Athletics) to the Athletic Committee of Controls with the following qualifications:
   1. He must have served one or more semesters on the faculty.
   2. He must have at least a general knowledge of the work involved.

C. Officers.
Chairmen and secretaries of all standing committees, except the Athletic Committee of Controls, shall be elected by each committee from among their own membership.

1. The chairman of the Athletic Committee of Controls shall be the Director of Training, Health and Physical Education Division, appointed by the President of the College. He shall be a non-voting presiding officer, and ex-officio member of all standing committees of the ACC.
2. The secretary of the ACC shall be elected by and from the members of the Committee.

3. The Student Director of Athletics shall be a member of all standing committees of the ACC.

4. The treasurer shall be chairman of the financial committee of the ACC, and shall be elected by the committee members from among the faculty membership of the ACC.

D. Duties.

1. The College Arbitration Committee shall:
   a. Be responsible for administering all regulations for the use of arbitration in college affairs.
   b. In the event that a dispute arises over the interpretation of this constitution, cause this dispute to be arbitrated under their regulations.

2. The Executive Committee shall:
   a. Organize and plan meetings of the Association and the Council.
   b. Assist the President in making recommendations to the Council regarding policy.
   c. Record the tally of the voting machine in all elections.

3. The Athletic Committee of Controls shall:
   a. Plan, execute and support financially that phase of SFA activities which pertains to inter-collegiate and intramural athletics.
   b. Submit through the Student Director of Athletics a seasonal report if requested and an annual report called for by the SFA Council.
   c. Conduct its duties according to the ACC Constitution.

4. College Cultural Committee shall promote cultural opportunities for the college by:
   a. Dissiminating program information and arranging for sales of tickets for area theater productions.
   b. Selecting Cultural Programs for the members of the Association with the aid of funds appropriated by the Student-Faculty Association Council.
   c. Publicizing the programs sponsored by the SFA Council.
   d. Supervising all arrangements of the auditorium for assembly program and for programs sponsored by the College Cultural Committee.

Section VII—Fees.

A. Each regularly enrolled student shall be assessed an annual tax, payable to the Student-Faculty Association Auditor and Treasurer of the Association in two installments payable on registration day in September and at the beginning of the second semester. Members of the administration and faculty shall pay one-half of the Association tax annually for the first four years of their membership in the Association and one-third of the Association tax annually from their fifth year to their tenth year inclusive of membership in the Association and one-fifth of the Association tax for their years of membership following, this to be effective as of September, 1959. Members of the faculty who receive half salaries shall pay one dollar Association tax annually.

B. The Association tax shall be twenty-five dollars ($25.00) each semester payable Registration Day. A student withdrawing from school within fifteen days after registering or registration for less than a full semester may apply for a refund of this tax for the current semester. After this date no refunds will be made.

Section VIII—Budget Procedure.

A. Every "chartered" organization, and "chartered service" organization is entitled to a
reasonable appropriation from the general treasury ("official" organizations and "official" activities are not ordinarily eligible for an appropriation). The SFA Council shall have the authority to make special appropriations should such action be approved by 2/3 of the voting members.

B. All eligible organizations and activities shall present an itemized budget request to the SFA Council at its budget hearing at the first meeting in May. The budget shall be based on the anticipated income of the following school year.

C. The Council shall be responsible for the budget items—Decorations, Entertainment, Honors and Prizes, Publicity, Recruiting, Student Faculty Association Council Expense, Visitation, Contingencies and Anticipated Balance.

D. The Council shall act as a board of adjustment and, after consideration of the budget requests, shall allocate only the anticipated income of the current fiscal year, and publish the final budget.

E. At the end of each fiscal year all unmortgaged funds from appropriations shall be automatically added to the General Balance. (See I below)

F. At the end of each fiscal year all unused funds which have been earned by any activity or organization shall be automatically added to the general balance and shall be re-appropriated at the beginning of the next year (as per section G, 2, below).

G. Procedure Pertaining to Allocation of Funds by the S. F. A. Council, and the Expending of those Funds by the Organizations Receiving Allocations from the S. F. A.:

1. Each organization entitled to an allocation according to Section VII, A. of the By-Laws of the S. F. A. Constitution and By-Laws will submit a budget request to the S. F. A. Council by the Council's first meeting in May. This budget request shall show earned income and a breakdown of expenditures (under major areas of expenditure) for the current year, anticipated earned income and anticipated expenditures (broken down under the same major areas of expenditure) for the following year, and whatever other information the Council requests.

2. The Council will determine, on the basis of anticipated revenues for the year beginning the following September, an allocation for each organization referred to in item 1, and notify each organization as to the amount of their allocation.

3. Each organization referred to in item 1 and 2 must submit, by the Council's second meeting in September, a budget based on the amount of its allocation or on an amount less than its allocation and broken down under the same major areas of expenditure as was its request to the Council.

4. Upon receipt of an organization's budget in September the Council, as soon as possible, shall:
   a. Approve the organization's budget and so notify the organization; or
   b. Disapprove the organization's budget and notify the organization of the terms of the disapproval.

5. Approval of an organization's budget shall be deemed prior requisition by the S. F. A. Council, and permission to order each and every item explicitly contained in said budget.

6. Any expenditure not explicit in the budget shall require advance requisition as follows:
   a. The Treasurer shall bring before the Council for its approval all items of
expenditure indicated in this section in excess of $50.00.

b. Less than $50.00 may be approved by the Treasurer with or without the approval of the Council. Adjustments of specified items up to $50.00 may be approved by the S.F.A. treasurer at his discretion; or brought before the S.F.A. Council.

c. The Treasurer shall see that suitable requisition forms are made available.

7. In the event that the total revenues do not equal or exceed anticipated revenues so that a cut in organization allotments becomes necessary, then the procedures described above will be repeated.

8. Earned income shall be defined as those funds which are not a part of the allocation granted to an organization or activity, but which are accumulated as a result of activities sponsored by them.

H. Any purchases made by any method other than that mentioned in Section VII G, above shall be the personal responsibility of the person(s) making such purchase.

I. The fiscal year shall be that period between the day the new budget is officially accepted by the Student-Faculty Association Council and August 30th of the following year.

J. No bill will be honored for payment if presented to the Student-Faculty Association Auditor after four weeks following the close of the fiscal year. However, should there be delinquent bills, payment may be considered and subsequently made only by specific action of the Council after it has been shown beyond all reasonable doubt that such delinquency was caused by circumstances over which the original purchaser had no control.

The Council further reserves the right
to determine whether or not such authorized "delinquent" bills are to be charged against the general cash balance in the Student-Faculty Association Treasury or to the specific appropriation affected. In no instance should the Budget Committee include such delinquent bills when making the new fiscal year’s appropriation.

The President of the College should authorize the purchases and payment thereof made between the close of one fiscal year and the beginning of the next.

Section IX—Adoption.

A. This Constitution shall be adopted when accepted by a majority vote of the present Student Council, the present faculty, and the present student body.

B. This Constitution when adopted shall be in effect beginning on registration day in September, 1945.

Section X—Emergency Powers.

In any emergency not covered by the Constitution, the Student-Faculty Council shall be empowered to act at a council meeting where a quorum (By-Laws, Section I B) shall be present, or in a general association meeting at which a quorum (By-Laws, Section I A) shall be present.

Adopted by the Student Council, May 16, 1945.
Adopted by the Faculty, May 22, 1945.
Adopted by the Student Body, May 24, 1945.
COLLEGE HISTORY

The history of the State University Teachers College at Brockport dates from 1841, when the Brockport Collegiate Institute was founded as a private college under the authority of the Baptist Church. In 1866, title to the College was transferred to the State of New York, and on March 20, 1867, the Brockport State Normal School came into existence.

In 1942, by legislative act, the Normal School became the State Teachers College at Brockport, vested with the power to grant the degree of Bachelor of Education at the end of a four year curriculum for the preparation of elementary school teachers. In 1944, the College was authorized to add a Division of Health and Physical Education and to confer the degree of Bachelor of Science in Education upon the graduates of this new division.

In 1947, authority was granted to the College by the Regents of the University of the State of New York to institute a program of graduate work leading to the degree of Master of Education.

The State University of New York was created in 1948, and the Teachers College at Brockport became one of the eleven teacher education colleges of the University. Two years later, the Trustees of the State University of New York decreed that all graduates of the teachers colleges would be given the degree of Bachelor of Science in Education and that the graduate degree would be a Master of Science in Education.