The
CLEMSON
AGRICULTURAL
COLLEGE

RECORD
FIFTY-FIFTH YEAR

Faculty Handbook
of
Information

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FACULTY HANDBOOK of INFORMATION

edited by
A COMMITTEE OF THE FACULTY

THE CLEMSON AGRICULTURAL COLLEGE of SOUTH CAROLINA
1948
FOREWORD

This handbook is offered as a reference manual for the Clemson College faculty. All types of information which could be classified and arranged as reference items have been sought; intangible aspects of the Clemson environment, however significant, have been ruled out by the nature of the handbook.

No attempt has been made to keep College items separated from community items, for in actuality the College and the community are thoroughly integrated. The great majority of families living in the Clemson community are directly connected with the College in the capacity of faculty, experiment station research personnel, or extension service personnel.

Frequent revisions may be necessary if this handbook is to serve its purposes well. Cooperation from all the faculty in suggesting changes or corrections will improve the next edition.

In this handbook “By-Laws” refers to the By-Laws of the Board of Trustees of Clemson College.

THE COMMITTEE:

T. B. Alexander  J. H. Langston
M. B. Carmichael  R. W. Rutledge
C. B. Green  J. E. Shigley
"Initial employment as a faculty member marks only a change in the scene of self-education, not a terminal point, and the attainment of permanent tenure marks arrival at self-responsibility for continued growth, not the peak of educational attainment."

—A resolution adopted at the June, 1948, meeting of the Clemson College faculty.
### TABLE OF CONTENTS

#### Chapter I: The College

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Historical Statement</td>
<td>1</td>
</tr>
<tr>
<td>(2) General Information</td>
<td>1</td>
</tr>
<tr>
<td>(3) Location</td>
<td>2</td>
</tr>
<tr>
<td>(4) Board of Trustees</td>
<td>2</td>
</tr>
<tr>
<td>(5) The President</td>
<td>2</td>
</tr>
<tr>
<td>(6) The College</td>
<td>2</td>
</tr>
<tr>
<td>(7) The Faculty</td>
<td>3</td>
</tr>
<tr>
<td>(8) Faculty Committees</td>
<td>3</td>
</tr>
<tr>
<td>(9) Board of Visitors</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Chapter II: The Faculty and the College

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>(10) Faculty Obligation</td>
<td>4</td>
</tr>
<tr>
<td>(11) Appointment and Election</td>
<td>4</td>
</tr>
<tr>
<td>(12) Tenure and Academic Freedom</td>
<td>4</td>
</tr>
<tr>
<td>(13) Salaries</td>
<td>5</td>
</tr>
<tr>
<td>(14) Suspension and Dismissal</td>
<td>5</td>
</tr>
<tr>
<td>(15) Resignations</td>
<td>5</td>
</tr>
<tr>
<td>(16) Leaves of Absence</td>
<td>5</td>
</tr>
<tr>
<td>(17) Sick Leave and Injury</td>
<td>6</td>
</tr>
<tr>
<td>(18) Travel, Official and Professional</td>
<td>6</td>
</tr>
<tr>
<td>(19) Retirement Act of South Carolina</td>
<td>7</td>
</tr>
</tbody>
</table>

#### Chapter III: The Faculty and the Students

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>(20) Registration</td>
<td>8</td>
</tr>
<tr>
<td>(21) Class Rolls</td>
<td>8</td>
</tr>
<tr>
<td>(22) Adding and Dropping Students After Two Weeks</td>
<td>9</td>
</tr>
<tr>
<td>(23) Class Attendance Regulations, Freshmen</td>
<td>9</td>
</tr>
<tr>
<td>(24) Class Attendance Regulations, Sophomore or Higher</td>
<td>10</td>
</tr>
<tr>
<td>(25) Absence Reports</td>
<td>10</td>
</tr>
<tr>
<td>(26) Grading Basis</td>
<td>11</td>
</tr>
<tr>
<td>(27) Special Examinations</td>
<td>11</td>
</tr>
<tr>
<td>(28) Grading System</td>
<td>11</td>
</tr>
<tr>
<td>(29) Reporting Grades</td>
<td>12</td>
</tr>
<tr>
<td>(30) Removal of Conditions</td>
<td>12</td>
</tr>
<tr>
<td>(31) Removal of Failures</td>
<td>12</td>
</tr>
<tr>
<td>(32) Removal of Grade I</td>
<td>12</td>
</tr>
<tr>
<td>(33) Grade Point Ratio</td>
<td>13</td>
</tr>
<tr>
<td>(34) Student Organizations, Honorary</td>
<td>13</td>
</tr>
<tr>
<td>(35) Personal Rating System</td>
<td>13</td>
</tr>
</tbody>
</table>
Chapter IV: The Faculty and Professional Interests

(36) Professional Organizations ........................................ 14
(37) Library ...................................................................... 14
(38) The Claude W. Kress Endowment Research Fund ......... 14
(39) Outside Work ............................................................. 15
(40) Patents and Copyrights ................................................. 16

Chapter V: The Faculty and Recreational and Service Interests

(41) Men’s Organizations .................................................... 17
(42) Women’s Organizations ................................................. 17
(43) Athletic Recreation, Team .............................................. 18
(44) Tennis ...................................................................... 18
(45) Golf ......................................................................... 18
(46) Ice Skating ................................................................. 18
(47) Swimming, Hiking, and Picnicking ......................... 18
(48) Fishing .................................................................... 19
(49) Theatres .................................................................... 19
(50) Concert Series ........................................................... 19
(51) Country Clubs ............................................................. 19
(52) Dance Clubs ............................................................... 19
(53) Music Room ............................................................... 20
(54) Browsing Room .......................................................... 20
(55) Chess ...................................................................... 20
(56) Bowling .................................................................... 20
(57) Scouting .................................................................. 20
(58) Bridge ..................................................................... 20

Chapter VI: The Community

(59) General Information .................................................... 21
(60) Religious Activities ...................................................... 21
(61) Schools .................................................................... 21
(62) Housing .................................................................... 22
(63) Public Utilities and Fuel .............................................. 22
(64) Fire Fighting Equipment ............................................. 23
(65) Medical Services ........................................................ 23
(66) Taxes ...................................................................... 23
(67) Automobile Licenses ................................................... 24
(68) Driver’s License ........................................................ 24
(69) Automobile Campus Registration ............................ 24
(70) Voting ..................................................................... 24
(71) Local Public Officials ............................................... 25

Appendix: Office Telephone Directory ................................. 26
Chapter I

The College

(1) HISTORICAL STATEMENT

In 1889, the General Assembly of South Carolina accepted the bequest of Thomas G. Clemson, which set aside the bulk of the Clemson estate for the founding of a scientific and technical college. Mr. Clemson, a son-in-law of John C. Calhoun, owned at the time of his death the Fort Hill Estate which Mrs. Clemson had inherited from her mother, Mrs. John C. Calhoun. It is this property along with the bulk of Mr. Clemson's other real and personal property which was left to the State of South Carolina for the founding of Clemson College.

In his will Thomas G. Clemson expressed the determination which he had long felt to found an institution which would promote agricultural and mechanical education. The will provided for a Board of Trustees composed of seven members who would serve for life and would be self-perpetuating. These seven Life Members with the six Elected Members chosen by the General Assembly constitute the governing board for the College. The seven original Life Members of the Board of Trustees were R. W. Simpson, D. K. Norris, M. L. Donaldson, R. E. Bowen, B. R. Tillman, J. E. Wannamaker, and J. E Bradley.

These seven trustees, along with other friends of the movement and the agricultural groups in the State, developed and organized a public opinion which brought about the acceptance of the terms of the Clemson will by the General Assembly of South Carolina in November, 1889.

The College was formally opened in July, 1893, with an enrollment of 446 students. The first graduating exercises were held in December, 1896, with a graduating class numbering thirty-seven. Of these, fifteen were in the agricultural courses and twenty-two in the engineering courses.

For further information on the origin of Clemson College consult A. G. Holmes and G. R. Sherrill, Thomas Green Clemson, 1937.

(2) GENERAL INFORMATION

Clemson is a land-grant college, established under the Morrill Land-Grant Act passed by the National Congress in 1862. It is, therefore, the Agricultural and Mechanical College of South Carolina and is a member of the national system of Land-Grant Colleges and Universities. Clemson is fully accredited by the Southern Association of Colleges and Secondary Schools.

Clemson is operated as a military school, but the military system operates independently of and offers no important interference with the regular college work. The teaching faculty are not a part of the military training system and have no responsibilities of a military nature.
(3) LOCATION

The College is situated on the Fort Hill homestead of John C. Calhoun, in the picturesque foothills of the Blue Ridge. It has an elevation of 773 feet above sea level and commands an excellent view of the mountains to the north and west, some of which attain an altitude of over five thousand feet. The Calhoun Mansion has been preserved on the campus through the cooperation of the United Daughters of the Confederacy and the College and is open to visitors.

The College is located at Clemson, South Carolina, on the main line of the Southern Railway, and four miles from Pendleton, on the Blue Ridge Railway. State Highways number 13 and 24 pass through Clemson, and daily bus service at regular intervals is available.

The City of Anderson, South Carolina, with a population of approximately 20,000 is eighteen miles south of Clemson; Greenville, South Carolina, with a population of approximately 45,000 is thirty miles east of Clemson; and Atlanta, Georgia, and Charlotte, North Carolina, are slightly less than 150 miles from Clemson.

(4) BOARD OF TRUSTEES

The government of the College is vested in a Board of thirteen members, six of whom are elected by the Legislature, and seven life and self-perpetuating under the Clemson will. The function of this Board is legislative and not executive. The Board determines the general policy of the College, makes the laws for its government, and directs the expenditure of its funds.

(5) THE PRESIDENT

The President is the chief executive and administrative officer appointed by the Board of Trustees. He is the head of the College and is responsible for its satisfactory working and success.

(6) THE COLLEGE

The College is divided into schools of Agriculture, Arts and Sciences, Chemistry, Engineering, Textiles, and Vocational Education. A dean is at the head of each school and is responsible to the President for its conduct and success. The schools are comprised of departments. Each department is in charge of a professor who acts as its head. The President conducts all official business with each department through its dean.
(7) THE FACULTY

The faculty consists of all officers of instruction in the College. The voting members are the deans, professors, associate professors, and assistant professors.

The faculty meets once a month, or whenever called by the President, and is an advisory body to the President on the instructional work of the College and such other business as he may bring before it.

The deans and directors of the various schools and departments meet weekly or when called by the President for consideration of matters affecting the welfare of the College. Departmental faculty meetings are held periodically.

(8) FACULTY COMMITTEES

In order to aid him in his executive duties and to carry on the instructional work of the College, the President appoints committees from the faculty. To these are assigned certain specified lines of work and the committees are clothed with full authority.

(9) BOARD OF VISITORS

The Board of Visitors consists of two citizens from each Congressional District of the State. It is elected by the Board of Trustees every year and is responsible for visiting the College the first Wednesday in May of each year to inquire into the condition and working of the College.
Chapter II
The Faculty and The College

(10) FACULTY OBLIGATION

"All teachers and officers are expected to give their time, energy and ability to furthering the aims and purposes of the College. Such efforts, to be effective, must be in harmony with the policies of the Institution and in sympathy with the needs of its students." (By-Laws, Section 61)

(11) APPOINTMENT AND ELECTION

"The first appointment or election of a teacher or officer shall be for a probationary period expiring at the pleasure of the Board, but not exceeding twelve months and shall terminate on the next June 30th or August 31st. Retention beyond the first or probationary period of service shall be conditioned upon reelection by the Board at the regular meeting preceding the expiration of the period." (By-Laws, Section 46)

"Every teacher or officer who is appointed, elected or reelected to a position in the College organization shall be notified in writing by the President and informed as to his salary, title, tenure, and any special terms of employment, and furnished with a copy of these By-Laws. If he accepts the position it will be understood by both parties that the College By-Laws, together with any additional conditions embodied in the notice of appointment or reelection, constitute a contract between the College and the party accepting employment. The party notified of his reelection shall be given thirty days in which to accept in writing the position offered." (By-Laws, Section 48)

"Seniority shall not in itself constitute a basis for promotion." (By-Laws, Section 49)

(12) TENURE AND ACADEMIC FREEDOM

"The term of office of every teacher and officer and of every employee shall be during the pleasure of the Board." (By-Laws, Section 46)

According to the report of a disinterested survey staff, Clemson College observes in good faith the generally accepted rules of faculty tenure rights. The staff also reported that there is no evidence to indicate pressure of any kind to affect academic freedom. (Public Higher Education in South Carolina, Division of Surveys and Field Services, George Peabody College for Teachers, Nashville, Tennessee, 1946, pp. 115-16, 125)
(13) SALARIES

"The salaries of teachers and officers shall be upon the basis of a year's work, and shall be fixed by the Board of Trustees. The salaries shall be paid in twelfths by the Treasurer upon the last day of each calendar month. The salary shall begin from the date the teacher or officer reports for duty. Fractions of months shall be figured in thirty-sixths. Salaries are not equalized on a basis of rank, length of service, or any other fixed condition. No perquisites shall be allowed in addition to the regular salaries." (By-Laws, Section 52)

(14) SUSPENSION AND DISMISSAL

"He (the President) may suspend or dismiss any employee, may suspend any elected teacher or officer for conduct unbecoming a gentleman, for disloyalty, or conduct prejudicial to the maintenance of military discipline, for violations of the laws of the College or his instructions, or for leaving any college duty without permission. (See "Leaves of Absence.") Any person suspended or dismissed under the provisions of this section shall have the right to appeal to the Board." (By-Laws, Section 42)

(15) RESIGNATIONS

"He (the President) shall have the right to accept the resignation of any teacher or officer except the resignation of a teacher which becomes effective during the regular session of the College." (By-Laws, Section 32)

"No resignation of an officer who is also a teacher shall become effective during the regular session of the College except by a mutual agreement with the President, who shall submit his action to the next meeting of the Board giving his reasons therefor. The pay of the teacher or officer shall cease on the day his resignation becomes effective, or the day he enters such other employment or business as would render it impracticable to respond to call for service from the College." (By-Laws, Section 53)

(16) LEAVES OF ABSENCE

"The President may grant temporary leaves of absence to students, teachers, officers, and employees of the College. No teacher, officer, or employee shall absent himself from his duties except by permission of the President or the appropriate dean or director. Sick leaves of absence may be granted by the Board as prescribed in the By-Laws. No leave of absence with pay during the working sessions shall be for a longer period than ten days without the consent of the Board. Leaves of absence during the regular session should be for the purpose of further study. Requests for leaves of absence shall be made in writing and forwarded through the dean or director to the President." (By-Laws, Sections 42, 80, 81, and 83)
“In conformity with the above the following general rules are in force:

1. Leaves of absence for members of the teaching staff during general holiday periods such as Christmas holidays or spring holidays will be arranged with the deans.
2. Members of the teaching staff are expected to file with the deans a Leave of Absence prior to leaving the College for the regular summer vacation.
3. For absences that do not involve loss of time from classes, or other regular or scheduled College duties, and do not exceed 48 hours (including Sundays), verbal or other notice to the dean is required. In case of deans or directors the notice is to be made to the President.
4. For temporary absences involving loss of time from class periods or other regular or scheduled College duties, or absences exceeding 48 hours (including Sundays) written permission is required on the prescribed Leave of Absence.
5. Extended leaves of absence without pay may be granted subject to the approval of the Board, for further study, military or naval service, or for reasons in the interest of the College. Such leaves are granted in good faith and with the full intention of having the employee resume his duties at the expiration of the leave unless prevented by financial or other conditions which in the judgment of the College Administration would not justify a resumption of duties. Applications are to be made on printed Form No. 6, ‘Request for Extended Leave of Absence.’”

(Extracts from the By-Laws of the Board of Trustees, 1942, note to paragraph number 100)

(17) SICK LEAVE AND INJURY

Provision for faculty sick leave is made in Section 54 of the By-Laws of the Board of Trustees.

“Any compensation for injuries in line of duty shall be in accordance with laws of the State.” (By-Laws, Section 54)

(18) TRAVEL, OFFICIAL AND PROFESSIONAL

In cases of official travel for the College, expenses are payable by the College under certain regulations. It is also possible for faculty members to receive assistance on expenses in attending meetings of professional organizations or otherwise traveling for reasons of professional participation. All requests for such assistance are submitted through channels.

“Authorization for travel must be secured in advance from the proper official. Out-of-State travel requires authorization from the President. All travel shall be by the shortest route and the most economical method.” (By-Laws, Sections 160-161)

“Reimbursement for board, lodging and transportation shall not exceed the allowance prescribed by State law and/or the Board of Trustees.” State law fixes the daily allowance for board and lodging at: in-state $7.50 and out-of state $10.00. (By-Laws, Section 162)
“When in the interest of economy, both time and money considered, and when specifically authorized in advance, privately owned automobiles may be used for official trips. Reimbursement for the use of privately owned automobiles shall not exceed (five) cents per mile by the shortest route. Only those private cars whose owners carry adequate liability insurance shall be used in the College service. The College disclaims any responsibility for accidents in which privately owned cars in College service may be involved.” (By-Laws, Section 163)

“Receipts shall be attached to travel vouchers for all items of expense except transportation, pullman, meals and lodging.” (By-Laws, Section 164)

(19) RETIREMENT ACT OF SOUTH CAROLINA
(as of May 1, 1948)

All new employees must become members but any employee may withdraw before December 31, 1948. From January 1, 1949, membership is compulsory.

Faculty members contribute 4% of salary by payroll deduction; the College (State) contributes 5.1% of salary paid. Interest between 2% and 4%, as determined by the board, is added annually on all contributions.

Faculty may retire at age 60 (with heavy loss in retirement allowance) and must retire at age 65 unless application to continue up to age 72 is approved. This option to apply for service up to age 72 expires after July 1, 1950.

The amount of the retirement payments is based upon: “(a) an employee annuity which shall be the actuarial equivalent of his accumulated contributions at the time of his retirement; and (b) an employer annuity equal to the employee annuity allowable at age 65, or at age of retirement, whichever is less, computed on a basis of contributions made prior to age 60.” (South Carolina Retirement Act, May 1, 1948, p. 13)

A rough estimate of retirement allowance at age 65 may be obtained from the following figures based upon regulations in force on May 1, 1948: entrance into State service at age 25 provides about 72% of the average annual compensation during employee’s last five years of service; entrance at age 30 provides about 60%; at age 35, 47%; at age 40, 36%.

Upon retirement the beneficiary may accept the full retirement allowance himself or he may provide for dependents under optional plans.

The principal amount of employee contribution is payable upon death before retirement or withdrawal from the system.

Disability retirement is provided after ten years’ service.

Employees on leave of absence may, with approval, continue contributions.
Chapter III
The Faculty and The Students

(20) REGISTRATION

The registration system being followed by the College includes the use of IBM equipment located in the Registrar's Office. During the regular registration period details of the actual registration for classes are coordinated in a registration procedure handled in the Clemson Field House by deans, heads of departments, class advisors, assisting faculty members, and staff members of the Registrar's Office.

(21) CLASS ROLLS

After registration is completed, class rolls for individual sections are distributed through the deans and heads of departments to each instructor. Late registrants being processed after the close of the central set-up at the Field House are channeled for registration to faculty members as specified by the dean of the school concerned. The procedure in the different schools varies from that of continuing central control on registration within the school to that of having the student report directly to the instructor of the course. The individual faculty member handling late registrants is responsible for adding the student's name to the section roll at the time the student is registered in that section.

In addition to late registrants, there is also a group of students who find it necessary to make adjustments in their programs during the regular two-weeks period provided for adjustments. After the adjustment has been properly approved during this period, the Registrar's Office notifies faculty members by a blue-striped IBM card authorizing the instructor to add the student's name to the section roll or by a yellow-striped IBM card authorizing the instructor to drop the student's name from the roll.

As a further control on registration as well as for the convenience of the instructors concerned, revised class rolls are furnished instructors at the end of the two-weeks schedule adjustment period. These rolls accompanied by a registration check-up form on which faculty members report to the Registrar's Office any discrepancies between the revised class rolls and the actual enrollment in the class as of the date the roll is compiled. The Registrar's Office then informs instructors as to what disposition to make of each discrepancy.
(22) ADDING AND DROPPING STUDENTS AFTER TWO WEEKS

After the two-weeks schedule adjustment period students may add subjects only under very unusual circumstances by securing special authorization, but students may continue to drop subjects if approved by the dean of the student's major course as long as the total credits do not fall below the minimum set up by the college. However, for students who drop subjects after the first four weeks of classes, the instructor is notified by a pink-striped IBM card which requires the instructor to indicate the grade the student was making at the time of the drop, and return the card to the Registrar's Office. This procedure is necessary in accord with the faculty rules which specify that drops after four weeks be recorded by the Registrar's Office as "withdrawn passing" or "withdrawn failing".

(23) CLASS ATTENDANCE REGULATIONS, FRESHMEN

While a student's first duty in college is his class work and except for special reasons any student should be in every class on schedule, the College recognizes several justifiable reasons for class absences and authorizes absences for these. In addition, restricted provision is made for a few minor personal emergencies. Rigid penalties are provided for abuse of these regulations.

Absences for the following will be officially authorized:

(a) Sickness. Certified by the College Surgeon on the hospital report or by another doctor and endorsed by the College Surgeon.
(b) Guard Duty. Certified by the Commandant as the guard detail for the day.
(c) Official representation in intercollegiate athletic contests. Certified by the head coach and proper forms submitted in advance to the Attendance Officer.
(d) Educational trips. Certified by the dean of the school concerned and proper forms submitted in advance to the Attendance Officer.
(e) Personal emergencies of a serious nature, such as death or serious illness in the family, emergencies such as make it absolutely necessary that the student be absent from college, and very serious emergencies while on the campus. Approved in advance by the Commandant for ROTC students or by the Attendance Officer for veteran students not in the military organization.

To provide for minor personal emergencies a student will not be penalized for one unauthorized absence per semester in each course. These are not to be regarded as "cuts." For any additional unauthorized absence, the student will be dropped from the course.

Any student who, by being dropped for excessive absences, reduces his load below twelve semester credit hours shall be suspended from the College at least for the remainder of that semester and the semester following.
Students shall not request instructors to excuse them from class or to change class periods or examinations. Instructors have no authority to grant such requests. All class work missed on account of authorized absences shall be made up to the satisfaction of the instructor concerned. Instructors will not be obligated to permit a student to make up any work missed during unauthorized absences. If the unauthorized absence is from a previously announced quiz or examination, the student will not be permitted to make that work up and will be given a grade of zero on that assignment.

A student who, for any reason including emergencies as well as sickness and authorized missions, is absent from more than the equivalent of four weeks' work in a subject will be dropped from the subject unless his continuance is authorized by the President's Council.

These regulations will be administered by the Class Attendance Officer.

(24) CLASS ATTENDANCE REGULATIONS, SOPHOMORE OR HIGHER

For students who are classified as sophomores or higher more responsibility is placed on the student, and no specific penalties for individual class absences are prescribed. Daily reports of all absences will be recorded. After warning, the Attendance Officer will report any cases of habitual negligence or other abuse of privileges. A student whose record, attendance or scholastic, is generally unsatisfactory may be required to withdraw from the College at any time. To be eligible to continue his enrollment any student who has been in college two or more semesters must pass in each semester a minimum of twelve semester credit hours of work (exclusive of courses graded E and exclusive of courses graded I unless there are extenuating circumstances for the I).

The attention of students is directed to the fact that the above paragraph applies only to students who are classified as sophomore or higher. The above paragraph does not apply to a student who has been in college two or more semesters, but who is still classified as a freshman. The class attendance regulations for freshmen are outlined under Section 23.

(25) ABSENCE REPORTS

Each faculty member submits daily reports of all absentees on forms provided for that purpose. The faculty members are responsible for reporting every absence.
(26) GRADING BASIS
The standing of a student in his work at the end of a semester shall be based on daily class work, tests or other work, and the final examinations. Written examinations shall be required in all subjects at the end of each semester, except in certain laboratory or practical courses where not deemed necessary by the department faculty. A semester grade once reported to the Registrar shall be the final grade for the period covered.

(27) SPECIAL EXAMINATIONS
Any request for a special examination must be approved by (1) the instructor concerned, (2) the head of the department concerned, (3) the dean of the school, and (4) the Registrar.

(28) GRADING SYSTEM
A — Excellent. Indicates that the student is doing work of a very high character. The highest grade given.
B — Good. Indicates work that is satisfactory, though not of the highest order.
C — Fair. Indicates work of average or medium character.
D — Pass. Indicates work below average and unsatisfactory. The lowest passing grade. For graduation a student must complete his course with such grades as to give him twice as many grade points as the number of credit hours required.
E — Conditioned. Indicates a failure to satisfy the requirements as to daily recitations, tests or other work, as well as the final examination, which condition in the opinion of the instructor may be made up by re-examination at some fixed time. The credit value of a course graded E cannot be used in meeting the credit requirements for a student to be eligible to continue his enrollment, and re-examinations on courses graded E are not permitted in advance of re-enrollment for the purpose of establishing eligibility for re-enrollment under the eligibility rules.
F. — Failed. Indicates that a student knows so little of the subject that it must be repeated in order that credit may be received.
I — Incomplete Work. Indicates that a relatively small part of the semester's work remains undone. A Grade I is not to be given a student who has made a Grade F on his daily work.
"I-Abs. Ex." Indicates absence from examination on account of sickness or other satisfactory reason.
WP — Withdrew Passing. This grade indicates that the student withdrew from the course while doing satisfactory work. The credit hours of a subject on which the grade WP is received are counted as credits taken in computing the student's grade point ratio.
WF — Withdrew Failing. Indicates that the student withdrew from the course while doing unsatisfactory work. The credit hours of a subject on which the grade WF is received are counted as credits taken in computing the student's grade point ratio.
REPORTING GRADES

IBM grade cards are sent instructors the week prior to examinations. These cards give information concerning the student's name, catalog number of the subject, and section in which he is enrolled. Grades are indicated by marking the appropriate place on the card with an electrographic pencil furnished by the Registrar's Office. In addition, each instructor should certify the electrographic pencil mark by initialing in ink the notation to the left of the space marked (the card should be initialed to the left of the pencil mark rather than signed in full according to the directions actually given on the card.) IBM grade cards for candidates for graduation are distributed to instructors separately and special envelopes are furnished for returning these cards to the Registrar's Office so that they may be expeditiously handled.

REMOVAL OF CONDITIONS

Only one opportunity shall be given a student to remove a condition (E) by a reexamination. A student who fails to pass such a reexamination shall be required to repeat the subject hour for hour in class. Not more than twelve credit hours of conditions for a session shall be removed by reexamination. A student shall not receive a grade higher than D when a deficiency is removed by reexamination.

Reexaminations shall be held as scheduled by the schedule committee. All conditions (E's) not removed during the time set aside for reexaminations shall become failures.

REMOVAL OF FAILURES

A student who has failed (made a grade F) in a subject cannot receive credit for that subject until it has been satisfactorily repeated hour for hour in class, except that in the case of correlated laboratory work, the number of hours to be taken shall be determined by the instructor. Where separate grades for class and laboratory work are given, that part of the subject shall be repeated in which the failure occurs.

REMOVAL OF GRADE I

All incomplete grades (I's) for a semester not removed within thirty days after the beginning of the next semester shall become F's unless an extension of time is approved by the instructor concerned and the Registrar.

A student who, for reasons satisfactory to the faculty, is absent from any examinations will be graded I-Abs. Exam. and will be allowed to make up these examinations at such time as is designated for this purpose.
(33) GRADE POINT RATIO

Nine grade points are assigned for each credit hour on which the student receives the grade of A; six grade points for each credit hour of grade B; and three for each credit hour of grade C. No grade points are assigned for grades D, E, or F. In calculating a student's grade-point ratio, the total number of grade points accumulated by the student is divided by the total number of credit hours taken by the student during the semester, session, or other period for which the ratio is calculated.

(34) STUDENT ORGANIZATIONS, HONORARY

On the Clemson campus there are chapters of the national honorary scholastic societies of Phi Kappa Phi and Phi Eta Sigma. There are three leadership and service fraternities: Blue Key (national), Tiger Brotherhood (local), and Alpha Phi Omega (former Boy Scouts). In the various subject-matter fields the honorary professional fraternities are Alpha Zeta (agriculture), Alpha Tau Alpha (agricultural education), The Minarets (architecture), Sigma Tau Epsilon (arts and sciences), Alpha Chi Sigma (chemistry), Tau Beta Pi (engineering), Iota Lambda Sigma (industrial education), Mu Beta Psi (music), and Phi Psi (textiles).

(35) PERSONAL RATING SYSTEM

During the spring semester of each year faculty members are requested to rate their students on personal traits such as character, earnestness, personal appearance, and disposition. These ratings are submitted on cards to the Registrar and cumulative ratings are maintained on each student. These records may be consulted by members of the College staff and prospective employers.
Chapter IV
The Faculty and Professional Interests

(36) PROFESSIONAL ORGANIZATIONS

Faculty members are encouraged to participate in the activities of state, regional, and national professional organizations by leaves-of-absence to attend meetings and financial assistance on travel expenses. (See Handbook Section Number 18, ‘Travel, Official and Professional’)

(37) LIBRARY

The Clemson College Library is open for faculty use during the following hours:

<table>
<thead>
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<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8 a.m. - 11 p.m.</td>
</tr>
<tr>
<td>Friday</td>
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</tr>
<tr>
<td>Saturday</td>
<td>8 a.m. - 6 p.m.</td>
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<tr>
<td>Sunday</td>
<td>2 p.m. - 11 p.m.</td>
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</table>

A library circular letter is sent to the faculty at frequent intervals announcing recent acquisitions.

Requests for the addition of books to the library should be made on the special form provided to the faculty for that purpose.

Faculty members are entitled to indefinite circulation privileges upon request in cases of professional usage.

Microfilm reading facilities are available.

(38) THE CLAUDE W. KRESS ENDOWMENT RESEARCH FUND

The income from this fund (amounting to from $6,000 to $17,000 each year) will be used to support the following:

1. Scientific research in any field which promises definite results for the comparatively limited funds available.
2. Publication of books, bulletins and other printed matter pertaining to projects financed with this fund or otherwise.
3. Design and construction of special laboratory or other useful equipment.
4. Bringing to the campus outstanding personalities to enhance the cultural aspect of student and community life.
5. Encouraging inventions of economic importance.
In making grants emphasis will be placed upon research projects. It will not be the purpose to use the fund to supplement research projects such as those being carried on by the Experiment Station or to finance additional projects for Experiment Station personnel, but rather to support investigations by members of the teaching staff of the College who, because of lack of funds for supplies, equipment, stenographic help or travel, may not be able to undertake worthwhile projects which they would like to attack. In Engineering the Behrend Laboratory should afford opportunity for certain kinds of investigations. This laboratory is equipped with precision instruments of the highest available quality (valued in excess of $100,000) and specializes in development of non-standard research instruments. Projects involving surveys and those consisting of "library research" will be considered, but a specially critical analysis of proposals for such projects will be made before support is granted.

Anyone desiring to make application for a grant from this fund should contact the chairman of the Kress Fund Committee, R. A. McGinty, Long Hall.

(39) OUTSIDE WORK

"No teacher or officer shall be permitted to engage in any business, employment, or vocation, or accept a position of responsibility or trust that in any way interferes with the efficiency of his service to the College, or which may cause embarrassment to the College." (By-Laws, Section 61)

"In conformity with Section 61 (b), the policy of the College is as follows: (a) That any teacher or officer desiring to engage in any work or undertaking outside of the activities expected of him as a College employee, shall secure the permission of the President of the College and his decision will be submitted to the Board for such action as it sees fit. (b) That in all such work as may be personal undertakings of College employees but with the use of any of the College facilities the following conditions will obtain: that no such work be undertaken except with the permission of the President; that the College assume no responsibility of any kind in connection with the work; that charges for the service and use of the College facilities shall be at the rate agreed upon and approved by the College President; that charges for the service of the individuals shall be collected by the individuals direct; that charges for the service and use of the facilities of the College shall be paid to the College Treasurer by the member or members of the staff authorized to perform the work; and that results of such work shall in no way be used for advertising purposes. Any announcements made of such work will indicate clearly that the individual performing the work is to be directly reimbursed for his services, and that
the College is to be separately reimbursed for such facilities as it may furnish. (c) That the College may officially perform tests, investigations and do research work for individuals, firms and corporations when the proper facilities do not exist elsewhere or are not readily accessible, and then only when such work is for the advancement of agriculture and the industries. The results of any such tests shall be the property of the College. Or, the College may permit the use of its equipment by Government agencies, or an individual or corporation for research or experimental work for the advancement of agriculture and the industries. A fee shall be assessed for such work and upon collection be credited to (1) the General Funds, or (2) to a revolving account for use of the department concerned in defraying expenses incident thereto. Payments for such work will be made direct to the College Treasurer by the firm, individual, or corporation.” (By-Laws, Section 62)

(40) PATENTS AND COPYRIGHTS

“(a) The principle is recognized that the results of experimental work carried on by or under the direction of any College employee or employees, where any of the facilities of the College are used or where any part of the expense involved is paid from funds controlled by the College, belongs to the College and the public and shall be used and controlled in ways to produce the greatest benefits to the College and the public. (b) In the event of any discoveries or inventions resulting from such experimental work, the Board of Trustees shall have the right to determine what use may be made of them in the best interests of the public. (c) The ownership of copyrights on books, or inventions or discoveries made by College employees outside of their regular duties and at their own expense shall not be in the name of the College.” (By-Laws, Section 178)

“The findings of any college employee resulting from his research or experiments shall not be used to promote the sales of products or stock, nor shall the name of the College, the title of the employee or any mention of his connection with the College be used in any publication or correspondence connected therewith.” (By-Laws, Section 61)
Chapter V.
The Faculty and Recreational and Service Interests

(41) MEN'S ORGANIZATIONS

The Clemson Fellowship Club is a service club in which membership is by invitation and is limited.

The Clemson Sage Club is a social and service faculty club which follows the policy of extending invitations to membership to all new faculty members.

The Forum Club is a discussion and debating group with membership by invitation.

Other organizations for men at Clemson include:
- American Association of University Professors
- American Legion
- Masonic Order.

In nearby towns Kiwanis, Lions, Rotary, and Exchange clubs are active.

Army Reserve Officer activities at Clemson are under the supervision of Major R. B. Pridgen, Regimental Instructor, 323 Infantry Regiment of the 81st. Division, with offices in the Clemson Field House.

Naval Reserve activities are not organized at Clemson, but a composite volunteer reserve group is active at Greenville, South Carolina.

(42) WOMEN'S ORGANIZATIONS

The Clemson College Woman's Club is a general social organization open to all faculty wives, mothers, and daughters. The Newcomers Club is a social club open to new arrivals. Many organizations for women are active at Clemson, including:
- American Association of University Women
- Daughters of the American Revolution
- Eastern Star
- United Daughters of the Confederacy
- Winthrop Daughters
- Various book clubs and garden clubs
(43) ATHLETIC RECREATION, TEAM

Tickets to all Clemson intercollegiate contests are available to the faculty if purchased soon after June of each year from the athletic office in the Field House. Tickets for Clemson games away from home should be requested as soon as possible due to the limited number available.

Various opportunities for faculty participation in such sports as softball, volleyball, and basketball are made available through faculty teams in intramural contests. The Sage club sponsors periods for faculty use of gymnasium facilities.

(44) TENNIS

Tennis courts on the campus are available to faculty personnel.

(45) GOLF

An eighteen hole golf course is operated commercially at Boscobel, seven miles from Clemson. The course is open to all on payment of green fees.

(46) ICE SKATING

Ice skating is possible several weeks during the winter at Highlands, North Carolina, approximately fifty miles from Clemson.

(47) SWIMMING, HIKING, AND PICNICKING

Swimming indoors is permitted at the YMCA pool, where all cooperation possible is offered faculty groups desiring to arrange swimming parties. Outdoor swimming is available at Boscobel, a commercial pool seven miles from Clemson.

Oconee State Park and Table Rock State Park are located within one hour's driving time from Clemson. These parks have swimming and picnic facilities and a number of cabins which may be rented from the State Forestry Department, Columbia, South Carolina. The demand for these cabins necessitates very early reservation.

Numerous picnic areas and shelters are located along the mountain drives north of Clemson, and the Great Smoky National Park is only three hours' driving time from Clemson.

Hike trails are developed in the state parks and mountain areas, offering hikes to high points of the Blue Ridge.

Ocean swimming is available at many Carolina and Georgia beaches not more than a day's driving time from Clemson.

The YMCA Cabin, located on the campus overlooking the Seneca River, may be used for outdoor suppers and similar occasions. For reservations contact the YMCA office.
(48) FISHING

Fishing is available in several lakes and streams within convenient reach of Clemson. In the Blue Ridge Mountains, within two hours' driving time, many excellent trout streams may be found. The College is developing ponds to be stocked with fish.

(49) THEATRES

Motion picture theatres are operated by the YMCA in two auditoriums, and a privately owned theatre is located in Clemson.

The Clemson Little Theatre presents several plays each year, and occasional dramatic productions are brought to the campus under club sponsorships.

(50) CONCERT SERIES

Tickets for the Clemson concert series are obtainable in the President's office. Season tickets should be purchased as soon after June as possible. A block of tickets is held until September for new faculty families. Usually five outstanding concert presentations are included in the annual series at a cost of five dollars for the season ticket. In 1948-49 the series includes: Rise Stevens, Robert Shaw Chorale, First Piano Quartet, Heifetz, and The Philadelphia Symphony Orchestra.

(51) COUNTRY CLUBS

A country club at Seneca, nine miles from Clemson, assigns some memberships to Clemson.

The Tri-State Country Club, with headquarters at Walhalla, South Carolina, eighteen miles from Clemson, is an organization of sportsmen and conservationists leasing forested land in the mountain district of Oconee County. A comfortable and well-furnished cabin is maintained in the mountains, and by constant patrolling and stocking, good hunting and fishing is assured. Membership may be had by application.

(52) DANCE CLUBS

The Cotillion Club and the Terpsichorean Club hold dances at regular intervals during the year. Membership in these clubs is by invitation. Student dances are held frequently with invitations to faculty members to act as chaperones.
(53) MUSIC ROOM

A music room is located in the basement of the Library building containing a Carnegie Collection of 1,068 recordings of classical and semi-classical music, an RCA record player, music scores, and other books relating to music. Faculty personnel are encouraged to use these facilities.

(54) BROWSING ROOM

A recreational reading room is maintained in the basement of the Library building, provided with popular books and magazines and daily newspapers. Lounging furniture is provided in this room.

(55) CHESS

The local chess club is active and provides a medium for arranging regular competition.

(56) BOWLING

There are bowling alleys at Seneca, South Carolina, and at Boscobel.

(57) SCOUTING

Boy Scout, Girl Scout, Cub Scout, and Brownie organizations are active in the Clemson community.

(58) BRIDGE

Bridge parties are sponsored frequently by various organizations.
Chapter VI
The Community

(59) GENERAL INFORMATION

The Clemson community lies within the boundary of two counties, Oconee and Pickens. All of the community south of the Anderson-Seneca highway is in Oconee county, and that part north of the highway is in Pickens county. That part of the community which lies in Oconee county is in the Oconee county township of Seneca and the Oconee county school district number 32. Walhalla is the county seat of Oconee county. That part of the community which lies in Pickens county is in Central township and school district number 8. The county seat of Pickens county is Pickens.

Most of the College property and campus is in Oconee county. The incorporated town of Clemson comprises an area about one mile square adjacent to and north of the campus and lies in Pickens county. This area includes the Southern Railway station, the public school, and that part of the community known as Calhoun.

(60) RELIGIOUS ACTIVITIES

Five denominations, Baptist, Episcopal, Methodist, Presbyterian, and Roman Catholic, have erected churches in the community. Arrangements are made for services for students of other denominations. Sunday schools and young people's church societies are maintained by the local churches. The YMCA, located on the campus, provides accommodations for all denominational groups not having local church homes, and campus church groups often use its convenient and accessible facilities.

Courses in religion, which are credited as free electives, are offered by the College.

The College cooperates in a Religious Emphasis Week each year. One or more outstanding religious speakers are brought to the campus for the occasion.

(61) SCHOOLS

Several nursery and kindergarten schools operate at Clemson, and the district grade school and high school is located in the town of Clemson.

The Parent-Teacher Organization is active at Clemson.
(62) HOUSING

The college has available for rental to staff and faculty members a total of 207 units, consisting of permanent type houses, apartments, hotel rooms, and temporary pre-fabricated units. The pre-fabricated units rent from $24.50 to $30.50, and are equipped with oil space heater, oil water heater, ice refrigerator, oil cooking range, cold water, lights, oil drum, and garbage disposal service. Some types of furniture are available for rental at a nominal charge. For further information contact Housing Office.

A large number of houses and apartments are rented in the town of Clemson and environs.

Residential building is proceeding at a rapid rate in the vicinity of Clemson. In order to encourage private building the President of the College has instructed the Public Utilities Division to sell such building materials as are available or procurable to employees of the college. Lumber and allied building materials are included in this program, with expectations of considerable savings to the home builder.

Large buildings lots, at reasonable prices, are available in several private developments located conveniently close to the campus.

Rooms with adjoining baths are available for transient visitors at the YMCA. For reservations telephone 3311. Many of residences have rooms for rental on occasions when college facilities are crowded.

(63) PUBLIC UTILITIES AND FUEL

Electricity is distributed to all College houses and certain other areas by the College, statements being rendered bi-monthly payable to the College Treasurer. Duke Power Company services all other residences in the area. College rates are comparable to commercial rates in the general area, with special low rates applicable to electric hot water heaters of certain types. For details contact the office of the Business Manager.

The water system owned by the College furnishes water free to the pre-fabricated units and through meters to all other College houses and to the town of Clemson.

Garbage is collected without charge by the College and the town of Clemson in their respective areas.

A Western Union telegraph office is located in the basement of Tillman Hall (Main Building), west side, and is open: Monday through Saturday, 7-11 a.m. and 3-6:30 p.m.; Sunday, 4-6 p.m.. At other times messages may be sent by telephone through the Seneca or Anderson offices.

Coal is sold by the College through the Office of the Business Manager.

Kerosene and fuel oil may be purchased from several companies in Pendleton, Seneca, and Anderson which deliver on the campus and in the town. Supply was limited in 1947-48 and is expected to be limited in 1948-49.
(64) FIRE FIGHTING EQUIPMENT

The College maintains three trucks fully equipped with fire fighting apparatus. These trucks answer calls by telephone to fight fires on the campus, in the town of Clemson, or in the residential areas adjacent to the campus. There is no charge for this service. Telephone 4302 or 3042.

(65) MEDICAL SERVICES

The College retains a College Surgeon to care for the health of the student body. In addition to these duties he engages in private practice. No hospital facilities are available to the faculty in Clemson, but hospitals are located at Seneca (eight miles), Anderson (eighteen miles), and Greenville (thirty-two miles). The College Surgeon may be reached at the College hospital for students, telephone 4121.

Blue Cross Hospitalization plan is available at Clemson.

(66) TAXES

Members of the staff and employees of the College must pay state income taxes. This is a graduated tax beginning at two per cent on the first $2,000 above exemptions. The last date for making returns of this tax is March 15 following the calendar year in which the income was earned. This tax may be paid in whole when returns are filed, or in equal quarterly installments. The tax is payable to the South Carolina Tax Commission, Income Tax Division, Columbia, South Carolina.

Real estate and personal property taxes on such items as land, lots, houses, furniture, and automobiles are levied in South Carolina. The assessment of automobiles is automatic. Other real estate and personal property must be assessed during the months of January and February each year at the County Auditor's Office at the county seat of the county in which the property is located. The assessment can be made in person or by letter to the proper auditor. In South Carolina the assessment policy for the purpose of levying taxes is to return property at about one-tenth of its real value. As an illustration, lots in Clemson are assessed at about $50 each, the average home at about $500, and household furniture at about $50.

All males between twenty-one and fifty-six are subject to a poll tax of one dollar. This tax is declared and handled in the same manner as property taxes.

The County Treasurer opens his tax-books for receiving property taxes on the first of October. On the first of January following a penalty is levied on property taxes not paid. This penalty is increased from time to time if the taxes are not paid until the property itself is seized for payment of taxes. The county treasurers of both Pickens and Oconee counties notify by mail each tax-payer of the amount of his taxes, which amount
can be paid by check through the mail.

Persons owning property in the town of Clemson as well as resident owners are subject to property and street taxes. The assessment values of town property are secured by the town officials from the Pickens County Auditor. Town taxes must be paid to the town clerk.

(67) AUTOMOBILE LICENSES

Persons coming into South Carolina to live have ten days in which to replace an out-of-state automobile license with a South Carolina license. New automobile licenses must be displayed on all cars by November 1 of each year. These licenses can be secured through the highway patrolman's office located at the College Power House or directly from the auto-license division of the State Highway Department in Columbia, South Carolina.

(68) DRIVER'S LICENSE

All drivers who earn their living in South Carolina must acquire a state driver's license immediately. Tests are required of all new applicants for license in South Carolina.

All drivers' licenses in South Carolina expire June 30, 1949. They may be renewed in the same manner as new drivers' licenses are obtained. Tests for drivers' licenses are given by the patrolman stationed at Clemson Power House.

(69) AUTOMOBILE CAMPUS REGISTRATION

All automobiles operated or parked by the faculty on Clemson Campus must be registered in the Commandant's Office in Tillman Hall. No charge is made and a serial numbered rear window sticker is issued. This sticker identifies faculty automobiles which may be parked in places not open to student parking.

(70) VOTING

In South Carolina the principal voting requirements are: twenty-one years of age, literacy or in lieu thereof the payment of taxes on property which has an assessed value of $300, residence in state, county, and voting district, and the payment of a poll tax if such a tax has been assessed against the voter. Residence in South Carolina requires two years of living in the State, one year in the county, and four months in the voting district. However, active teachers and ministers may meet these residence requirements after six months of living in the State.

Proof of the ability to meet the requirements above, excepting the poll tax, must be made by personally appearing before the County Board of
Registration. In Pickens and Oconee counties these boards meet regularly on the first Monday of each month in the year at the court house in Pickens and Walhalla. When a person has proved that he can meet the qualifications for voting, the Board of Registration gives him a Registration Certificate. Thirty days after receiving this certificate the holder may vote in any legal election, provided he presents his Registration Certificate at the place of voting. Proof of poll tax requirements is made at voting places by presenting a receipt of the payment of the poll tax to the managers of the election. If a person has paid a poll tax it will be receipted on the County Treasurer's tax receipt. Thus it is necessary for those who pay poll taxes to take tax receipts to the polls in addition to their Registration Certificates.

In South Carolina there are no official state ballots. When elections are held, certain organizations such as the Democratic party or the Republican party may have a supply of ballots at the polling places and hope that the voter will use its ballot. Each voter may legally make out his own ballot provided he uses plain white paper and prints or types on the ballot only the name of the office or offices and the name of the person for whom he votes for each office.

Candidates in South Carolina are nominated by caucus, by party convention, and by party primary. Candidates for local office are usually nominated by the caucus method. The Republican party nominates its candidates by the party convention method. The Democratic party uses the state convention method to nominate its candidates for presidential electors and the primary method for the nomination of candidates for other offices.

(71) LOCAL PUBLIC OFFICIALS

Mr. B. D. Cloaninger is magistrate for the Clemson community. Some of the notaries are:

Miss Helen Morrison, College Treasurer's Office (official business of College.)

Mr. Frank Anderson, Fort Hill Bank and Trust Company

Mr. W. B. Keller, Keller's Store

Policemen:

Mr. Norman Lawrence, Campus policeman, telephone 4301.

Mr. R. R. Roark, telephone 3381 or 4301.

Highway Patrolman Harry Tripp, telephone 4301 or 4261.
# APPENDIX: OFFICE TELEPHONE DIRECTORY

**FIRE DEPARTMENT**  4302  
**POLICE**  4301 or 3381

## School of Agriculture and Experiment Station

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## Agricultural Extension Service

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</tr>
<tr>
<td>Vice Dean</td>
<td>3732</td>
</tr>
<tr>
<td>Architecture</td>
<td>3362</td>
</tr>
<tr>
<td>Elect Engr</td>
<td>3361</td>
</tr>
<tr>
<td>Indus Engr</td>
<td>4941</td>
</tr>
<tr>
<td>Library</td>
<td>3734</td>
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<tr>
<td>Mech Engr</td>
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## School of Textiles

<table>
<thead>
<tr>
<th>Position</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Dean</td>
<td>3011</td>
</tr>
<tr>
<td>Textile Chem</td>
<td>5232</td>
</tr>
<tr>
<td>Weaving and Desig</td>
<td>5231</td>
</tr>
<tr>
<td>Yarn Mfg</td>
<td>4411</td>
</tr>
<tr>
<td>Cotton Textile Institute</td>
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## Administration and Services

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>President's Office</td>
<td>3121</td>
</tr>
<tr>
<td>Alumni Office</td>
<td>3072</td>
</tr>
<tr>
<td>Athletic Dept</td>
<td>4441</td>
</tr>
<tr>
<td>Bus Mgr</td>
<td>4811 or 4641</td>
</tr>
<tr>
<td>Commandant's Office</td>
<td>3301</td>
</tr>
<tr>
<td>Field House</td>
<td>3072</td>
</tr>
<tr>
<td>Guard Room</td>
<td>3651</td>
</tr>
<tr>
<td>Hospital</td>
<td>4121</td>
</tr>
<tr>
<td>Hotel</td>
<td>5151</td>
</tr>
<tr>
<td>Library</td>
<td>3282</td>
</tr>
<tr>
<td>Mess Hall</td>
<td>3811</td>
</tr>
<tr>
<td>Mess Kitchen</td>
<td>3641</td>
</tr>
<tr>
<td>News Bureau</td>
<td>3071</td>
</tr>
<tr>
<td>Registrar's Office</td>
<td>3231 or 4801</td>
</tr>
<tr>
<td>Treasurer's Office</td>
<td>5531</td>
</tr>
<tr>
<td>Vet Adm Office</td>
<td>5551</td>
</tr>
<tr>
<td>Vet Housing</td>
<td>4641</td>
</tr>
<tr>
<td>Western Union</td>
<td>3211</td>
</tr>
<tr>
<td>Y.M.C.A.</td>
<td>3811</td>
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## Construction and Repair Division

<table>
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<tbody>
<tr>
<td>Building Supt (C and R)</td>
<td>4321</td>
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<tr>
<td>Fire Dept</td>
<td>4302</td>
</tr>
<tr>
<td>Power Sta</td>
<td>4301</td>
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## United States Government

<table>
<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Agr Econ</td>
<td>3001</td>
</tr>
<tr>
<td>Products and Market</td>
<td>3061</td>
</tr>
<tr>
<td>Soil Conser</td>
<td>5311</td>
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