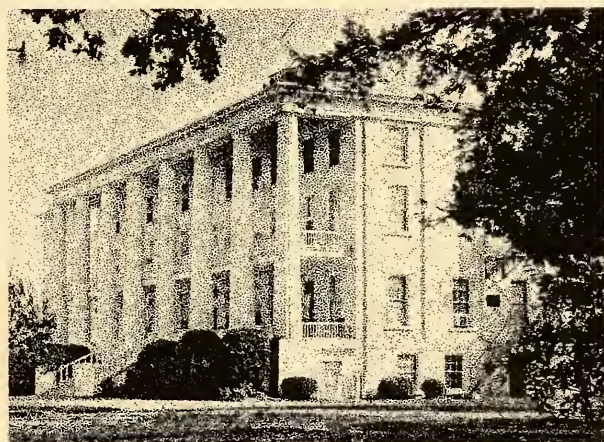




# CHOWAN COLLEGE





# The Chowanian

CATALOG ISSUE -- FOR ACADEMIC YEAR 1970-1971

PUBLICATION OF

# CHOWAN COLLEGE

Murfreesboro, North Carolina 27855

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*"The heart of Christian education is education of the heart"*

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MODERN, AIR-CONDITIONED RESIDENCE HALL



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# *College Calendar*

## SUMMER SESSION, 1970

FIRST TERM, JUNE 1—JULY 7

SECOND TERM, JULY 8—AUGUST 14

## FALL TERM, 1970

August 20-22, Thursday - Saturday	Faculty Workshop
August 23, Sunday	Freshmen and Transfer Students Arrive, Meet in McDowell Columns Auditorium, 7:30 p.m. Dormitories Open At 2:00 p.m.
August 24-25, Monday - Tuesday	Orientation for Freshmen and Transfer Students
August 24, Monday	Returning Students Arrive
August 25, Tuesday	Returning Students Meet With Advisers At 8:30 a.m.
August 26, Wednesday	Registration for Fall Semester Classes
August 27, Thursday	Fall Semester Classes Begin
August 29-31, Saturday - Sunday	Closed Weekend
September 1, Tuesday	Fall Convocation
September 2, Wednesday	Last Day Classes May Be Added
September 9, Wednesday	Last Day Classes May Be Dropped
October . . . . ., Saturday (Date to be Announced)	Homecoming
October 8, Thursday	Founder's Day Program
October 16, Friday	Mid-Term Grading Period
October 19-23, Monday - Friday	Campus Evangelism Week

## FALL TERM, 1970 (continued)

November 25, Wednesday	Thanksgiving Holidays (Begin At Close of Classes)
November 30, Monday	Classes Resume
December 14-18, Monday - Friday	Fall Semester Examinations
December 18, Friday	Christmas Holidays

## SPRING TERM, 1971

January 11-12, Monday - Tuesday	Faculty Workshop
January 12, Tuesday	Students Arrive On Campus Dormitories Open At 2:00 p.m.
January 13, Wednesday	All Students Meet With Advisers At 8:00 a.m.
January 13, Wednesday	Registration for Spring Semester Classes At 10:30 a.m.
January 14, Thursday	Spring Semester Classes Begin
January 20, Wednesday	Last Day Classes May Be Added
January 26, Tuesday	Spring Convocation
January 27, Wednesday	Last Day Classes May Be Dropped
March 12, Friday	Mid-Term Grading Period
March 15-19, Monday - Friday	Christian Focus Week
March 26, Friday	Spring Holidays (Begin At Close of Classes)
April 5, Monday	Classes Resume
April 24, Saturday	Spring Festival
May 6, Thursday	Honors Day
May 7-14, Friday - Friday	Spring Semester Examinations
May 16, Sunday	Baccalaureate Service
May 16, Sunday	Graduation Services



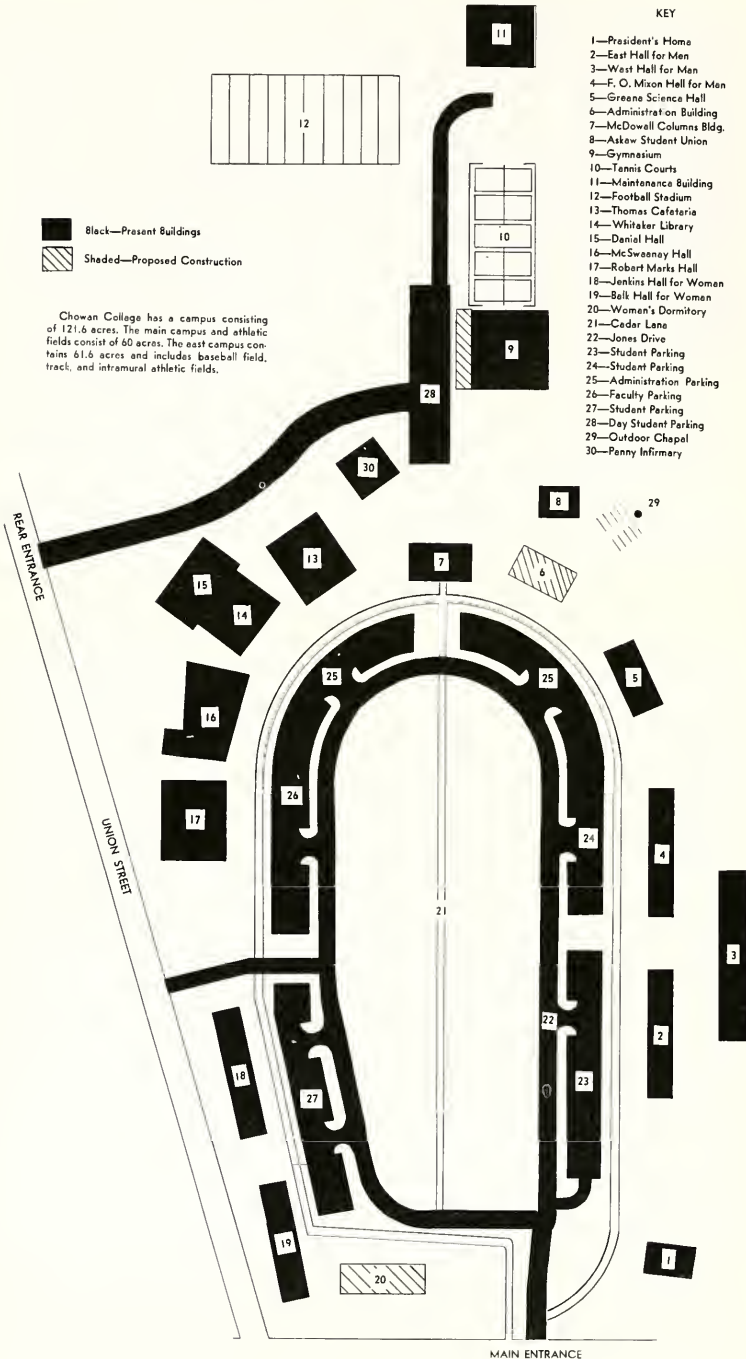


NEW, WHITAKER LIBRARY



HISTORIC McDOWELL COLUMNS BUILDING

# Diagram Chowan College Campus



# *General Information*

## Nature of the College

Chowan College is a two year, co-educational college, supported by the Baptist State Convention of North Carolina.

It is following in the time-honored tradition of smaller, church-related colleges where one finds such advantages as—a real sense of “belonging” to the college family, instruction based on Christian presuppositions, economy in tuition and boarding expenses, and definite interest in the individual on the part of the faculty.

Chowan is the second largest two-year college related to the Southern Baptist Convention and the second oldest (1848) of North Carolina's seven Baptist colleges.

This co-educational institution has celebrated an unprecedented period of progress in growth and service as an institution of Christian Higher Education. The total enrollment is over 1,300 students. The plant evaluation is over \$8,500,000. However, the trustees and administration are determined that quality rather than quantity shall ever be the primary consideration. They realize that the smaller, well-equipped and accredited junior college is able to offer a quality and type of education which the larger institution can never provide for youth who are standing at the doorway of their higher educational experience.

This Christian Junior College exist for the student, propagates with unyielding tenacity its avowed purposes, and operates within a framework of responsibility to achieve academic excellence, while shouldering the responsibility of maintaining Christian commitment through its entire program.

By action of the Board of Trustees of Chowan College, the college is operated on a non-discriminatory basis as regards race, creed or color. This includes employment, admissions, housing, scholarships and grants-in-aid, and public functions.

## Purposes of the College

1. To provide quality higher education—influenced by Christian pre-suppositions relative to the educational task—and to help the individual student to gain a philosophy of life which will lead

## 2 *Chowan College*

to the development of responsible citizens and Christian leaders—both lay and professional.

2. To give thorough training in the standard disciplines to those students who wish to pursue the baccalaureate in other higher educational institutions, and to afford those whose formal education will not extend beyond an associate degree program an excellent vocational instruction on the backdrop of a liberal arts education.
3. To meet the personal needs of the individual student and to make his stay at Chowan as meaningful as possible by providing him with effective academic and social counseling.

## Heritage

Chowan College first opened its doors on October 11, 1848, as a result of the interest and influence of the Baptists of Northeastern North Carolina and Southeastern Virginia. For 62 years the institution was known as the Chowan Baptist Female Institute; in 1910 its name was changed to Chowan College.

The college was first located on the old Hertford Academy lot and it used the Banks School building and equipment. Three years later the college moved to the McDowell Columns, a building which serves today as the campus administration headquarters.

Chowan College remained open during the Civil War, although a number of southern colleges closed. By the latter part of the 19th century Chowan was recognized throughout the South for its high standards in scholarship and culture.

The 20th Century brought continued progress to the college by way of additional buildings and equipment and the maintaining of consistently high standards. However, due to a shortage of students occasioned by World War II, the college closed its doors in 1943. Since its reopening in 1949, Chowan has had a phenomenal growth both in enrollment and physical facilities. It also received full accreditation from the Southern Association of Colleges and Schools in 1956.

## Campus

The college's campus consists of 241.6 acres with the main campus and athletic fields being a part of a tract of 60 contiguous acres of land. The east campus contains 54 acres.

The main campus is monumented with ancient pines and majestic oaks. A circular drive (seven-tenths of a mile in length) provides easy access to the campus facilities and encircles a beautifully landscaped oval lawn, which is divided only by historic Pine Walk, the main approach to the graceful McDowell Columns.

Numerous new buildings, of both contemporary and modern design, front on Pine Walk and provide comfortable space for living and study. Five of these buildings — two dormitories, classroom building, cafeteria, and library—are fully air-conditioned.

## Buildings

McDowell Columns (Administration) Building, erected in 1851 is a beautiful brick and concrete structure, with massive columns and broad veranda, so characteristic of the old South.

The South Building, a later addition which joins the rear of "The Columns," contains administrative offices, and an indoor swimming pool, as well as the college auditorium, which has a seating capacity of 800.

The Whitaker Library, a three-story contemporary structure of modern design, was constructed in 1968 to shelve 100,000 volumes and contains space for more than 400 students and faculty in several reading areas. Also housed in this structure are items of historical interest to Chowan College and the region of northeastern North Carolina and Tidewater Virginia.

The Daniel Fine Arts Building, an ultra-modern structure erected in 1968, contains space and equipment for music, drama, and continuing expansion of Chowan's program of the fine arts, including practice rooms and choral rooms for various musical organizations active on campus and functioning as part of the Department of Music.

The Green Science Hall, erected in 1956, was modern in every respect at the time of its construction, having spacious laboratories, classrooms, lecture halls, and faculty offices. With a rapidly expanding body of scientific knowledge and a larger student body, this building is becoming inadequate. Thus a new science building is being planned for the immediate future.

The Askew Student Union, located on the banks of a beautiful tree-studded ravine, is the headquarters for the work of the Baptist Student Union and contains a large activities room as well as the office of the college chaplain and a lounge area.

Robert Marks Hall was erected in 1963-64 and dedicated in May of 1964. Marks Hall is a three-story building of contemporary and modern design housing 23 classrooms, 22 faculty offices and equipment for closed circuit television. An outstanding feature of this facility is a large 175 opera-type seat lecture hall. The building was provided primarily by gifts from the family of the late Robert F. Marks of Boykins, Virginia.

The Penny Infirmary, erected in 1964, was provided primarily by Mrs. W. S. Penny of Raleigh. The facility serves both men and women with two floors of space, including treatment rooms, wards and complete air-conditioning.



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The Gymnasium is used for indoor physical education activities and athletic events. The building also has classrooms for physical education purposes, dressing rooms for physical education classes, visiting teams and home team, and offices for members of the department of physical education.

McSweeney Hall houses the department of graphic arts. This unique department of the college was made possible by newspaper publishers of North Carolina and Tidewater Virginia. The first building (40'x70') was erected in 1953; a 40'x60' addition was completed in 1956. In 1962 members of the North Carolina Press Association contributed funds for the erection of a modern and attractive addition that doubled the floor space. The building is named in honor of John McSweeney, first chairman of the department, and now Professor-Emeritus of Graphic Arts.

Thomas Cafeteria, erected in 1959, is fully air-conditioned. It provides the main dining area and private dining rooms for special meetings of students, faculty, or other groups. During the summer of 1964 an addition was made to the cafeteria which doubled the dining area and now provides a student store and related facilities. This structure is named in memory of Dr. R. P. Thomas, long-time member of Chowan's Board of Trustees.

The President's Home is a two-story brick house at the entrance to the campus.

Belk Hall for Women, erected in 1964, is a three-story brick building. It houses 200 students and is fully air-conditioned. The structure is completely modern in design and provides lounges on each floor as well as convenient built-in furniture. The hall is named in honor of Mrs. Erwin Belk, Charlotte, North Carolina.

Jenkins Hall for Women, erected in 1958, is an ultramodern and functional unit which provides most attractive and desirable accommodations for young women at Chowan. This residence was named in memory of Charles H. Jenkins and in honor of his mother, Mrs. Olivia Benthall Jenkins.

College Street Residence for Women, acquired in 1964, was renovated completely and now provides residence for 36 students and includes modern facilities, lounges, kitchenette and an apartment.

The F. O. Mixon Hall for Men, a two-story residence hall of modern design erected in 1954, accommodates 100 students. It has lounge space and an apartment for a dormitory resident.

East Hall for Men, was erected in 1960. The three-story brick building provides the most modern living accommodations for 118 students.

West Hall for Men was erected in 1963. The three-story brick building houses 216 students. It is completely modern, with lounges on each floor, lavatories in each room, convenient built-in furniture and is fully air-conditioned.

Gibbs Residence for Men is leased by the college and houses 64 students.

## Development

Projected expansion of facilities by 1973, the year Chowan College observes its 125th anniversary, necessitated the launching of a campaign to raise funds to turn these needed facilities into realities. Chowan College's Board of Trustees and administration were immediately aided in projecting development needs by members of the college's Board of Advisors and other outstanding leaders, friends of the college, from several states. The goal for the first phase of the campaign, adopted by the Board of Trustees in session September 26, 1966, was \$500,000.00, to be applied to the cost of the Bruce E. Whitaker Library and the Fine Arts building. The first phase goal was exceeded by \$38,387.00 by December 16, 1966, and other phases following have been as successful, as friends of Chowan College use tangible means to display their loyalty and support.

Annual Planning Conferences, utilizing outstanding leaders from North Carolina and Virginia, have helped give wise direction to Chowan College's development programs, sustaining the college's campaign to raise funds for necessary expansion of facilities. Planning conference discussions and conclusions related to many matters other than buildings and expansions of the physical plant, yet these conclusions and recommendations all require "bricks and mortar" for successful attainment.

### DEVELOPMENT PROGRAM ATTAINMENT PROJECTION

COST	ITEM	GRANTS-LOANS	GIFTS
\$ 750,000.00	Science Building	\$ 200,000.00	\$ 550,000.00
550,000.00	Living Endowment		550,000.00
4,500,000.00	General Endowment		4,500,000.00
950,000.00	Residence Hall	950,000.00	
100,000.00	Land Acquisition		100,000.00
950,000.00	Auditorium-Chapel	450,000.00	500,000.00
950,000.00	Residence Hall	950,000.00	
950,000.00	Gym-Fieldhouse	200,000.00	750,000.00
300,000.00	Administration Building		300,000.00
<u>\$10,000,000.00</u>		<u>\$2,750,000.00</u>	<u>\$7,250,000.00</u>



ROBERT MARKS HALL AT NIGHT

# *Campus Life*

## **COLLEGE ORGANIZATIONS**

New students are welcomed into all organizations except those whose members are invited in recognition of their eminence in scholarship, athletics, writing, music, dramatics or special phases of leadership. Announcements concerning organizational activities are posted on bulletin boards, published in weekly issues of the College newspaper, and noted in assembly bulletins.

## **COLLEGE COMMITTEES**

Students are currently serving on the following committees: Chapel-Assembly, Class Absences, Scholarship, Library, Athletics, Graduation, Housing, Cafeteria, Clothing and Etiquette, Publications, Intramurals, Hospitality, Health, Student Activities, and Faculty-Student Relations. The student members have voting rights and thus share in planning social, operational, and academic phases of the College.

## **STUDENT GOVERNMENT**

All students are automatically members of the Student Government Association of Chowan College. The organization offers them opportunities for gaining experience in democratic procedures and for participating in the operation of the college. Through the senate they voice their points of view and recommendations to the administration. Also, within the limitations of power granted to the association by the President of the College, the organization administers and enforces regulations governing student conduct.

## **RELIGIOUS ACTIVITIES**

A full-time chaplain, whose office is in the Askew Student Union, is on the college staff. He seeks to interpret the place of religion in society and in the Chowan College community. He ministers to students by helping them translate their worship into Christian living. All religious activities, including the twice-weekly chapel-assembly programs, are coordinated by the chaplain.

A varied program of religious activities is offered to challenge the interest of students and to meet their needs. Each semester the Baptist Student Union sponsors a lecture series by Christian laymen and scholars who relate Christianity to some phase of contemporary life. During Evangelism Week and Christian Emphasis Week, students have opportunity to hold individual and small group conferences with guest speakers.

Opportunities for effective service, spiritual growth, and social

## 8 *Chowan College*

fellowship are provided for students through the activities of the *Young Woman's Auxiliary* and the *Ministerial Alliance*.

Students are invited by the churches of Murfreesboro and the surrounding area to participate in their worship services. Located within Murfreesboro itself are Baptist, Methodist and Episcopal churches. Other churches located in the immediate vicinity of Murfreesboro are Roman Catholic, Presbyterian, Friends, Latter Day Saints, Free Will Baptist, Church of God.

### CAMPUS CLUBS

*Monogram Club.* To be eligible for membership in the Monogram Club, the student must be a member of a varsity athletic team and participate in intercollegiate competition.

*Student Chapter of National Education Association.* This organization is open to students who plan to teach. It aims to keep the prospective teacher informed of educational developments and to develop a strong professional attitude toward the teaching profession.

*Student Nurse Association of Chowan College.* This organization is open to students of Nursing. Its purpose is to help students understand developments in Nursing as a profession and to help them understand the responsibilities of Registered Nurses in society.

*Community Theatre.* This organization is open to both townspeople and students interested in dramatic arts. The group presents its productions in the College auditorium.

*Circle K International.* The club offers both service and social opportunities to the student. It is affiliated with Kiwanis International and is open to male students with 1.7 grade point average.

*Spanish Club.* Composed of students who have satisfactorily completed two years of high school Spanish or two semesters of College Spanish, the club meets once a month. The purpose of the club is to encourage the use of the oral language and to learn more about the culture and customs of the Spanish-speaking countries.

*Women's Recreation Association (WRA).* See athletics.

### ATHLETICS

#### INTERCOLLEGIATE ATHLETICS

The intercollegiate sports program for men consists of basketball, baseball, cross country, golf, football, tennis, and track. For women the intercollegiate program includes volleyball, basketball, and tennis. Every intercollegiate activity is under the personal supervision of qualified coaches.

The Director of Athletics has general supervision of intercollegiate athletic activities. Chowan College is a member of the National Junior College Athletics Association and the Cavalier-



Tar Heel Junior College Athletic Conference and is governed in matters of eligibility by the constitution and bylaws of this organization.

### **INTRAMURAL SPORTS**

Recognizing the importance of physical education in maintaining good health, Chowan makes available to every student an extensive program of intramural athletics. This program, conducted under the supervision of the Athletic Department, includes tag football, volleyball, basketball, softball, tennis, horseshoes, and ping pong. Participation and competition is by residence hall divisions.

### **WOMEN'S RECREATION ASSOCIATION (WRA)**

A varied program of athletic and recreational activities for women is provided by the Women's Recreation Association under the supervision of the Department of Athletics. Intramural competition is held in volleyball, basketball, softball, tennis, badminton, and horseshoes. Recreational clubs such as Choreography, Knitting, and Varsity Pep Squads for Cheerleaders, Majorettes, and Drill Team (Bravettes) are also sponsored by WRA.

### **FELLOWSHIP OF CHRISTIAN ATHLETES**

A chapter of Fellowship of Christian Athletes is sponsored by faculty members and coaches in the Department of Athletics. Members of this group meet weekly for breakfast in the President's Room of Thomas Cafeteria.

### **DRAMA**

*Chowan Players.* For students interested in theatrical activities, Chowan Players offers opportunities for helping to produce plays for both the student body and community, and for neighboring high schools. Plays ranging from classic to modern are selected. For instance, *South Pacific*, *Our Town*, *Pygmalion*, *Diary of Ann Frank*, *Were You There?*, and *Showboat* have been produced in the past few years.

*Children's Theatre.* Established in 1966 for the purpose of taking "live theatre" to Eastern North Carolina and Virginia elementary schools, Children's Theatre has brought pleasure to many children. In 1968 over 5,000 of them saw familiar stories come alive on the stage. Adult parts are taken by Chowan Players and children's parts are taken by local school children.

### **MUSIC**

Membership in the *College Choir* is open to all students who are interested in choral music. On-campus appearances of the Choir include annual Christmas and Spring concerts.

Membership in the *Chowan Touring Choir* is selected by audition from the College Choir. The Touring Choir takes an extended off-

## 10 *Chowan College*

campus tour in the Spring of the year as well as making several off-campus appearances throughout the year.

Membership in the *College-Community Chorus* is open to all students and persons from the surrounding communities. This organization presents two concerts, one in the Fall and one in the Spring, each accompanied by orchestra.

Membership in the *College Band* is open to all students who are interested in playing band music.

The *Chowan College Orchestra* is open to all students, faculty and community persons with the permission of the director.

Other *Ensembles* are organized from time to time as the demand exists.

The *Chowan College Concert Association* brings outstanding vocal and instrumental musicians to the campus four times each year.

### HONOR SOCIETIES

*Phi Theta Kappa* is a national, honorary, scholarship fraternity for the junior colleges of America and is open to students with a two-point average, who are recommended by a faculty committee and approved by the student members of the organization.

*Phi Beta Lambda*, an organization affiliated with both state and national organizations, is open to all students who are enrolled in the Department of Business and maintain a "C" average. The organization provides a means for social contacts within the department. It sponsors programs, the purpose of which is to prepare students for useful citizenship and better qualities that will enable more effective participation in business, professional, and community life.

*Alpha Pi Epsilon* is a national honorary society for secretarial students who make a two-point-plus average in their studies.

*Delta Psi Omega* is an honorary dramatic fraternity for those students who do a high standard of work in dramatics. It also provides a wider fellowship in the college theatre throughout the United States and Canada.

### CULTURAL ACTIVITIES

Through the combined facilities of the college and the community, students have the opportunity to attend numerous programs—lectures, plays, concerts, recitals, motion pictures, and art exhibits—designed to enrich their educational experiences.

The *Chowan Student Government Association* through the help of the Student Activities Committee sponsors an entertainment series which brings popular groups to the campus.

### PROGRAM OF VISITING SCHOLARS

The visiting scholars program is sponsored by the Association

of Eastern North Carolina Colleges, an organization with fifteen member institutions of higher education. This program brings outstanding scholars to the campus. They lecture at student convocations, lead seminars, visit classes, and meet informally with students and faculty. The Visiting Scholars Program serves as a supplement to existing curricular offerings since the distinguished scholars come from different parts of the country and from a wide range of academic disciplines.

### **MATHEMATICS AND SCIENCE SEMINARS**

Professors in the Mathematics and Science Departments present monthly seminars on related topics of a general nature. These seminar topics are purposely nontechnical.

### **SOCIAL LIFE**

Many occasions for individual and group expression are offered by College-sponsored student organizations. Included are motion pictures, a comprehensive intramural program, weekend tours, and a variety of residence hall and club events. The Student Government Association is actively engaged in sponsoring a broad range of social and entertainment events.

### **STUDENT PUBLICATIONS**

All Chowan College publications, brochures and booklets, are produced by students under the instruction and supervision of faculty members in the Department of Graphic Arts.

*The Chowanian*: This is a pictorial periodical disseminating information about Chowan College to alumni, high schools in North Carolina and Virginia, and friends of the College.

*The Graphic Arts Press*: This is a standard size newspaper edited and published by students and faculty in the Department of Graphic Arts. Associated Press wire service is used in news sections. Occasionally this publication is sent to newspaper publishers throughout Southeastern United States.

*The Chowanoka*: This is the yearbook, edited by a staff of students with the guidance of a committee of faculty advisors. Student staff members are responsible for the layout and design of this publication.

*Smoke Signals*: This is a weekly tabloid newspaper edited by students under the supervision of a faculty advisor. It carries news and pictures of student activities.

*The Student Handbook*: This publication contains information about social rules and regulations for Chowan College students. It is distributed and studied during orientation programs.

★ All student publications must be approved by the administration before they can be printed and circulated.

## **STUDENT SERVICES**

### **COUNSELING**

Chowan College maintains an active counseling relationship with each of its students through an advisory system. Each student is assigned to a faculty advisor, who is available for academic and personal counseling. Advisor-advisee meetings are held twice each semester, and students are expected to confer individually with their advisors at least once each semester.

Counseling in non-academic matters is provided by the Dean of Students, Associate Dean of Students for Women, Associate Dean of Students for Men, the Chaplain, and the Counselor who is housed in the College Counseling Center.

Professional counseling services are oriented to early identification of the assistance with academic, vocational, and personal problems. Testing facilities of a vocational and diagnostic nature are available.

Because Chowan College is a two-year institution with ninety per-cent of the enrollment participating in transfer programs, professional counseling is available to students transferring to senior colleges and universities. A college day program with representatives from senior institutions in North Carolina, Virginia, and South Carolina is held annually on the Chowan College campus for the benefit of transferring students.

### **TRANSFER TO SENIOR INSTITUTIONS**

Chowan College graduates transfer to a wide variety of senior institutions. Representative of the senior colleges and universities to which Chowan's graduates are attracted are North Carolina State University, University of North Carolina, East Carolina University, Campbell College, Atlantic Christian College, Meredith College, North Carolina Wesleyan College, Appalachian State University, Western Carolina University, Elon College, High Point College, Belmont-Abbey College, University of North Carolina at Greensboro, Greensboro College, Guilford College, University of Tennessee, East Tennessee State University, Virginia Polytechnic Institute, Virginia Commonwealth University, University of Richmond, University of Virginia, College of William and Mary, Old Dominion College, Longwood College, South Dakota State University, Rochester Institute of Technology, Sam Houston State University, University of Delaware, Lynchburg College, Arkansas State University, and Virginia Wesleyan College. This is, of course, only a partial listing of the institutions to which Chowan students transfer. The individual's curriculum, his individual preference, and his grade-point average determine, in most cases, the senior college or university to which a Chowan graduate will transfer.

### **HEALTH SERVICES**

Each incoming student is required to forward to the Director

of Admissions a physical examination and health report. This report is made available to the college nurse, who maintains a health record on every student.

Nurses are on twenty-four-hour duty in Penny Infirmary. A Registered Nurse is on duty from 7:30 a.m. to 4:00 p.m. daily, Monday through Friday. A Licensed Practical Nurse is on duty at night, Monday through Friday, and on call during weekends.

Beds in Penny Infirmary are used primarily for acutely ill students who respond rapidly to rest and conservative treatment. If the student's condition worsens or response to treatment is slow, arrangements are made for treatment and laboratory studies according to instructions from parents.

Hospital accommodations are available in Ahoskie, North Carolina, a twenty-minute drive from the college. The services of local physicians are used by Chowan students. Such services and any prescriptions are the financial responsibility of the student.

Dormitory students who find it necessary to miss classes because of illness should consult the nurse before the time the class meets in order to obtain an official excuse. Day students who miss classes must bring a note from home or a physician in case of a prolonged illness.

### **HOSPITAL AND ACCIDENT INSURANCE**

Chowan College carries Hospital and Accident Insurance on all students. After the insurance is in force, it applies at all times, on and off the campus. The individual student is responsible for seeing that his claim is filed.

### **STUDENT CENTER**

For the convenience of all Chowan College students, there is provided in the Student Center, located on the ground floor of Thomas Cafeteria, a book store, the post office, and a recreation room containing a snack bar operated by the cafeteria management.

### **STUDENT MAIL AND MESSAGES**

Every student, whether boarding or day, is assigned a post office box and receives mail and intra-college messages through the College Post Office.

### **LAUNDRY**

Arrangements have been made with a local linen supplier to furnish a dormitory student two sheets, one pillow case, and three bath towels each week for \$37.50 per year. These linens are distributed weekly to individual lockers in the dormitories. Further information and a reservation card will be mailed to students prior to the opening of the fall term.

### **THOMAS CAFETERIA**

Thomas Cafeteria seats 750 persons. All resident students and



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students staying in approved homes are required to take their meals in Thomas Cafeteria.

Students and faculty serve on the *Cafeteria Committee*, which meets monthly with the Food Service Director to discuss all matters dealing with food service.

The Wednesday Night Dinner has become a special occasion for students at Chowan College. Thomas Cafeteria takes on a festive air with tablecloths, candles, and seasonal decorations. Students dress in business or Sunday attire and dine in an atmosphere conducive to propriety and good taste in conduct and appearance.

### **WHITAKER LIBRARY**

Whitaker Library, dedicated in 1968, is a handsome, efficient, modern building designed to be the center of the educational process. It provides seating space for more than 290 students, including space at 176 individual study tables. Here also is the Antiquities Room, which serves as a depository for old and rare books about the history of Chowan College and its graduates.

The book collection numbers approximately 31,000 volumes and is growing at the rate of 3,000 volumes yearly. Periodicals, microfilm, and books are selected by the teaching faculty and are readily accessible on open shelves.

Whitaker Library is open 76 hours per week and is well staffed to provide complete services to students.

### **CAMPUS VISITS AND ORIENTATION**

A visit to the campus by applicants is not required by the Committee on Admissions, but it strongly recommends that candidates visit the College if possible. With sufficient notice, the Admissions Office will make arrangements for overnight accommodations and meals on campus for visiting applicants.

Prior to enrollment all new students will receive a letter informing them when to arrive on the campus for an orientation program. Orientation affords new students the opportunity to become acquainted with rules and regulations, the aims and objectives of the college, its traditions and customs, the curriculum, extracurricular activities, student leaders, and faculty and staff members.

### **DISCIPLINE**

Ultimately, college discipline is in the hands of the president, the deans, and the faculty, who administer policies adopted by the Board of Trustees. The purpose of discipline is to maintain order in the institution and to develop good character in its students. At Chowan discipline is guidance oriented. Fortunately, other means are seldom needed to secure good conduct, but when necessary, they are used in the form of probation, suspension, or expulsion.

The College reserves the right at all times to exclude students whose conduct or academic standing it regards as undesirable without specifying any further reason for exclusion. In some cases, fees will not be refunded, in whole or in part, and neither the college nor any of its personnel or officials shall be under any liability whatsoever for such exclusion.

Furthermore, the college reserves the right to change its policies upon proper notice.

### **KEY REGULATIONS**

Among the key regulations of the college are:

1. The College will not tolerate student disorders. Any student found guilty of violating the Chowan College Policy on Student Disorders, a policy explained during orientation programs, will be subject to suspension or expulsion, depending upon the nature of the violation.

2. The College is opposed to the use of alcohol beverages by students. Drinking or the possession of intoxicating beverages on the campus is not permitted.

3. Gambling, lying, cheating, stealing, and using profanity are forms of unacceptable behavior, and may be cause for suspension.

4. Any student who without medical prescription, possesses transports, or engages in the illegal sale or use of amphetamines, barbiturates, hallucinogenic narcotics, and marijuana will be subject to dismissal from the college.

5. The possession of firearms and pyrotechnics, whether in the dormitory or at any other place on the campus, is not permitted.

### **IDENTIFICATION CARDS**

Until permanent ID cards are issued, the Bursar's receipt serves as a temporary means of identification. Once ID cards have been received, students are responsible for having them in their possession at all times, on and off campus.

Since students are required to present ID cards when eating in Thomas Cafeteria and cashing checks in Murfreesboro, caution should be taken in caring for the card.

Any Chowan student must produce his identification card when called upon to do so by any authorized official of the college, or any authorized civil official.

Lost ID cards can be replaced for \$3.00 by the librarian.

Lending an ID card or using another student's ID card is forbidden and is considered an act of falsification.

### **LIVING ACCOMMODATIONS**

All students who do not live in Murfreesboro or near Murfreesboro with their parents must live on campus unless given permission in writing to seek rooming accommodations in conveniently

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located private homes which have been approved by the Dean of Students and Director of Housing.

Room assignments are made in the office of the Director of Housing on a non-discriminatory basis as regards to race, color, or creed. No one is permitted to change rooms without written permission from the Director of Housing. A fee of \$5.00 is charged for an authorized room change. Students making unauthorized changes are subject to penalties. No furnishings may be taken from a room in any residence hall without permission of the Head Resident.

No student is allowed to keep pets in residence halls.

Students are required to keep their rooms clean and in order. The occupants are held responsible for any damage to their rooms, both furnishings and to the buildings. The cost of damage to the building outside the occupants' room may be charged on a pro rata basis to the residents of the building.

The misuse of a radio, television, record player, or tape recorder will necessitate confiscation until the end of the term.

Residence Halls are to provide the wholesome influence of a well-ordered Christian home and should afford conditions favorable to study and group living.

### **AUTO REGULATIONS**

Sophomores and second semester freshmen who are in good standing with officials of the College and who have an average of "C" on all work attempted are permitted to register a car with the Registrar of the College. **NO FIRST SEMESTER STUDENT MAY HAVE A CAR.** (Exceptions: Students 25 years old or older and students who have fulfilled a military obligation of at least two years may apply to the Registrar of the College for special permission to have a car.)

No student receiving financial aid through the College may have a car on campus without written permission of the Director of Student Aid.

A student is expected to observe the car regulations given him at the time he registers his car. If a student is given a campus traffic ticket, he is expected to pay the amount of the fine in the Business Office of the College. Unpaid fines will become a part of the individual's College account.

Automobile regulations apply to all motor vehicles, i.e., motorcycles, motorbikes, motorscooters.

# Financial Information

The average cost to CHOWAN COLLEGE over and above what the student is required to pay is approximately \$300 per student. This amount is contributed by the Baptist State Convention of North Carolina, the North Carolina Foundation of Church Related Colleges, churches, individuals, corporations, foundations, and from endowment funds of the college.

## Classification of Students

Chowan College has two classifications of students: *Boarding* and *Commuting*. A *Commuting Student* is considered to be one (1) who is obviously a resident of Murfreesboro, (2) whose permanent residence is in such proximity to Murfreesboro that he drives to and from the college each day, or (3) who is married and has established a residence for his family in the Murfreesboro area. *Boarding Students* include all students who live in college dormitories and cottages, and also those who are unable to secure a room on the campus and must room in a home in the local community approved by the college.

By order of the Board of Trustees, all students rooming in college dormitories and cottages, as well as those rooming in the community, are required to take their meals in the college dining room. Such students are classified as *Boarding Students*. Off-campus *Boarding Students* may reside only in homes approved by the college administration.

Students assigned to rooms on the campus are not permitted to move off the campus during any given semester, except by special permission from the administration.

Further when the college has rooms available, *Boarding Students* are required to live on campus. While the college cooperates with students in honoring their dorm and roommate choices, the college does reserve the right to make room assignments for students. Moving without prior permission from an assigned room is prohibited (see item 7 under Financial Regulations).

## FINANCIAL INFORMATION FOR YEAR 1970-71

All students applying for admission should send \$10.00 with the completed application to the Director of Admissions. This is an application processing fee and is *non-refundable* nor is it included in the charges listed below:

**EXPENSES FOR BOARDING STUDENTS**

Out-of-State students should add \$75.00 per semester to the Tuition Fee; otherwise, all charges are the same.

	<i>Per Semester</i>	<i>Per Year</i>
Registration Fee .....	\$ 5.00	\$ 10.00
Tuition .....	250.00	500.00
General Fees .....	90.00	180.00
Student Activities Fee .....	35.00	70.00
Student Health Fee .....	20.00	40.00
Board .....	210.00	420.00
Room .....	150.00	300.00
	<u>\$760.00</u>	<u>\$1,520.00</u>

**EXPENSES FOR COMMUTING STUDENTS**

Out-of-State students should add \$75.00 per semester to the Tuition Fee; otherwise, all charges are the same.

	<i>Per Semester</i>	<i>Per Year</i>
Registration Fee .....	\$ 5.00	\$ 10.00
Tuition and Fees .....	287.50	575.00
Student Activities Fee .....	35.00	70.00
Student Health Fee .....	20.00	40.00
	<u>\$347.00</u>	<u>\$ 695.00</u>

**ADVANCE PAYMENT**

(1) All students (boarding and commuting) attending Chowan College for the first time, must make an advance payment of \$50.00 by April 15. This payment will be applied to the student's tuition for the next ensuing semester. This deposit is refundable only in cases of serious illness or death in the student's immediate family. The student must apply for refund in such cases before the semester begins.

Any prospective student notified of admission after April 15 should forward his \$50.00 deposit immediately upon receipt of such notification.

(2) All returning students must pay \$50.00 by April 15. This payment is subject to refund due to academic deficiencies or in case of serious illness or death in the student's immediate family. The student must apply for a refund before the semester begins.

**GENERAL INFORMATION**

General fees include all laboratory fees (except Graphic Arts and Music) in the Department of Science or Business, Physical Education Fees, and other charges related to the curricula of the college.

The Student Activities Fee is charged each student to provide a variety of extra-curricular activities throughout the year. The Student Activities Committee, made up of students, faculty and staff, is charged with the responsibility of promoting and administering these various events. The fee is distributed to and includes student publications, religious activities, drama, athletics and intramurals, music and special student events.

(1) The expenses listed do not include books, which will cost approxi-



mately \$75.00 per year, laundry, doctor's fees or medical emergencies, except those covered by the Student Health insurance.

(2) The college reserves the right to change the price of room and board upon proper notice to its students.

(3) To qualify as a North Carolina Resident and thereby be exempt from the OUT OF STATE FEE, it is necessary that the applicant shall have been domiciled in the State of North Carolina for at least one year immediately preceding the beginning of that semester, and the applicant or his parents must have been bona fide taxpayers to the State of North Carolina for the full calendar year immediately preceding registration. Residence in the State for the purpose of securing an education does not qualify an individual for classification as a North Carolina student.

(4) All money is handled through the College Business Office only by administrative staff bonded to receive and disburse all funds.

(5) Music and Graphic Arts fees are not included.

The Student Health Fee includes accident-sickness insurance (\$1,000 accident allowance and room, board, and surgical schedules as outlined in current brochure), and services rendered by the College Infirmary.

## **Special Fees (Per Semester)**

### **GRAPHIC ARTS**

Laboratory Fees ..... \$50.00

### **MUSIC**

Music Majors ..... \$75.00 per semester

(Includes lessons in major and minor instruments and use of practice room at no additional charge.)

Private Instruction for College students .... \$40.00 per semester

(Includes lessons in voice or instruments and use of practice room at no additional charge.)

Special Students (non-college students)

\$20.00 per month for 2 lessons per week

\$15.00 per month for 1 lesson per week

**NOTE:** All fees are payable one semester in advance on or before the day of registration.

Special students are allowed to carry a maximum of eleven semester hours with the permission of the Dean of the College, and will be charged \$25.00 per semester hour. Such students may not represent the college in any manner, except by special permission.

The college also offers a special non-credit class in Creative Writing. The fee for participation is \$25.00 per semester for all persons who are not regularly enrolled students or who are not members of the immediate families of faculty and staff.

### **AUDITING—\$15.00 PER SEMESTER HOUR**

With the permission of the Dean of the College a person may attend the course lectures in a selected subject and participate with the class, but will not receive any credit for the course.

## **Schedule of Payment**

Your account is due and payable at the Business Office *on or before the date of registration for classes*. It is recommended that your payment be made several days in advance so that your receipt and other credentials may be returned to you before you register for classes. If you anticipate difficulty in making full semester payments, please contact the Business Manager or investigate one of the loan plans outlined on the following pages.

### **LATE REGISTRATION FEE**

There will be a \$5 registration fee for all students who register after the registration date listed on the calendar in this catalog.

### **GRADUATION FEE**

All candidates for graduation will pay \$10.00 to cover the expense of a cap and gown, diploma, diploma cover, and other expenses related to the commencement exercises. All candidates for graduation must pay this fee by the first day of April. Moreover, *any student who is a candidate for graduation and does not appear for commencement exercises will be charged an additional \$10.00. This absentia fee must be paid to the business office before grades will be released, diploma issued, or transcript forwarded.*

### **FINANCIAL ASSISTANCE**

*To receive the full amount of a scholarship or special grant, the recipient must be a boarding student. Commuting students are eligible to receive only half the amount of the listed scholarship or special grant. Moreover, a student may be eligible for only one scholarship unless otherwise indicated. This policy is applicable to the academic year only; scholarships and grants-in-aid are not available for summer sessions.*

### **SCHOLARSHIPS**

Chowan College offers a *Competitive Honor Scholarship Program* administered by the Scholarship Committee. These scholarships are not necessarily based on financial need. However, need will be considered as one factor. Primary emphasis is upon the demonstration of academic ability, motivation, and seriousness of purpose. *Information concerning all scholarships may be obtained from the office of the Director of Admissions.*

These Competitive Honor Scholarships are:

1. Five Scholarships, valued at \$1,000.00 each; awarded and made available to the recipients on the basis of \$250.00 per semester.

At the end of the freshman year the holder must have a quality point ratio of 2.0 if the scholarship is renewed.

2. Eight Scholarships, valued at \$500.00 each; awarded and made available to the recipients on the basis of \$125.00 each semester. At the end of the freshman year the holder must have a quality point ratio of 2.0 if the scholarship is renewed.
3. Ten Scholarships, of \$300.00 each; awarded on the basis of \$75.00 a semester. The holder must have a 2.0 scholastic average at the end of the freshman year for the scholarship to be continued.

NOTE: A student holding an honor scholarship who wins the \$500.00 offered by Chowan College for the highest scholastic average as a freshman shall continue to receive the full amount of his honor scholarship, except that combined scholarships shall not exceed student fees.

All contestants for honor scholarships are required to complete entrance examinations, which will be reviewed by the Scholarship Committee.

Other scholarships offered by Chowan College and interested friends of the College are listed below:

SEVERAL \$100.00 SCHOLARSHIPS. Donor: Chowan College. Conditions: In the main, recipients are valedictorians and salutatorians of high school graduating classes; but, in all cases, recipients are students with outstanding scholastic ability. These scholarships are applicable to the first year's expenses only.

INTERNATIONAL STUDENTS who are academically qualified for college work and who are receiving no financial assistance from civic organizations will be granted scholarships in the amount of \$100.00 a semester for four (4) semesters. This amount will be applied to tuition cost and no more than four students may be considered. Two scholarships may be awarded each year.

JOSEPH LEE PARKER MEMORIAL SCHOLARSHIP, (an endowed scholarship); Donors: Mr. and Mrs. Lee Parker, Raleigh, N. C. Conditions: Recipient is that male student selected as most improved in physical fitness at Chowan College. Scholarship grant is for the second year of study at Chowan College.

TWO SCHOLARSHIPS OF \$500 EACH. Donor: Chowan College. Conditions: Recipient must be from the Baptist Children's Homes of North Carolina. To qualify for this scholarship, the student must have maintained at least a "90" average throughout high school and be recommended by the Baptist Children's Homes. The recipient may be eligible to receive this award for the second year of study at Chowan College.

TWO DON G. MATTHEWS, SR. COMPETITIVE SCHOLARSHIPS OF \$500 EACH. Donor: Don G. Matthews, Jr., Hamilton, N. C. Conditions: Character and financial need. Recipients are selected by Chowan College on the basis of competitive examinations. The recipient may be eligible to receive this award for the second year of study at Chowan College.

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**WILLIAM CARR ROBERTS MEMORIAL SCHOLARSHIP OF \$1,000.00.** Donor: His wife, Mrs. Lessie Hill Roberts. A scholarship of \$1,000.00 is awarded by the Scholarship Committee, based primarily on need and motivation. Preference is given to graduates of the Baptist Children's Homes of North Carolina, Inc.

**A SCHOLARSHIP OF \$500.** Donor: Chowan College. Conditions: Highest scholastic average by a Chowan College Freshman who is a returning student.

**F. O. MIXON MEMORIAL SCHOLARSHIP OF \$125.** (An endowed scholarship.) Donor: Friends of the late Dr. Mixon, a former president of Chowan College. A one-year award.

**MYRA VANN HOLLAND MEMORIAL SCHOLARSHIP OF \$250.00.** An endowed scholarship provided in the will of Mrs. Myra Vann Holland (Edenton). Conditions: To assist worthy, ambitious and outstanding young men and women, residing in Chowan County, N. C., in furthering their education at Chowan College. The scholarship may be divided for the purpose of award to two qualified students.

**DAVID L. BOONE MEMORIAL SCHOLARSHIP OF \$100.** (An endowed scholarship.) Donor: His mother, Mrs. Francis B. Boone, Beaufort, N. C. A one year award.

**MRS. JENNIE H. SMITH SCHOLARSHIP.** (Income from an endowment fund established by the late Mrs. Smith of Pitt County.) Conditions: Recipient must be from the Baptist Children's Homes. Application should be submitted to the Treasurer, Baptist Children's Homes, Thomasville, N. C. Recipient may apply for a second year award.

**TWO SCHOLARSHIPS OF \$100.00 EACH.** Donor: Baptist Woman's Missionary Union of Bertie County. Conditions: Recipient must be from Bertie County, and is selected by the donor. Recipient may apply for a second year award. Apply directly to the W.M.U. of Bertie County, Windsor, N. C.

**A SCHOLARSHIP OF \$100.00.** Donor: Baptist Woman's Missionary Union of Northampton County. Conditions: Recipient must be from Northampton County, and selected by the donor. Recipient may apply for a second year award. Apply directly to W.M.U. of Northampton County, Jackson, N. C.

**MARY PEARCE MUSIC SCHOLARSHIP OF \$75.00.** (An endowed scholarship.) Donor Mrs. W. S. Penny, Raleigh, N. C. Conditions: Recipient is that student selected as the outstanding Freshman musician at Chowan College.

**NOTE:** Unless otherwise indicated, recipients of scholarships and grants are selected by the Chowan College Administration and scholarship committee on the basis of scholastic ability, character, and financial need.

### GRANTS-IN-AID

Athletic grants-in-aid are made by Chowan College. Details and

information may be obtained from the Athletic Director of the College.

An athletic grant of \$125.00, Donor: The Exchange Club of Murfreesboro.

\$100 Cash Award by the N. C. Press Association Mechanical Conference. Conditions: Graphic Arts Freshman for Outstanding Ability.

Educational Opportunity Grants (Range from \$200 to \$1,000 per year.) The primary consideration for this award is FINANCIAL NEED. The College must match these grants in the form of scholarships, self-help work opportunities or other grants-in-aid. A personal interview with the Director of Student Aid is *required* prior to submitting a formal letter of application for this grant.

Ministerial students related to the Southern Baptist Convention and who are certified by their local churches, receive full tuition for four (4) semesters, or the equivalent, if they maintain requirements for continued residence and carry a normal college load. Recipients are required to sign notes which must be cosigned by their parents, guardians, or another responsible person. If, at the end of five years, recipients have met the conditions set forth in the notes, the principal condition being that recipients enter the field of service for which they are being trained, the notes are cancelled. Otherwise, the notes must be paid.

Children and wives of ordained ministers related to the Southern Baptist Convention receive one-half tuition costs for a maximum of four semesters, or the equivalent, if they maintain requirements for continued residence and carry a normal college academic load. *Formal request by letter should be directed to the scholarship committee of the college.*

Students from the Baptist Children's Homes of North Carolina receive grant-in-aid of one-half their tuition each year if requirements for continued residence are maintained and they carry a normal college academic load.

An unmarried son or daughter, the wife or husband of a member of the Chowan College faculty or administrative staff pays \$50 per year tuition and fees. Medical insurance coverage and extra fees such as music and Graphic Arts are not included. The same policy will apply to the secretarial staff and employees classified as supervisory personnel who have completed three years of continuous service with the College. All employees who meet admissions requirements may audit or take for credit any course offering that does not conflict with their work schedules.

### STUDENT EMPLOYMENT

Employment opportunities are available at the College. These work grants are made available on the basis of financial need and on the basis of the student's willingness and ability to perform the work assigned. The College participates in the Work Study Program of the Economic Opportunity Act and PACE,



INC. (Plan Assuring College Education in North Carolina.)

Applications for Employment may be obtained from the Director of Student aid.

### LOAN FUNDS

.. *Educational Loans for medical and related studies* are available from The N. C. Medical Care Commission, Raleigh, N. C. Conditions: Must be a resident of N. C. Loans are available in the following specialties: Dental Hygiene, Denistry, Medicine, nursing and other related studies. Nurses pursuing the Associate Degree may borrow \$1,000 for the second year. Applications and information may be obtained from the Medical Care Commission.

.. *National Defense Student Loan*. Qualified students may borrow up to \$1,000 per year. The loans do not have to be repaid until the student terminates his education. A personal interview with the Director of Student Aid is required. Applications for the loan should be completed and forwarded to the College thirty days before a term begins. These notes begin to earn interest (3 per cent) nine months from the date borrower terminates his college education.

*The Mamie A. Crawley Memorial Trust Fund* is available on a loan basis to any interested student. The fund is administered by the Peoples Bank and Trust Company of Rocky Mount, North Carolina, and bears interest at 4 per cent, beginning six months after graduation or termination of study. This fund has been made available by the Harris Chapel Baptist Church of Hollister, North Carolina.

*North Carolina Scholarship-Loan for Prospective Teachers*. North Carolina grants a limited number of \$600 scholarship-loans to prospective teachers who are legal residents of North Carolina. Those who receive these awards will be credited toward payment of these loans for each year they teach in North Carolina public shoools during a period of five years after receiving their teaching certificate. Write: Department of Public Instruction, Board of Higher Education, Raleigh, North Carolina prior to March 1.

### DEFERRED PAYMENT OF EDUCATION COSTS

For parents desiring to pay education expenses in monthly installments, a low deferred payment program is available through Education Funds, Inc., a nationwide organization specializing in education financing.

All EFI plans include insurance on the life of the parent, plus trust administration in event of the parent's death or disability.

Parents desiring to use this financing plan should write to the Director of Student Aid, Chowan College or Education Funds, Inc., 10 Dorrance Street, Providence, Rhode Island 02901.

*The Tuition Plan, Inc.*, is a national student loan fund organization that specilizes in providing low cost programs for educational cost. The funds are made available to Chowan College students in any amount necessary for the financing of educational expenses. Arrangements for participating in this plan can be made by writing direct to Tuition Plan, Inc., 575 Madison Avenue,

New York, New York 10022 or by communicating with the Director of Student Aid of the College.

#### **NORTH CAROLINA BANKERS STUDENT LOAN PLAN**

Established by the North Carolina Bankers Association, in 1962, at the request of Governor Terry Sanford and administered by the College Foundation, Inc., in Raleigh.. North Carolina students may borrow up to \$1,000.00 per academic year. Direct inquiries to P. O. Box 1487, Raleigh, N. C. Applications may be obtained from the Director of Student Aid, Chowan College.

#### **JAMES E. and MARY Z. BRYAN FOUNDATION STUDENT LOAN PLAN**

Established by Mary Z. Bryan, in 1953, as a memorial to her husband and administered by the College Foundation, Inc., in Raleigh. North Carolina students may borrow up to \$1,000.00 per academic year. Direct inquiries to P. O. Box 1487, Raleigh, N. C. Applications may be obtained from the Director of Student Aid, Chowan College.

**APPLICATIONS FOR FINANCIAL AID (scholarships, loans, grants, employment) SHOULD BE REQUESTED AFTER BEING NOTIFIED OF ACCEPTANCE FOR ADMISSION TO THE COLLEGE.**



**SCENE FROM SPRING FESTIVAL**

### GENERAL FINANCIAL REGULATIONS

1. No credit for academic work is given for a diploma or for transfer purposes until all financial obligations to the College have been paid or adequately secured.
2. The \$10.00 application fee, which must accompany the student's application for admission, is not refundable under any conditions.
3. In addition to the \$10 application fee, (1) ALL students ATTENDING CHOWAN COLLEGE FOR THE FIRST TIME must make an advance payment of \$50 by April 15. If accepted after April 15, payment must be made immediately upon acceptance. The payment will be applied to the students account at the College. It is refundable only in case of serious illness or death in the student's immediate family. (2) ALL returning students must pay a \$50 advance payment by April 15. It is subject to refund due to academic deficiencies or as above. APPLICATION FOR REFUND MUST BE MADE BY THE STUDENT IN ALL CASES BY SEPTEMBER 1 OF THE SAME YEAR.
4. Students who formally withdraw from the college within two weeks after the beginning of a semester are entitled to a refund of 80 per cent of the fees paid; those who withdraw later than two weeks after a semester begins, but not later than three weeks, are entitled to a refund of 60 per cent of the fees paid; those who withdraw later than three weeks after a semester begins but not later than four weeks, are due a refund of 40 per cent of the fees paid; and those who withdraw as late as five weeks after the beginning of a semester are entitled to no refund. ANY STUDENT WHO IS ASKED TO WITHDRAW FROM THE COLLEGE AT ANY TIME FOR SOME INFRACTION OF THE RULES IS NOT ENTITLED TO ANY REFUND OR ANY PART OF THE FEES PAID FOR THAT SEMESTER.
5. Any student who is placed on probation for any reason whatsoever will lose his scholarship or special grant during the period of this probation.
6. A student who loses, destroys, defaces, or in any way damages college property, or aids and abets others in so doing, shall, within twenty-four hours, report this fact to the Business Manager. *If damages or losses are not individually accounted for, all students will be charged pro rata for such damages or losses.*
7. A student who moves from the room assigned with permission from the Director of Guidance and Counseling will be charged \$5.00. Moving without permission will incur a \$5.00 fine and may result in the student's return to the room originally assigned.
8. A deposit of \$5.00 is charged for the key to each room. The deposit is refunded when the original key is returned.
9. A student eligible to keep an automobile on the campus or in

Murfreesboro or vicinity, is charged a \$10.00 fee per year for the registration and parking of his automobile. Failure to register a car will result in a fine being levied upon the negligent student, not to exceed \$10.00, and may also result in the forfeiture of the privilege of keeping his car with him at college. Further, no student will be allowed to register a car belonging to someone other than himself, his parents, or his legal guardian. All commuting students are required to register their cars.

### **GENERAL ENDOWMENT OF THE COLLEGE**

The General Endowment of Chowan College is gradually increasing, and is carefully safeguarded as to its investment. The Planters National Bank and Trust Company of Rocky Mount and Ahoskie is the agent of the Chowan College General Endowment Fund.

The College Board of Trustees has begun a concentrated effort to increase the General Endowment to five million dollars. Gilbert W. Francis, attorney of Boykins, Virginia, is Chairman of the Endowment Committee, which is giving special time and effort to this effort. The book value of the Endowment Fund passed the \$200,000 mark in 1967, not only reaching a new high but making most significant growth in the history of the College.

Principal donors and the years in which the contributions were made are listed for information and as an evidence of appreciation:

Dr. Donald S. Daniel Estate (1969), Richmond, Virginia; Mrs. Myra Vann Holland Estate (1968), Edenton; Grady D. Askeew Foundation (1967), Harrellsville—a trust fund administered by the Wahovia Bank and Trust Company; Mrs. Olivia Benthall Jenkins Estate (1967), Aulander; Mrs. Willie P. Coleman Estate (1967), Henderson; Bennie P. Daniel Estate (1966), Wake Forest; Charles H. Jenkins Estate (1963), Aulander; J. H. Dempsey Estate (1962), Windsor; Miss Grace L. Sykes Estate (1962), Woodland; D. N. Evans Estate (1962), Harrellsville; Lizzie C. Pritchard Estate (1961), Windsor; H. A. Eure Estate (1961), Corapeake; W. S. Pritchard Estate (1958), Windsor; and a gift in 1927 by B. N. Duke, New York. Also, the Virginia National Bank, formerly the Meherrin Valley Bank of Boykins, Virginia, has made several substantial gifts to the General Endowment Fund.

Chowan College has been and can be benefitted greatly by bequests of friends and alumni, including gifts to the College for the Book of Memory, whereby friends and relatives memorialize deceased loved ones through contributions to the General Endowment Fund. Many others should make Chowan College a beneficiary of their estates through legacies, insurance policies, and trusts. College officials, when requested to do so by interested persons or their attorneys, will provide, at no obligation whatsoever, professional and legal advice regarding wills in behalf of the college. President Bruce E. Whitaker stands ready to counsel with



such parties at their convenience. The legal name to be used for this purpose is *Chowan College*.

*Suggested wording for those who wish to remember Chowan College in their wills;*

"I give, devise, and bequeath to Chowan College, Murfreesboro, Hertford County, North Carolina, (Here insert the amount of money and-or describe the personal property or real estate) for the general purposes of Chowan College."



STUDY AND TESTS PART OF COLLEGE LIFE



# *Academic Program*

## Degrees Offered

Chowan College offers various Associate degrees, as well as certificates and diplomas in business and graphic arts (printing).

## Programs of Study

Two programs of study are offered at Chowan: one, the first two years of college, leading to the B.S., B.A., and the various professional degrees in four-year colleges and universities; two, vocational programs for students who wish to enter specialized employment after graduation from Chowan. All students must follow a curriculum as outlined in the college catalog.

*Department Honors Program:* A number of departments in the college offer specialized honors programs for highly qualified students. Participation in these courses is by invitation only. Information on these is given under the departmental headings listed in the Courses of Instruction. Interested students should contact the chairman of the department in which they wish to study.

## Requirements for Admission

1. Chowan College desires to enroll only those persons who are trustworthy and studious and who possess those qualities that make for a congenial adjustment to college life. Evidence of good moral character, seriousness of purpose, and desirable personal traits will be considered of first importance.
2. Every applicant for admission to the freshman class is required to take the Scholastic Aptitude Test of the College Entrance Examination Board. The test is given in December, January, March, May, and July. It is recommended that the Scholastic Aptitude Test be taken early in the senior year.

Student wishing to make application to take the tests should procure application forms from their secondary schools or write directly to the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540, or Box 1052, Berkeley, California 94701, for the *Bulletin of Information*, which includes an application form and is available without charge. The bulletin lists test centers and gives complete information concerning the tests.

Because of deadlines for filing application to take the College Board tests, the student must make his arrangements well in advance of the testing date so that his application may be received in Princeton or Berkeley by the closing date.

An applicant taking the tests later than February will necessarily delay action on his application for admission. Low scores on the College Board will not automatically be the basis for rejection of an applicant, but careful consideration will be given to the candidate's scholastic record in high school, evidences of character, purposes in life and motivation, and general fitness for college life at Chowan.

3. The basic academic requirement for admission is graduation from an approved high school with a minimum of eighteen (18) units. It is desirable, but not mandatory, that a liberal art student submit:

English .....	4 units
Algebra .....	2 units
Foreign Language .....	2 units
Plane Geometry .....	1 unit
Laboratory Science (other than general) .....	1 unit
Other Courses .....	8 units

A student who does not offer any one of the foregoing units and who plans to transfer to a college requiring them, or to follow a program of study in which they are required, will be expected to take them at at Chowan.



MUSIC PRACTICE IN DANIEL FINE ARTS HALL

## Transfer Students

A transfer student is any student who has been enrolled in one or more courses in some other college, either for summer school or regular term.

Students who transfer from other colleges must have their academic transcripts sent to the Director of Admissions before being admitted. Chowan College will accept "D's" in transfer from other colleges if the student has a "C" average on all work attempted.

A transfer student will not be allowed to register at Chowan College for a regular term if he is academically ineligible to return to the institution from which he is transferring. A transfer student who earns a minimum of six semester hours and six quality points during a summer session or nine semester hours and nine quality points during both summer sessions may be allowed to register for the following semester.

## Special Students

Special students who wish to receive credit for courses taken should follow the same admission procedure as regular students.

## Veterans

Chowan College is fully approved by the Veterans Administration for the instruction of veterans. Veterans desiring to enroll should file with the Veterans Administration prior to making application to Chowan College. The Veterans Administration will forward all such applications to the college. In the event the candidate's program is not approved prior to registration, two months may be required to get approval.

## International Students

Chowan College has been approved by the United States Immigration Service and the Office of Education for the admission of students from other countries.

## Admission Procedure

To gain admission to the college, the prospective student who has not previously attended college should:

1. Obtain all necessary forms by writing to: Director of Admissions, Chowan College, Murfreesboro, N. C., 27855.

2. Fill out completely the application for admission and mail it, along with a \$10.00 processing fee, which is not refundable, to the Director of Admissions.
3. Have the proper persons complete the remaining forms and return them to the Director of Admissions.
4. When notified of acceptance, make a \$50.00 (non-refundable) deposit by April 15. This is to be applied to the student's account with the college.
5. A student who desires to transfer to Chowan from another college should follow the same procedures, except that he must also request the *registrar of the college previously attended to mail to the Director of Admissions a transcript of academic work done by the prospective student.*
6. Admission decisions will be rendered within ten days after the receipt of all application papers (application, high school transcript, medical report, and references).

NOTE: Students who are not graduates of approved high schools (including veterans who qualify under the G. E. D. test) may be admitted to the college by special permission.

## Requirements for Graduation

To receive an associate degree, a student must satisfy the following requirements:

1. The student must have completed satisfactorily two years of college work, and must have obtained 60 semester hours of credit in college work, *exclusive of physical education*. He must have completed at least 2 semester hours of credit in physical education.
2. A minimum quality point ratio of 1.0 is required for graduation. This means an average of "C" (1.0 quality point ratio on all work attempted).
3. The student must have pursued and completed a prescribed or approved curriculum as outlined in this catalog.
4. Plane Geometry (Mathematics 3—no credit) is required of all students whose transcripts indicate a deficiency and who are candidates for the associate degree. Exceptions will be made for the Thirty-Three Months Nursing Program, which is a terminal course.
5. All students are required to take a minimum of one religion course for the first two consecutive semesters, unless the curriculum in which they are enrolled requires that it be taken during the sophomore year.
6. A student transferring from another college must complete a minimum of one semester of fifteen hours of college work,

with a quality point ratio of 1.0 or better, at Chowan College.

7. Chowan College will accept a maximum of nine semester hours in correspondence courses from accredited institutions to be counted toward *requirements for graduation*.
8. Chowan College will accept in transfer a maximum of 9 semester hours of a student's last semester's work, in his prescribed curriculum at Chowan College, for graduation.

## System of Grades

A—Excellent

B—Above Average

C—Average

D—Below Average

F—Failing

WP—Withdrawal Passing

WF—Withdrawal Failing

NG—No Grade Reported

I—Incomplete

The grade of "I" is recorded only in case of illness or emergency resulting in the student's not being able to complete the work of the course. If the work recorded as "I" is not completed before the end of the following semester it will be considered as equivalent to an "F".

All deficiencies must be removed thirty days before the end of the last term of the student's graduation year.

## Quality Point System

Students are awarded quality points on the basis of the grade they make:

A—three quality points per semester hour credit

B—two quality points per semester hour credit

C—one quality point per semester hour credit

D—no quality points per semester hour credit

A 1.0 quality point ratio is required for graduation. *This means that a student must have at least as many quality points as hours attempted. All courses taken at the end of the "drop-add" period will be considered work attempted, with the last grade on repeat courses taking preference. Repeat courses will be considered "work attempted".*

## Academic Honors

The attainment of the following cumulative grade point average entitles the graduating students to honors at Commencement:

Summa Cum Laude . . . . . 2.80 to 3.00

Magna Cum Laude . . . . . 2.50 to 2.79

Cum Laude . . . . . 2.20 to 2.49



The following semester grade point averages entitles the student to honors in the academic year:

President's List .....	3.00
Dean's List .....	2.50 to 2.99
Honors List .....	2.00 to 2.49

Any grade below "C" will disqualify a student from placement on the President's List, Dean's List, or Honor's List.

## Academic Regulations

### REGISTRATION

Registration days are indicated on the campus calendar in the front of this catalog. All students should complete registration on the assigned days. Those students who enroll thereafter will be charged an additional fee of \$5.00.

### REQUIREMENTS FOR CONTINUED ENROLLMENT

1. A regular student must earn a minimum of nine semester hours and nine quality points each semester in order to be in good academic standing.
2. A regular student must earn 18 semester hours and 18 quality points to be eligible to register for a third semester.
3. A regular student who fails to earn nine semester hours and nine quality points in a regular semester will be allowed to enter the succeeding semester on academic probation. A student will be allowed to enter only one semester on academic probation during his academic career at Chowan College. Thereafter, he must earn the minimum requirement for continued enrollment (nine semester hours and nine quality points).
4. In order to be eligible to register for a regular term, a student having deficiencies must remove them during the summer session.
5. A transfer student must earn a minimum of nine semester hours and nine quality points during his first regular semester at Chowan College. He must earn a minimum of nine semester hours and nine quality points each semester thereafter.

### REGULAR STUDENT LOAD

The normal academic load for a regular student is 15-16 credit hours per semester. No student may carry more than 18 semester hours except by special permission from the Dean of the College. ALL REGULAR STUDENTS MUST CARRY A MINIMUM OF 12 CREDIT HOURS PER SEMESTER. NON-CREDIT COURSES WILL NOT BE CONSIDERED IN

## MEETING CONTINUED ENROLLMENT REQUIREMENTS.

### SPECIAL STUDENT LOAD

Special students are allowed to carry a maximum of 11 hours per semester. These may be credit hours, non-credit hours, or a combination of both.

### REPORTS

At the end of each semester a report for each student is sent to the student and to his parents or guardians. This report contains the grades and the number of absences. These grades are recorded on the permanent records in the Registrar's Office. A progress report is sent to the parents or guardians and students at mid-semester.

### SOPHOMORE CLASSIFICATION

To be classified as a sophomore, a student must have earned, by the beginning of his third semester, at least 25 credit hours and 25 quality points.

### CLASS ABSENCES

Students are expected to attend all meetings of their classes. Class absence is a serious matter. It puts the student out of step with class progress and places an additional burden upon him and the professor. A student should never be absent for trivial reasons. An unexpected emergency may arise in the semester, which may cause him to lose credit for the course.

### EXCUSED ABSENCES

1. Illness of the student, verified by a doctor or by the college nurse on forms provided for this purpose. Boarding students too ill to attend classes must report to the infirmary, unless otherwise directed by the college nurse.

#### *Excused Absences for Illness*—BOARDING STUDENTS

In order to be excused from classes for reason of personal illness, a Boarding Student must report to the infirmary, prior to missing any class for which he seeks to be excused. The student must be confined to the infirmary or to his room for such period of time as the College Nurse may deem necessary.

#### *Excused Absences for Illness*—DAY STUDENTS;

In order to be excused from classes for reason of personal illness, a Day Student must bring an excuse from a parent or physician, certifying his illness.

2. Representation of the college, when such representation has been reported by the responsible faculty member and approved by the Dean of the College previous to the anticipated absence.

3. Death of a member of a student's immediate family.
4. Sickness in the family which required the attention of the student, verified by physician.
5. Selective Service Pre-Induction Examination, when verified by a letter from a local Selective Service Board.

A student who wishes to be excused from class should report to the office of the Registrar at least two days prior to the absence or *immediately* upon his return to class. He will be issued a Form 50 which must be submitted to the professor for his approval and returned to the Office of the Registrar within five (5) days after his return to classes. *If this action is not taken by the student, the absence will be recorded as unexcused.*

### UNEXCUSED ABSENCES

Unexcused absences are those which are not listed under the above reasons for excused absences. Students may take the following number of unexcused absences without penalty.

Students may take as many unexcused absences in a class as the number of times the class meets per week, with the following exceptions:

- a. Honor students will be permitted unexcused absences equal to twice the number of times the class meets per week.
- b. Students on academic probation will not be allowed any unexcused absences.

Excessive unexcused absences will result in the following action:

- a. After the first excessive unexcused absence, disciplinary action will be taken. This will be handled by the Dean of Students or the Associate Deans.
- b. After the second excessive unexcused absence, the grade in the class will be lowered by one letter grade.
- c. After the third excessive unexcused absence, a grade of "F" will be given in the class and the student will be dismissed from the class.

A student may appeal any of the above actions to the Absence Committee by written application, co-signed by the professor, and approved by the Registrar. Any appeal must be made within five (5) days after returning to the class. If the committee decides to allow credit, the student will be granted the privilege of making up the time and work in a manner satisfactory to the professor.

Three (3) class tardies will be treated as one (1) unexcused absence. *Explanations:* Tardy is failure to be in the classroom at the time of the tardy bell. A student who enters ten (10) minutes after the tardy bell or later automatically receives an unexcused absence, unless an acceptable excuse is presented.

No unexcused absences are allowed in laboratories.

### LOSS OF CREDIT

A student who is absent as many as four (4) times the number of the class meetings per week, for any cause whatsoever, will not receive credit for the course.

### CHAPEL-ASSEMBLY ABSENCES

All regular students (those who carry 12 or more semester hours) are expected to attend the chapel-assembly programs. A student may accumulate as many as four (4) unexcused absences from chapel-assembly in a given semester without penalty. If a student accumulates five (5) unexcused absences he will be placed on disciplinary probation for the semester. (See Article VIII, Section 5, Paragraph D, of SGA Constitution for definition of "disciplinary probation.")

### HOLIDAY ABSENCES

The College grants no absences immediately *preceding and following* stated holidays, except those listed under excused class absences. Any absences other than these will be recorded as two (2) unexcused absences for each class missed.

### PROCEDURE FOR CHANGING CLASSES AND COURSES

1. Obtain proper form from the Office of the Registrar.
2. Secure the approval and signature of adviser.
3. Secure the approvals and signatures of the professors in whose classes changes are being made.
4. Secure the approval and signature of the Dean of the College.
5. Return form to the Office of the Registrar.
6. A student who finds it necessary to change from one class to another class in the same course or from one course to another within the Drop-Add period listed in the Chowan College Catalog Calendar will transfer all unexcused and excused absences.

A student may be charged a fee of \$5.00 for each class change, if such a change is primarily for the personal convenience of the student. The Dean of the College will determine whether or not this fee will be charged, based on the merit of each case.

### DROPPING OF COURSES

Courses may be dropped under the following circumstances:

1. Illness, in which case a physician's certificate must be submitted and approved by the Dean of the College.
2. Other circumstances beyond the student's control, approved by the Dean of the College.
3. Changes in class schedule during the first two weeks of the semester do not appear on the student's permanent record and incur no penalties.
4. The official withdrawals from classes after the deadline date

which is two weeks after the official beginning of classes found in the catalog calendar, will receive an "F" on each course dropped. Exceptions may be made in extreme cases, such as those reasons given in the catalog for excused absences. These exceptions must be approved by the Dean of the College, or a committee, or both. If the Dean of the College or the committee approves the dropping of a course because of extenuating circumstances, the student will receive a "WF" or "WP" on the course.

5. All withdrawals without the permission of the Dean will receive an "F" on each course dropped.

### **REPEATING OF COURSES**

1. In the event that a student repeats a course, the last grade earned will be considered his final grade, and will be considered work attempted.
2. Courses in which "D's" are earned will transfer to most senior institutions if the student has a "C" average on all work attempted at Chowan College.
3. Students in terminal programs should repeat any courses in which "D's" are earned if they are in their major area of concentration. However, any student will be allowed to continue if he does not repeat the course in which a "D" is earned.
4. It will be the responsibility of the student to determine if a "D" should be repeated. The college will not be responsible for "D's" that do not transfer to senior institutions.

### **RE-EXAMINATIONS**

A final semester candidate for graduation may apply for only *one* re-examination if extenuating circumstances justify it. The decision in this matter will be made by the professor involved, the Dean of the College, and the chairman of the department. In case the chairman of the department is the professor, another professor will be called in to act.

No grade higher than a "C" may be assigned as a result of re-examination.

A special re-examination will not be given until the student has had adequate time to do further study, which, in the judgment of the professor, justifies a re-examination.

A re-examination must be authorized by the Dean of the College and preceded by the payment of the required \$5.00 fee.

A student who receives a grade "F" on a course or fails to remove a conditional failure by one re-examination must repeat the course for credit.

### **MAKE-UP TESTS**

All students who desire to make up a test or tests which were missed due to excused absences will be required to make up



the test or tests beginning at 9:00 a.m. on the Saturday morning following their return to classes. Any exception to this policy must be approved by the Dean of the College.

### **WITHDRAWAL FROM THE COLLEGE**

1. A student who finds it necessary to withdraw from the college must consult with the Dean of the College and the Bursar and arrange for regular withdrawal. Unless this is done, honorable dismissal will not be granted.
2. Students who withdraw after the mid-term grading period, which is designated in the Calendar of the catalog, will receive an "F" on all courses being taken at the time of withdrawal and hours will be counted as work attempted. Exceptions to this policy will be the following reasons:
  - a. Illness, in which case a physician's certificate must be presented and approved by the Dean of the College.
  - b. Death of a member of a student's family which would place a hardship on the family.
  - c. Sickness in a family which requires the attention of the student, verified by a physician.
  - d. Induction into the Armed Forces.

For students withdrawing from the college for the above reasons, semester hours will not be counted as work attempted and will be recorded as withdrawals from the college on the date indicated on the withdrawal form. For other withdrawals prior to the mid-term grading period, work will not be recorded as work attempted but will be recorded as withdrawals from the college on the date specified on the withdrawal form. When a student withdraws from the college after mid-term for any reason other than those listed above, the faculty members involved should submit to the office of the Registrar the student's grade card showing an "F" on the course which will be recorded on the transcript of the student. Also, the professor would show the student's actual grade which would be used by the Admissions Committee in determining the student's eligibility for re-admission to the College.

### **TRANSCRIPTS**

Upon request, a student is entitled to one free copy of his college transcript. For additional copies there is a fee of \$1.00 each.



SPRING FESTIVAL QUEEN AND ESCORT

# *The Curricula*

## Students Undecided About Curriculum

Those students who, at the time of entering college, have not fully decided which course of study they desire to pursue are advised and urged to register for the liberal arts curriculum. Work in the liberal arts leads to degrees in teaching, medicine, religion, law, business administration, science, journalism, and various other professional fields.

## Departments of Arts and Sciences

The study of the arts and sciences serves several purposes:

*To Communicate.* The development of the ability to communicate is greatly aided by the study of languages (including English) and related subjects.

*To Inquire Accurately.* The study of natural and social sciences provides students with that broad knowledge of the world and the universe which is so important to human experience.

*To Understand.* The study of the humanities brings an understanding of the cultural heritage of the Western World and stimulates an appreciation of other cultures as well.

*To Encourage Moral Growth.* The study of religion encourages the development of a mature philosophy of life, whereby one acquires worth and personally satisfying life goals and the ability to make appropriate value judgements.

*To Reason.* The study of the exact sciences challenges the individual to think independently and creatively, and helps to develop his skill in using the various methods of thought, research, and judgment.

In short, studies in the liberal arts and sciences broaden the student's understanding of himself, his cultural heritage, and his universe, and, thus, provide him with a strong foundation on which he may add successfully, throughout his life, additional blocks of knowledge.

## Liberal Arts

*Leading to B.A. Degree*

### First Year

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Mathematics 103* or 101 .....	3	Mathematics 105* or 102 .....	3
Religion 101 .....	3	Religion 102 .....	3
Foreign Language 101 .....	3	Foreign Language 102 .....	3
History 101 .....	3	History 102 .....	3
Physical Education 151 or 101 ....	1	Physical Education 152 or 102 ....	1
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>16</b>

### Second Year

First Semester		Second Semester	
English 201 or 205 .....	3	English 202 or 206 .....	3
Laboratory Science .....	4	Laboratory Science .....	4
Foreign Language 201 .....	3	Foreign Language 202 .....	3
Approved Electives .....	6	Music Appreciation 161 .....	3
<b>Total .....</b>	<b>16</b>	Approved Electives .....	3
		<b>Total .....</b>	<b>16</b>

APPROVED ELECTIVES FOR LIBERAL ARTS: Government 108, Geography 151, Speech 203-204, Sociology 205, Psychology 201, U. S. History 201-202, Mathematics 201-202, Economics 251-252, English 205-206, Hygiene 101.

\*Mathematics 109 may be substituted.

## Pre-Education

*Leading to Teacher's Certificate and B.S. Degree*

### First Year

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Mathematics 103* or 101 .....	3	Mathematics 105* or 102 .....	3
Religion 101 .....	3	Religion 102 .....	3
History 101 or 201 .....	3	History 102 or 202 .....	3
Physical Education 151 or 101 ....	1	Physical Education 152 or 102 ....	1
**Approved Elective or Language .....	3	**Approved Elective or Language .....	3
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>16</b>

### Second Year

First Semester		Second Semester	
English 201 .....	3	English 202 .....	3
Biology 101 or 102 or Chemistry 171 .....	4	Biology 101 or 102 or Chemistry 172 .....	4
Psychology 201 .....	3	Music Appreciation 161 or Art 163 .....	3
Hygiene 101 .....	3	Speech 203 .....	3
Approved Elective or Language .....	3	Approved Elective or Language .....	3
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>16</b>

APPROVED ELECTIVES FOR PRE-EDUCATION: Government 108, Geography 151, Sociology 205, Economics 251-252, Mathematics 201-202, U. S. History 201-202, English 204, English 205-206, Art 163.

\*Mathematics 109 may be substituted.

\*\*Students wishing a teacher's certificate in science should take Biology 101 and 102 in their first year instead of this elective and take Chemistry 171 and 172 the second year. Others must choose Biology over Chemistry in the second year.

## Pre-Ministerial

*Leading to a Bachelor's Degree*

### *First Year*

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Religion 101 .....	3	Religion 102 .....	3
Mathematics 103 or 101 .....	3	Mathematics 105 or 102 .....	3
*Foreign Language 101 .....	3	Foreign Language 102 .....	3
History 101 .....	3	History 102 .....	3
Physical Education 151 .....	1	Physical Education 152 .....	1
Total .....	16	Total .....	16
*French or Latin			

### *Second Year*

First Semester		Second Semester	
English 201 or 205 .....	3	English 202 or 206 .....	3
Foreign Language 201 .....	3	Foreign Language 202 .....	3
*Science Elective .....	4	*Science Elective .....	4
Music Appreciation 161 .....	3	**Social Science Elective ....	3
Hygiene 101 .....	3	Speech 203 .....	3
Total .....	16	Total .....	16

\* Physics 181-182, Chemistry 171-172, or Biology 101-102

\*\* Psychology 201, Sociology 205, Economics 251-252, Government 108

## Pre-Law

*Leading to a Bachelor's Degree*

### *First Year*

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Mathematics 103* or 101 .....	3	Mathematics 105* or 102 .....	3
Religion 101 .....	3	Religion 102 .....	3
Foreign Language 101 .....	3	Foreign Language 102 .....	3
History 101 .....	3	History 102 .....	3
Physical Education 151 or 101 ....	1	Physical Education 152 or 102 ....	1
Total .....	16	Total .....	16

### *Second Year*

First Semester		Second Semester	
English 201 .....	3	English 202 .....	3
Laboratory Science .....	4	Laboratory Science .....	4
Foreign Language 201 .....	3	Foreign Language 202 .....	3
Economics 251 .....	3	Economics 252 .....	3
Government 108 .....	3	Elective .....	3
Total .....	16	Total .....	16

APPROVED ELECTIVES FOR PRE-LAW: Geography 151, Speech 203-204, Sociology 205, U. S. History 201-202, Psychology 201.

\* Mathematics 109 may be substituted.



## Music

*\*Leading to the A.B., the B.M., and B.S. in Education  
Degrees with a Major in Music*

### First Year

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Introduction to Music		Introduction to Music	
Literature 171 .....	2	Literature 172 .....	2
Music 151 .....	3	Music 152 .....	3
Music 101 .....	1	Music 102 .....	1
Foreign Language** 101 .....	3	Foreign Language** 102 .....	3
Physical Education 151 or 101 ....	1	Physical Education 152 or 102 ....	1
Ensemble .....	1	Ensemble .....	1
Applied Music .....	3	Applied Music .....	3
<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>17</b>

### Second Year

First Semester		Second Semester	
English 201 .....	3	English 202 .....	3
Religion 101 .....	3	Religion 102 .....	3
Music 253 .....	3	Music 254 .....	3
Music 201 .....	1	Music 202 .....	1
Foreign Language** 201 .....	3	Foreign Language** 202 .....	3
Ensemble .....	1	Ensemble .....	1
Applied Music .....	3	Applied Music .....	3
<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>17</b>

\*The same courses in music would be required of a person who elects music as his minor.

\*\*Approved electives may be substituted for these courses, if they are not required by the college in which the student plans to complete his work.

## Science

*Leading to B.S. Degree*

### First Year

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Mathematics* 103 .....	3	Mathematics* 105 .....	3
Religion 101 .....	3	Religion 102 .....	3
Biology 101 .....	4	Biology 102 .....	4
Chemistry 171 .....	4	Chemistry 172 .....	4
<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>17</b>

### Second Year

First Semester		Second Semester	
English 201 or 205, 206 .....	3	English 202 or 205, 206 .....	3
Physics 181 or 185 .....	4-5	Physics 182 or 186 .....	4-5
Approved Electives .....	9	Approved Electives .....	9
Physical Education 151 or 101 ....	1	Physical Education 152 or 102 ....	1
<b>Total .....</b>	<b>17-18</b>	<b>Total .....</b>	<b>17-18</b>

APPROVED ELECTIVES FOR SCIENCE: Chemistry 275-276, Anatomy 221, Physiology 222, Mathematics 201-202, French 101-102, World History 101-102.

\*Mathematics 109 may be substituted.

## Pre-Engineering

*Leading to Various Engineering Degrees*

### *First Year*

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Mathematics* 103 .....	3	Mathematics* 105 .....	3
Mathematics 111 .....	2	Mathematics 112 .....	2
Chemistry 171 .....	4	Chemistry 172 .....	4
Religion 101 .....	3	Religion 102 .....	3
Physical Education 151 or 101 ....	1	Physical Education 152 or 102 ....	1
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>16</b>

### *Second Year*

First Semester		Second Semester	
English 201 or 205, 206 .....	3	History 102 .....	3
Physics 185 .....	5	Physics 186 .....	5
Mathematics 201 .....	5	Mathematics 202 .....	5
Economics 251 .....	3	Mathematics 205 or elective .....	3
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>16</b>

APPROVED ELECTIVES FOR PRE-ENGINEERING: World History 101, Sociology 205, Speech 203, English 202, Government 108, Economics 252, Mathematics 205 - 206.

\*Mathematics 109 will satisfy this requirement.

## Pre-Optometry

*Leading to a Bachelor's Degree*

### *First Year*

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Mathematics 103 .....	3	Mathematics 105 .....	3
Biology 102 .....	4	Biology 101 .....	4
Religion 101 .....	3	Religion 102 .....	3
Physical Education 151 or 101 ....	1	Physical Education 152 or 102 ....	1
		Medical Biology 123 .....	3
<b>Total .....</b>	<b>14</b>	<b>Total .....</b>	<b>17</b>

### *Second Year*

First Semester		Second Semester	
English 201 .....	3	English 202 .....	3
Chemistry 171 .....	4	Chemistry 172 .....	4
Physics 181 .....	4	Physics 182 .....	4
Psychology 201 .....	3	Sociology 205 .....	3
History 101 .....	3	History 102 .....	3
<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>17</b>

## Pre-Forestry

*Leading to B.S. Degree*

### *First Year*

<b>First Semester</b>		<b>Second Semester</b>	
English 101 .....	3	English 102 .....	3
Mathematics* 103 .....	3	Mathematics* 105 .....	3
Biology 101 or 102 .....	4	Biology 101 or 102 .....	4
Religion 101 .....	3	Religion 102 .....	3
Chemistry 171 .....	4	Chemistry 172 .....	4
Physical Education 151 .....	1	Physical Education 152 .....	1
<b>Total .....</b>	<b>18</b>	<b>Total .....</b>	<b>18</b>

### *Second Year*

<b>First Semester</b>		<b>Second Semester</b>	
Mathematics 201 .....	5	Mathematics 202 .....	5
English 203 .....	3	English 202 or 205, 206 .....	3
Physics 181 or 185 .....	4-5	Economics 252 .....	3
Mathematics 205 .....	2	Physics 182 or 186 .....	4-5
Economics 251 .....	3	<b>Total .....</b>	<b>15-16</b>
<b>Total .....</b>	<b>17-18</b>		

\*Mathematics 109 will satisfy this requirement.

## Pre-Pulp and Paper Science and Technology

*Leading to B. S. Degree*

### *First Year*

<b>First Semester</b>		<b>Second Semester</b>	
English 101 .....	3	English 102 .....	3
Mathematics 103 .....	3	Mathematics 105 .....	3
Biology 101 or 102 .....	4	Biology 101 or 102 .....	4
Religion 101 .....	3	Religion 102 .....	3
Chemistry 171 .....	4	Chemistry 172 .....	4
Physical Education 151 .....	1	Physical Education 152 .....	1
<b>Total .....</b>	<b>18</b>	<b>Total .....</b>	<b>18</b>

### *Second Year*

<b>First Semester</b>		<b>Second Semester</b>	
Chemistry 275 .....	4	Chemistry 276 .....	4
Economics 251 .....	3	Mathematics 111 .....	2
Mathematics 201 .....	5	Mathematics 202 .....	5
Physics 185 .....	5	Physics 186 .....	5
<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>16</b>

# Pre-Agriculture

## LEADING TO B.S. DEGREE

### FIRST YEAR

#### First Semester

English 101 .....	3
Mathematics* 103 .....	3
Biology 101 or 102 .....	4
Religion 101 .....	3
Physical Education 151 .....	1
Chemistry 171 .....	4
Total .....	18

#### Second Semester

English 102 .....	3
Mathematics* 105 .....	3
Biology 101 or 102 .....	4
Religion 102 .....	3
Chemistry 172 .....	4
Physical Education 152 .....	1
Total .....	18

### SECOND YEAR

#### First Semester

Mathematics 201 .....	5
Chemistry 275 .....	4
Physics 181 or 185 .....	5
Mathematics 205 .....	2
Economics 251 .....	3
Total .....	19

#### Second Semester

Mathematics 202 .....	5
Economics 252 .....	3
Chemistry 276 .....	4
Physics 182 or 186 .....	4-5
Total .....	16-17

\*Mathematics 109 will satisfy this requirement.



RECEIVING HONOR ON AWARDS DAY

## Pre-Medical or Pre-Dental

*Leading to B.S. Degree or Preparatory  
for Medical School*

### First Year

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Mathematics** 103 .....	3	Mathematics** 105 .....	3
Chemistry 171 .....	4	Chemistry 172 .....	4
Religion 101 .....	3	Religion 102 .....	3
Biology 101 or 102 .....	4	Biology 101 or 102 .....	4
<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>17</b>

### Second Year

First Semester		Second Semester	
English 201 or 205, 206 .....	3	English 202 or 205, 206 .....	3
Chemistry 275 .....	4	Chemistry 276 .....	4
Physics 181 .....	4	Physics 182 .....	4
Approved Electives* .....	6	Approved Electives* .....	6
Physical Education 151 or 101 .....	1	Physical Education 152 or 102 .....	1
<b>Total .....</b>	<b>18</b>	<b>Total .....</b>	<b>18</b>

\*APPROVED ELECTIVES FOR PRE-MEDICAL OR PRE-DENTAL:  
French 101-102, Latin 101-102, History 101-102, Anatomy and Physiology  
221-222, Psychology 201, Government 108, Bacteriology 241, and Sociology  
205.

\*\*Mathematics 109 will satisfy this requirement.

## Pre-Pharmacy

*Leading to a Bachelor's Degree*

### First Year

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Religion 101 .....	3	Religion 102 .....	3
Mathematics 103 .....	3	Mathematics 105 .....	3
Chemistry 171 .....	4	Chemistry 172 .....	4
Biology 101 .....	4	Biology 102 .....	4
Physical Education 151 or 101 .....	1	Physical Education 152 or 102 .....	1
<b>Total .....</b>	<b>18</b>	<b>Total .....</b>	<b>18</b>

### Second Year

First Semester		Second Semester	
English 201 .....	3	English 202 .....	3
Physics 181 .....	4	Physics 182 .....	4
History 101 .....	3	History 102 .....	3
Language* .....	3	Language* .....	3
Elective .....	4	Elective .....	4
<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>17</b>

\* French, Latin or Spanish: 101-102, if beginning new language. 201-202 if continuing a language based on two high school units.

Approved Electives: Economics 251-252, Chemistry 275-276, Biology 221-222 (Chemistry 275-276 recommended electives)



## Pre-Nursing

*Leading to B.S. Degree*

### *First Year*

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Biology 101,102 .....	4	Biology 101,102 .....	4
Religion 101 .....	3	Religion 102 .....	3
Chemistry 171 .....	4	Chemistry 172 .....	4
Physical Education		Physical Education	
151 or 101 .....	1	152 or 102 .....	1
<b>Total .....</b>	<b>15</b>	<b>Total .....</b>	<b>15</b>

### *Second Year*

First Semester		Second Semester	
English 201 .....	3	English 202 .....	3
Anatomy 221 .....	4	Sociology 205 .....	3
World History 101 .....	3	Physiology 222 .....	4
Psychology 201 .....	3	World History 102 .....	3
Approved Elective * .....	3	Biology 241 .....	4
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>17</b>

\*APPROVED ELECTIVES FOR PRE-NURSING: Music 161, English 202, 205, 206, Mathematics 103.

## Pre-Journalism

*Leading to Bachelor's Degree*

### *First Year*

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Mathematics 103* or 101 .....	3	Mathematics 105* or 102 .....	3
Religion 101 .....	3	Religion 102 .....	3
Foreign Language 101 .....	3	Foreign Language 102 .....	3
History 101 .....	3	History 102 .....	3
Physical Education 151 or 101 .....	1	Physical Education 152 or 102 .....	1
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>16</b>

### *Second Year*

First Semester		Second Semester	
English 201 or 205 .....	3	English 202 or 206 .....	3
Laboratory Science .....	4	Laboratory Science .....	4
Foreign Language 201 .....	3	Foreign Language 202 .....	3
Approved Electives .....	6	Approved Elective .....	3
<b>Total .....</b>	<b>16</b>	Music Appreciation 161 .....	3
		<b>Total .....</b>	<b>16</b>

APPROVED ELECTIVES FOR PRE-JOURNALISM: Government 108, Geography 151, Speech 203-204, Sociology 205, Psychology 201, U. S. History 201-202, Mathematics 201-202, Economics 251-252, English 205-206, Hygiene 101, Art 163.

\* Mathematics 109 may be substituted.

## Department of Business

The basic purpose of business is to provide young men and women with the necessary specialized training for a future of self-reliance and economic opportunity. Because the student of business should know the art of living as well as working, opportunities are offered for study in the arts, humanities, and sciences.

The Department of Business offers transfer and terminal courses and curricula to serve the needs of all students.

1. *Program for Transfer Students.* Two years of studies are available to the student who plans to graduate from a four-year institution. The student who wishes to major in business administration, accounting, economics, finance, marketing, management, or secretarial administration, may qualify for junior-level status at a senior college or university by completing the first two years at Chowan College.
2. *Program for Terminal Students.* For the student who does not plan to continue his education beyond Chowan College, the Department of Business offers terminal programs in business-vocational training. The department has as its objective the preparation of the student for employment in the field of accounting, secretarial administration, or general office training. This entire program is so planned that any student who desires to transfer to a four-year institution may easily do so. He may contact the chairman of the department for additional information.

## Policies

### TYPEWRITING:

Each student enrolled in the Department of Business must present ONE YEAR of high school credit in typewriting or complete A MINIMUM OF ONE COLLEGE-LEVEL COURSE IN TYPEWRITING. A student who has not completed one year in high school typewriting should fulfill this requirement during the first semester in college if at all possible.

Any student who has completed one full year in high school typewriting will normally enroll in TYPEWRITING 102 (Intermediate).

A minimum of two courses in college typewriting is required for all secretarial programs. Exceptions may be made where students achieve a speed level of more than 65 net words per minute, with no more than three errors, in a ten-minute writing, while enrolled in Typewriting 102. An approved substitution report will be executed by the student's adviser where such exceptions are made. A copy of this report will be furnished to the Registrar's

Office, to the student, and a copy placed in the adviser's student file.

#### SHORTHAND:

Each secretarial student is placed in the shorthand course levels according to placement test results. Shorthand placement tests are administered within the Department of Business during regular orientation.

It is policy that the student enrolled in an associate secretarial curriculum complete a minimum of **THREE SEMESTERS IN SHORTHAND** except when proficiency tests administered within the Department of Business warrant a change. It is also established policy of the Department that all secretarial administration curricula require Secretarial Office Procedures 223.

#### GENERAL:

A candidate for the Associate of Arts Degree in a business curriculum will satisfy one of the following requirements:

- (a) Two courses in Economics and two courses in World History; or
- (b) Two courses in Business Law and two courses in World history; or
- (c) Two courses in Business Law and one course in Economics; or
- (d) Two courses in Business Law and two courses in Economics; or
- (e) One course in Business Law and two courses in Economics; or
- (f) Two courses in Economics and six additional hours in social science and-or business; or
- (g) A *minimum* of two courses in a Foreign Language may be substituted for the Business Law course (s) in either plan above.

#### NANCY TAYLOR (Business 100):

Each young lady enrolled in a business program should remove the requirement Business 100 during the first semester of the college program, unless otherwise instructed by her adviser.

#### NIGHT LABORATORIES:

Night laboratory facilities are available for students enrolled in business curricula between the hours of 6:00 until 8:30 P.M., Monday through Thursday nights weekly. Students are properly supervised and conform to all regular college policies.

#### COLLEGE ACCOUNTING TESTING PROGRAM:

All students, regardless of curriculum, who complete two semesters of work in college accounting will complete the College Accounting Testing Program as sponsored by The American Institute of Certified Public Accountants. These tests are administered in January and May.

## Business Administration

*Leading to the Associate of Arts Degree  
and the B. S. Degree in Business Administration  
or Accounting*

### First Year

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Religion 101 .....	3	Religion 102 .....	3
Mathematics 161 or 103 .....	3	Science 101 or 102 .....	4
Science 101 or 102 .....	4	Accounting 141 or	
Physical Education 151 or		Approved Elective .....	4
Nancy Taylor 100 .....	1-2	Mathematics 103 or 105 .....	3
Approved Elective .....	3	Total .....	17
Total .....	17-18		

### Second Year

First Semester		Second Semester	
English 201, 202, 205 or 206 .....	3	Economics 252 .....	3
Economics 251 .....	3	Business Law 282,	
Business Law 281,		World History 102, or	
World History 101, or		Foreign Language 102, 202 .....	3
Foreign Language 101, 201 .....	3	Accounting 241, 243, or	
Accounting 142 .....	4	Approved Elective .....	4
Physical Education 152		Speech 203 .....	3
or 102 .....	1	Psychology 201 or	
Approved Elective .....	3	Approved Elective .....	3-4
Total .....	17	Total .....	16-17

APPROVED ELECTIVES FOR BUSINESS ADMINISTRATION: World History 101, 102; Government 108 or Geography 151; United States History 201 or 202; Sociology 205; English 202, 204, 205, or 206; foreign language sequence; any fine arts, mathematics, or business electives.



STUDY AREA IN STUDENT'S DORM ROOM

## Business Education

Leading to Associate of Arts Degree,  
Teacher's Certification and B. S. Degree

### First Year

First Semester	
English 101 .....	3
Religion 101 .....	3
Mathematics 161 or 103 .....	3
Typewriting 101, 102 .....	2
Office Machines 105 .....	1
Foreign Language 101, World History 101, or Approved Elective .....	3
Nancy Taylor 100 or Physical Education 151 .....	1-2
<b>Total .....</b>	<b>16-17</b>

Second Semester	
English 102 .....	3
Religion 102 .....	3
Mathematics 103 or 105 .....	3
Typewriting 102, 203 .....	2
Office Machines 106 .....	1
Foreign Language 102, World History 102, or Approved Elective .....	3
Physical Education 102 or 152 .....	1
<b>Total .....</b>	<b>16</b>

### Second Year

First Semester	
English 201, 202, 205, or 206 .....	3
Shorthand 111 or 112 .....	4
Accounting 141 .....	4
Economics 251 .....	3
Foreign Language 201, Psychology 201, or Approved Elective .....	3
<b>Total .....</b>	<b>17</b>

Second Semester	
English 202, 205, 206, or Speech 203 .....	3
Shorthand 112 or Advanced Dictation 211 .....	4
Accounting 142 .....	4
Economics 252 .....	3
Foreign Language 202, Music Appreciation 161, or Approved Elective .....	3
<b>Total .....</b>	<b>17</b>

APPROVED ELECTIVES FOR BUSINESS EDUCATION: World History 101, 102; Hygiene 101; Mathematics 105; Government 108 or Geography 151; Psychology 201; United States History 201, 202; foreign language or science sequence; any fine arts or business electives.



REGISTERING FOR PARENTS' DAY



## Accounting

*Leading to the Associate of Arts Degree*

### First Year

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Religion 101 .....	3	Religion 102 .....	3
Mathematics 161 or 103 .....	3	Accounting 141 .....	4
Personal Finance 131 .....	3	Mathematics 103 or 105 .....	3
Typewriting 101, 102 .....	2	Physical Education 152 or 102 .....	1
Office Machines 105 .....	1	Approved Elective .....	3
Physical Education 151, or Nancy Taylor 100 .....	1-2	<b>Total</b> .....	<b>17</b>
<b>Total</b> .....	<b>16-17</b>		

### Second Year

First Semester		Second Semester	
English 201, 202 or Speech 203 ..	3	Psychology 201 .....	3
Accounting 142 .....	4	Business Law 282 .....	3
Economics 251 .....	3	Economics 252 .....	3
Business Law 281 .....	3	Accounting 241, 243 or Approved Elective .....	4
Office Machines 106 .....	1	Approved Elective .....	3
Approved Elective .....	3	<b>Total</b> .....	<b>16</b>
<b>Total</b> .....	<b>17</b>		

APPROVED ELECTIVES FOR ACCOUNTING: World History 101, 102; Geography 151; United States History 201, 202; Sociology 205; English 202 or Speech 204; any fine arts, mathematics, or business electives.

## Secretarial Administration

*Leading to the Associate of Arts Degree*

### First Year

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Religion 101 .....	3	Shorthand 112 or 211 .....	4
Shorthand 111 or 112 .....	4	Typewriting 102, 203 .....	2
Typewriting 101, 102 .....	2	Int. to Transcription 122, Mathematics 161, or Approved Elective .....	3
Physical Education 151 or Nancy Taylor 100 .....	1-2	Accounting 141 .....	4
Int. to Transcription 122, Mathematics 161, or Approved Elective .....	3	Office Machines 105 .....	1
<b>Total</b> .....	<b>16-17</b>	<b>Total</b> .....	<b>17</b>

### Second Year

First Semester		Second Semester	
English 201, 202 or Speech 203 ..	3	Religion 102 .....	3
Economics 251 .....	3	Psychology 201 or Business Law 282 .....	3
Advanced Dictation 211 or 212 ..	4	Advanced Dictation 212 or Approved Elective .....	4
Accounting 142 .....	4	Economics 252 .....	3
Business Law 281 .....	3	Physical Education 152 or 102 ..	1
Office Machines 106 .....	1	Office Procedures 223 .....	3
<b>Total</b> .....	<b>18</b>	<b>Total</b> .....	<b>17</b>

APPROVED ELECTIVES FOR SECRETARIAL ADMINISTRATION: Same as listed for the accounting curriculum.

# Church Secretarial Administration

Leading to the Associate of Arts Degree

## First Year

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Religion 101 .....	3	Mathematics 161 .....	3
Shorthand 111 or 112 .....	4	Religion 102 .....	3
Typewriting 101, 102 .....	2	Shorthand 112 or	
Office Machines 105 .....	1	Adv. Dictation 211 .....	4
Physical Education 151 or		Typewriting 102, 203 .....	2
Nancy Taylor 100 .....	1-2	Int. to Transcription 122,	
Int. to Transcription 122,		or Personal Finance 131 .....	3
or Personal Finance 131 .....	3	Total .....	18
Total .....	17-18		

## Second Year

First Semester		Second Semester	
Speech 203 .....	3	Music Appreciation 161 .....	3
Economics 251 .....	3	Psychology 201 or	
Accounting 141 .....	4	Business Law 282 .....	3
Business Law 281 .....	3	Economics 252 .....	3
Adv. Dictation 211 or 212 .....	4	Adv. Dictation 212 or	
Office Machines 106 .....	1	Sociology 205 .....	4-3
Total .....	18	Physical Education 152 or 102 .....	1
		Office Procedures 223 .....	3
		Total .....	17-16

APPROVED ELECTIVES FOR CHURCH SECRETARIAL ADMINISTRATION: World History 101, 102; Geography 151; Government 108; foreign language sequence; any fine arts or business electives.

# Legal Secretarial Administration

Leading to the Associate of Arts Degree

## First Year

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Shorthand 111 or 112 .....	4	Accounting 141 .....	4
Mathematics 161 .....	3	Typewriting 102, 203 .....	2
Int. to Transcription 122 or		Shorthand 112 or	
Personal Finance 131 .....	3	Adv. Dictation 211 .....	4
Typewriting 101, 102 .....	2	Economics 251 .....	3
Nancy Taylor 100 .....	2	Bus. Mach. Cal.—Rotary 105 .....	1
Total .....	17	Total .....	17

## Second Year

First Semester		Second Semester	
Religion 101 .....	3	English 201, 202, or	
Advanced Dictation 211 or 212 .....	4	Speech 203 .....	3
Economics 252 .....	3	Religion 102 .....	3
Business Law 281 .....	3	Advanced Accounting 241 or	
Accounting 142 .....	4	Income Tax Accounting 243 .....	4
Office Machines—Duplicating		Business Law 282 .....	3
106 .....	1	Office Procedures 223 .....	3
Total .....	18	Physical Education 152 or 102 .....	1
		Total .....	17

APPROVED ELECTIVES FOR LEGAL SECRETARIAL ADMINISTRATION: Any social science, fine arts, or business course.

# Medical Secretarial Administration

*Leading to the Associate of Arts Degree*

## First Year

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Mathematics 161 .....	3	Medical Biology 123 .....	3
Science 102 .....	4	Shorthand 111, 112 or	
Religion 101 .....	3	Advanced Dictation 211 .....	4
Typewriting 102 .....	2	Typewriting 203 .....	2
Physical Education 151 or		Economics 251 .....	3
Nancy Taylor 100 .....	1-2	Office Machines 105 .....	1
Total .....	16-17	Physical Education 152 or 102 .....	1
		Total .....	17

## Second Year

First Semester		Second Semester	
Economics 252 .....	3	English 201, 202, or	
Business Law 281 .....	3	Speech 203 .....	3
Shorthand 112 or		Religion 102 .....	3
Advanced Dictation 211 or 212 .....	4	Psychology 201 .....	3
Medical Terminology 213 .....	3	Medical Terminology 214 .....	3
Accounting 141 .....	4	Office Procedures 223 .....	3
Total .....	17	Office Machines 106 .....	1
		Total .....	16

## Third Year

First Semester		Second Semester	
Clinical Work Experience 215 .....	4	Clinical Work Experience 216 .....	4
Total .....	4	Total .....	4

Hospitals are responsible for providing living accommodations and meals, or equivalent remuneration, during the six-to-nine-month internship.

A fee of \$50 is paid to the College prior to April 1. The Associate in Arts Degree in Medical Secretarial Administration will be awarded upon completion of the program as outlined above.

APPROVED ELECTIVES FOR MEDICAL SECRETARIAL ADMINISTRATION: Sociology 205; World History 101, 102; foreign language sequence; any fine arts, Science, Mathematics, or business elective.

# One-Year Secretarial

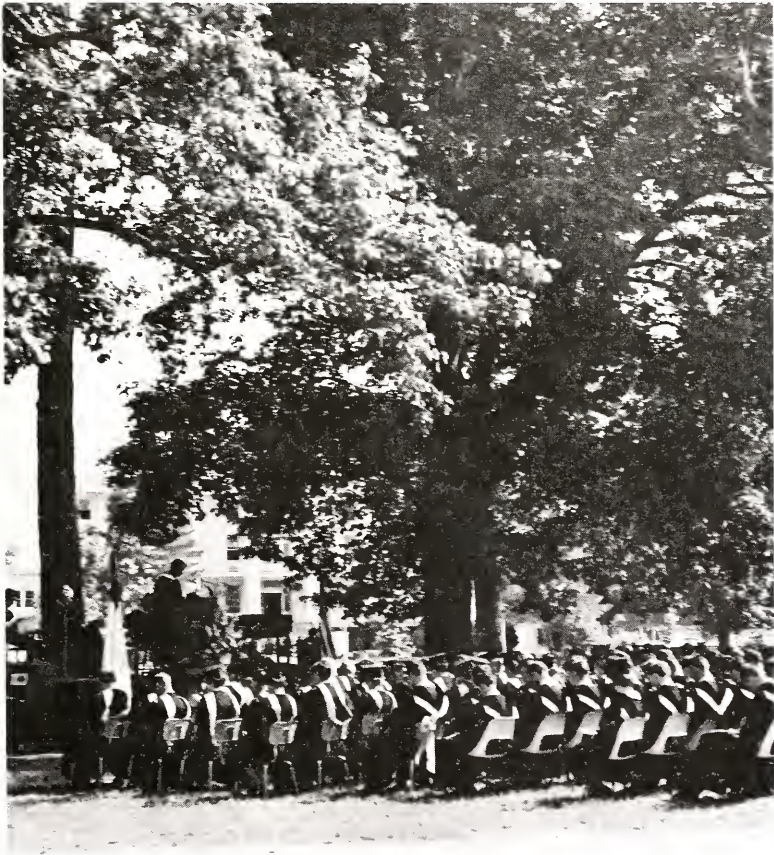
First Semester		Second Semester	
English 101 .....	3	Religion 101 .....	3
Int. to Transcription 122 or		Int. to Transcription 122 or	
Mathematics 161 .....	3	Mathematics 161 .....	3
Shorthand 111 or 112 .....	4	Shorthand 112 or	
Typewriting 101, 102 .....	2	Adv. Dictation 211 .....	4
Office Machines 105 .....	1	Typewriting 102, 203 .....	2
Nancy Taylor 100 or		Accounting 141 .....	4
Physical Education 151 .....	2-1	Office Machines 106 .....	1
Total .....	15-14	Total .....	17

## One-Year General Clerical

First Semester		Second Semester	
English 101 .....	3	Religion 101 .....	3
Mathematics 161 .....	3	Accounting 142 .....	4
Personal Finance 131 .....	3	Office Machines 106 .....	1
Accounting 141 .....	4	Physical Education 152 or	
Typewriting 101, 102 .....	2	Nancy Taylor 100 .....	1-2
Office Machines 105 .....	1	Economics 251 .....	3
Total .....	16	Approved Elective .....	3
		Total .....	15-16

**APPROVED ELECTIVES FOR ONE-YEAR GENERAL CLERICAL COURSE:** any elective approved by adviser.

Courses as prescribed in both one-year programs will fit into the two-year curriculum planning. Consult your adviser for full information.



GRADUATION CEREMONY ON CENTER CAMPUS



## Department of Graphic Arts

The curriculum offered in printing technology by the Department of Graphic Arts is recognized as one of the finest in the country, and credit for courses completed are accepted by the senior institutions offering degrees in graphic arts.

The department enjoys a reputation for leadership in training young men and women for opportunities in the graphic arts and publishing industry. This reputation has grown as a result of constant updating of modern facilities and equipment, improving the curriculum and maintaining a competent and experienced faculty.

The basic objective of the Department of Graphic Arts is to prepare students for successful careers in the printing, publishing and allied industries. The program of study is specifically directed toward careers in the areas of printing technology, printing production and printing management. The entire program is offered with a backdrop of liberal arts.

### ENTRANCE REQUIREMENTS

General requirements for admission to the graphic arts program are given in the General Information section of this catalog. Other requisites include such things as an interest in printing, a keen and inquiring mind and industrious habits.

Of evident value to an applicant is participation in high school printing courses, extra-curricular activities in connection with a school newspaper or yearbook or by employment in a printing establishment.

The two-year program is two-fold in that it offers the student an opportunity to prepare for a variety of positions in the printing and publishing industry. In addition, completion of the program earns the student an Associate of Arts Degree in Graphic Arts and prepares him for further study and a degree at a four-year institution.

### PROGRAM OF STUDY

Although a description of courses offered in the graphic arts program follows, it is pertinent to present a brief picture of specific opportunities available to students.

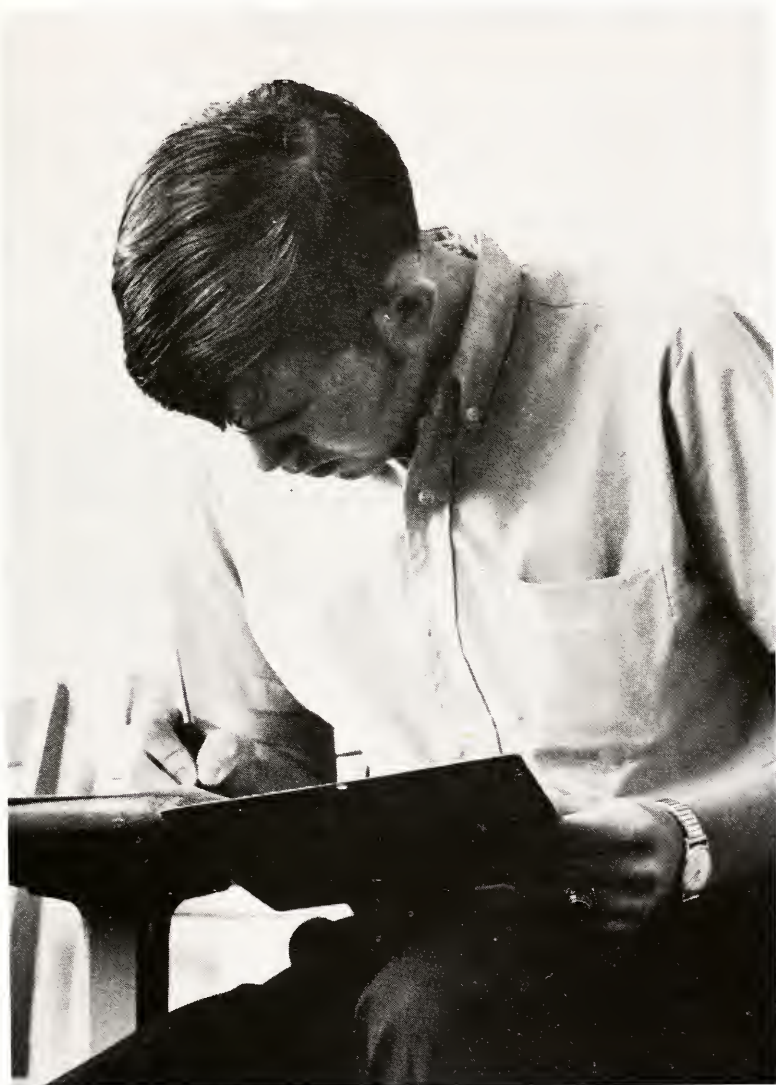
They receive training in letterpress composition and production, including advertising and page makeup as well as press work. In this area they are taught linotype keyboarding, teletypesetter perforator operation, machine maintenance and repair and monitoring of tape-operated typesetting machines.

Students are fully oriented and trained in electronic photo-setting equipment for both hot and cold type composition and paste-up. They also receive intensive study and training in offset



camera and plate production as well as color separation and offset press operation and maintenance.

Graphic arts students become proficient in their skills through participation in the production of all printing for the college, including catalogs, brochures, yearbooks and the production of a weekly student newspaper and monthly college news-magazine.



TAKING NOTES FROM LECTURE

## PRINTING TECHNOLOGY

AN ASSOCIATE DEGREE is awarded to students who successfully complete the two-year printing program.

### FRESHMAN YEAR

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Religion 101 .....	3	Religion 102 .....	3
Typing 101 .....	2	Financial Math 161 .....	3
Principles of Typography 111 .....	3	Principles of Typography 112 .....	3
Preparatory Offset 121 .....	3	Preparatory Offset 122 .....	3
Elementary Presswork 131 .....	3	Offset Production Methods 132 .....	3
Total .....	17	Total .....	17

### SOPHOMORE YEAR

First Semester		Second Semester	
Advanced Typography 213 .....	3	Advanced Typography 214 .....	3
Preparatory Offset 223 .....	3	Preparatory Offset 224 .....	3
Advanced Production Methods 233 .....	3	Production Methods Seminar 234 .....	3
Approved Electives .....	9	Approved Electives .....	9
Total .....	18	Total .....	18

Approved Electives: Economics 251-252, Business Law 281-282, English 201-202, Voice and Diction 203, Public Speaking 204, College Algebra 103, Math 101, Math 102, U. S. History 201-202, Sociology 205, Government 108, Geography 151, and General Psychology 201, Newswriting 101, History 101-102.

## One-Year Teletypesetter Perforator

A *CERTIFICATE* of Proficiency is offered to students who successfully complete a one-year Teletypesetter Perforator program.

First Semester		Second Semester	
Religion 101 .....	3	Religion 102 .....	3
English 101 .....	3	English 102 .....	3
Teletypesetter Perforator 6 .....	3	Teletypesetter Perforator 7 .....	3
Approved Elective .....	6	Approved Elective .....	6
Total .....	15	Total .....	15

## DEPARTMENT OF NURSING

The aim of the Department of Nursing is to offer a curriculum which will afford young men and women the learning experiences, against a background of religious education, to become effective patient-side practitioners of nursing. Students who complete the 33-month program, will be awarded an Associate in Nursing degree by Chowan College. By satisfactorily completing the licensing examination, administered by the North Carolina Board of Nursing, the graduate in Nursing becomes a Registered Nurse (R.N.)

The curriculum in Nursing is designed to help the student of Nursing understand basic scientific principles related to patient care; and understand some aspects of normal behavior and abnormal behavior through courses in social sciences, literature, and in religion; and to develop the ability to communicate with patients, physicians, and associates through courses in composition and study of English.

Opportunity to learn how to apply the knowledge gained in the formal courses indicated above is afforded in the Roanoke-Chowan Hospital, in Ahoskie, during the first summer and second year; and in the Duke Hospital, Duke Medical Center, Durham, during the second summer and third academic year.

While learning nursing at Roanoke-Chowan Hospital, students live on the college campus and commute to the hospital by college bus.

During the time students are learning nursing at Duke Hospital, they are in residence on the campus of Duke Medical Center, in Durham.

## The Curriculum

*Leading to Associate in Nursing Degree*

### *First Year*

First Semester		Second Semester	
English 101 .....	3	Chemistry 172 .....	4
Chemistry 171 .....	4	English 102 .....	3
Nancy Taylor 100 (Behavior, Speech, Decorum) .....	2	Nursing 102 (Fundamentals II) .....	4
Nursing 101 (Fundamentals I) .....	4	Physical Education 102 .....	1
Psychology 201 .....	3	Sociology 205 .....	3
Total .....	16	Total .....	15

*Summer*

Anatomy .....	4
Physiology 222 .....	4
Religion 101 and 102 .....	6
Total .....	14

*Second Year*

<b>First Semester</b>		<b>Second Semester</b>	
English 201 .....	3	English 202 .....	3
Microbiology 241 .....	4	Nursing 202 (Introduction to Patient Care) .....	6
Nursing 201 (Introduction to Patient Care) .....	6	Nursing 203 (Preparation for Practice) .....	3
Elective .....	3	Elective .....	3
Total .....	16	Total .....	15

*Summer Session (12 weeks)*

Psychiatric Nursing 303 .....	10
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*Last Eight Months*

Maternal-Child Care		Med.-Surg. Nursing 301 .....	12
Nursing 302 .....	12	12 weeks	
16 weeks			

Nursing students are required to have two years of high school algebra or Mathematics I as a prerequisite for Chemistry 171.



DISCUSSING FINANCIAL AID





INSTRUCTIONS IN GRAPHIC ARTS



# *Courses of Instruction*

## Course Numbers

Courses in the general education and the college degree programs are numbered 101 to 299.

Chowan College reserves the right to change its course offerings upon proper notice.

## DEPARTMENT OF BUSINESS

MR. THOMAS E. RUFFIN, JR., *Acting Chairman*

### Business Administration And Economics

#### **131 Personal Finance** 3 semester hours

A survey of financial problems and institutions affecting individuals as well as various types of business organizations; borrowing, saving, insurance, investment, and financial agencies. Ethics of business practices are emphasized.

#### **141-142 Principles of Accounting** 4 semester hours each

A beginning course in accounting principles used in proprietorships, partnerships, and corporations. A study is made of special journals, worksheets, financial statements, negotiable instruments, and department costs. Six hours per week.

#### **161 Financial Mathematics** 3 semester hours

Comprehensive course in arithmetical problems of today's world as applied to general business practice, accounting, and finance. Three hours per week.

#### **241 Advanced Accounting Theory** 4 semester hours

A thorough study in intermediate accounting of the asset, liability, and stockholders' equity accounts of the balance sheet, as well as the income statement accounts. Six hours per week.

#### **243 Income Tax Accounting** 4 semester hours

A course designed to acquaint the student with preparation of individual, partnership, corporation, and estate and trust returns and the procedures involved in keeping tax records.

**251-252 Principles of Economics** 3 semester hours each

Objective is to introduce the student beginning a study of economics to the principles essential to an understanding of fundamental economic problems and the policy alternatives society may utilize to contend with these problems. Economics 251 is from the macroeconomic approach and Economics 252 from the microeconomic view. Three hours per week.

**281 Business Law** 3 semester hours

A course dealing with law in general, contracts, negotiable instruments, sales, bailments, transportation, suretyships and guarantyship, insurance, principal and agent, employer and employee, and partnerships, as applied in business today. Three hours per week.

**282 Business Law** 3 semester hours

A continuation of Business 281, study of law pertaining to corporations, real property, landlord and tenant, personal property, mortgages, debtor and creditor, will and estates, wrongs, and remedies, as applied to business life. Three hours per week.

## **Secretarial Administration**

**100 Nancy Taylor** 2 semester hours

This course is fundamental in gaining understanding of self-realization. It is an individualized study of make-up, skin care, hair styling, figure control, visual poise, fashion and wardrobe, speech, etiquette, personality, self-confidence, and social improvement to give the finishing touch of personal charm in daily relationships to others. Nancy Taylor techniques and textbooks are used. Required of all women enrolled in the Departments of Business and Nursing; recommended for all young women regardless of curriculum. This may fulfill requirements for one semester hour of physical education. Three hours per week.

**101 Typewriting** 2 semester hours

Mastery of the keyboard by the touch method and the techniques of touch typing, for business majors. Students who have had less than one year of typewriting in high school should enroll in this course. Three hours per week.

**102 Typewriting** 2 semester hours

Instructions are given in manuscript typing, letters, and business forms. Three hours per week.

**203 Advanced Typewriting** 2 semester hours

Skill is developed in the use of statistical and legal work performed in government and public accounting offices. Speed and accuracy are greatly emphasized. Three hours per week.

*Prerequisite:* Business 102 or equivalent.

**105 Business Machine Calculation:**

**Rotary Calculators**

1 semester hour

The student is thoroughly acquainted with mathematical principles involved in operation of calculators. Open to all students. One hour per week.

**106 Office Machines:**

**Duplicating Machines**

1 semester hour

A basic skill of operation, together with techniques, is developed in the use of the stencil and fluid process duplicators. One hour per week.

*Prerequisite:* Business 102 or equivalent.

**111-112 Shorthand**

4 semester hours each

Gregg shorthand methods are used to develop reading and writing skills. Six hours per week.

**122 Introduction to Transcription**

3 semester hours

This course deals primarily with the use of business English in business correspondence but includes, in addition, condensed units in business letter writing, filing, and machine transcription. Attention is given to a review of the fundamentals of English grammar and spelling. Enroll in this course at the same time you enroll in Business 112.

*Prerequisite:* Business 111 or equivalent.

**211-212 Advanced Dictation**

4 semester hours each

A dictation course for second year secretarial students. Six hours per week.

*Prerequisite:* Business 111, 112, or equivalent.

**213-214 Medical Terminology and Transcription**

3 semester hours each

Intensive practice in medical prefixes and suffixes and their meaning, transcribing case histories, medical articles, and dictated medical material. Machine transcription is provided. Six hours per week each semester.

*Prerequisite:* Business 211.

**215-216 Clinical Work Experience**

4 semester hours each

Clinical experiences in these courses are designed to aid the student in developing overall concepts involved in actual on-the-job performances in activities associated with records in hospitals and doctor's offices. Throughout this experience the student observes and actually works in designated departments within the hospital under the direct supervision of a Registered Medical Records Librarian.

**223 Secretarial Office Procedures**

3 semester hours

This course is designed for secretarial students only. It deals

primarily with the theory of office practice; emphasis is given throughout the course to the handling of actual office problems and on-the-job situations. The course is generally restricted to the sophomore level. Freshmen with good academic records may enroll with permission of their advisors.

## DEPARTMENT OF ENGLISH

DR. ELLA JANET PIERCE, *Chairman*

### **101a English Composition** 3 semester hours

This is the regular course for properly qualified freshmen students meeting the requirements of standard placement tests in English. Emphasis is on the whole expository theme—the paragraph, outline, organization, and content as illustrated in selected essays. Library assignments are frequent. Three hours per week.

### **101b English Composition** 3 semester hours

Those students who are not properly qualified for the three-hour English Composition will be required to take the five-hour per week English Composition. The requirements for this course are comparable to those of English Composition 101a.

### **102 English Composition** 3 semester hours

A continuation of English 101a or 101b; this course includes a study of drama and poetry. One of the writing requirements in this course is a formal research paper. Three hours per week. English 101a or 101b and English 102 are prerequisite to 200 level courses.

### **201-202 English Literature** 3 semester hours each

These courses are surveys of British writers from the Anglo-Saxon Period to the Romantic Movement and from the Dawn of the Romantic Movement to the present day. Courses need not be taken in sequence. Critical and interpretative papers showing knowledge of primary and secondary procedures are required. Three hours per week.

### **203 Voice and Diction** 3 semester hours

This course is designed to assist the student in developing a pleasing and effective voice and in improving his articulation. Attention is given to phonetics. Three hours per week.

### **204 Public Speaking** 3 semester hours

This course in the elements of effective speaking is designed to develop skill in extemporaneous speaking. It stresses the preparation, organization, and delivery of various types of speeches in a variety of speech situations. Three hours per week.

### **205-206 American Literature** 3 semester hours each

This survey of representative American writers covers the per-

iod from Colonial days to the present. Courses need not be taken in sequence. Recommended for terminal students. Elective for liberal arts and pre-education students. May be taken in lieu of 201-202. Writing requirements are the same as English 201-202. Three hours per week.

## DEPARTMENT OF FINE ARTS

Mr. James M. Chamblee, *Chairman*

### DIVISION OF ART

#### **163 Art Appreciation** 3 semester hours

An introduction to the understanding and appreciation of the visual arts through a broad survey of fundamental artistic techniques and art history.

### DIVISION OF DRAMA

#### **107 Dramatics** 3 semester hours

This course is the study of all areas of theatre arts. Play production, directing, performance, make-up, costuming, and other phases will be used. Work on major production will be stressed during the semester. Three hours per week.

### DIVISION OF MUSIC

The courses in music are designed to serve three purposes:

1. To provide thorough training in the practice, literature, theory, and history of music for the student who wishes to concentrate on music in the liberal arts curriculum leading to the associate degree.
2. To provide a solid foundation for the student who elects music as his major subject in the curriculum leading to the A.B. and B.M. degrees.
3. To provide students in other departments with elective courses in music designed to increase knowledge of religious music and to add cultural value and enjoyment to the general liberal arts program.

#### **101-102 Notation, Sight-singing, and Dictation** 1 semester hour each

Introductory course, intended to provide a basic knowledge of the common terminology of music, rhythms, intervals, and scales. Required of all music majors. Two laboratory hours per week.

#### **151-152 Harmony** 3 semester hours each

A beginning course in the elements of musical composition,



including triads, inversions, seventh chords, nonharmonic tones, elementary modulation, keyboard harmony, and short compositions.

*Prerequisite or corequisite:* Music 101-102.

**161 Music Appreciation** 3 semester hours

An introduction to musical understanding, emphasizing elements, styles, and forms. Integrated with the other arts and the humanities in general. Lectures, research, recordings, and concerts.

**201-202 Notation, Sight-singing, and Dictation** 1 semester hour each

Continuation of Music 101-102, with work in clef-reading, rhythms, intervals, chords, and melodies, utilizing exercises from musical literature. Required of all music majors. Two laboratory hours per week.

*Prerequisite:* Music 101-102.

**253-254 Advanced Harmony** 3 semester hours each

A continuation of Music 151-152, including chromatic harmony, advanced modulation, advanced keyboard harmony, and larger compositions. Required of all music majors.

*Prerequisites:* Music 101-102, 151-152.

*Corequisites:* Music 201-202.

**171-172 Introduction to Music Literature** 2 semester hours each

A course for the music major designed to acquaint him with representative examples of the types, forms, and styles of music with which he will have experience during his lifetime. Emphasis is placed on good listening techniques. Required of all music majors.

## Applied Music

The following courses in applied music are open to any student in the college. Work in applied music is regarded not merely as technical training in performance, but also as a study of the standard literature. Credit in applied music is given on the basis of (1) the stage of development and (2) the number of lessons per week. The general prerequisite for credit in applied music is a basic knowledge of the instrument to be studied. Copies of study for each instrument will be sent upon request.

All students taking applied music for credit are required to attend bi-monthly student recitals and college sponsored concerts. Music majors must also participate in a musical organization and take part in prescribed concerts. A minor in piano is required of all music majors not havin piano as their major. No credit will be given to music for preparatory piano, voice, or organ.

**100A Preparatory Voice** No Credit

One half-hour lesson and four practice hours per week.

**111A-112A First-Year**

**Voice**

1 or 2 semester hours each

One or two half-hour lessons per week and six or twelve practice hours per week, respectively.

**211A-212A Second-Year**

**Voice**

1 or 2 semester hours each

On or two half-hour lessons per week and six or twelve practice hours per week, respectively.

**113A Class Instruction in Voice**

1 semester hour

Beginning voice students only. One class hour and 4 practice hours per week. Offered only upon demand.

Similar descriptions with regard to value, hours, and prerequisite work apply to each of the courses B, C, D, E, and F.

B. Piano	C. Organ	D. Woodwind	E. Brass	F. Percussion
100B	100C	100D	100E	100F
111B-112B	111C-112C	111D-112D	111E-112E	111F-112F
211B-212B	211C-212C	211D-212D	211E-212E	211F-212F
113B	113C	113D	113E	113F

## Ensembles

**191 College Choir**

1 semester hour

Membership is open to any college student. Performances include fall, Christmas, and spring concerts, as well as numerous other on-campus engagements throughout the year. Three rehearsal hours per week. May be repeated for credit.

**191T Touring Choir**

1 semester hour

Membership selected from the College Choir by the director. Performs various off-campus programs throughout the year, including an extensive tour in the spring. Two additional rehearsal hours per week. May be repeated for credit.

**193 College Band**

1 semester hour

Open to all qualified instrumentalist on the campus. During the fall semester the band presents music at all home football games. Three rehearsal hours per week. May be repeated for credit.

Other ensembles (no credit) are organized, from time to time, for student participation.

## DEPARTMENT OF GRAPHIC ARTS

MR. MALCOLM JONES, *Chairman*

### **6-7 Teletypesetter Perforator Operation** 3semester hours

A study of the operation of the Teletypesetter Perforator, machines similar to typewriters which are used to punch perforated paper tape to automatically operate typesetting and photo composition machines. Course includes orientation to the printing industry; practice on operating the TTS keyboard; learning to read perforated tape; and punching tape for various compositions. Two hours lecture and four hours laboratory per week.

### **101 News Writing** 3 semester hours

An elective open to all students and required for staff members of the student newspaper. The course deals with the fundamentals of news gathering and writing with attention given to writing leads, heads and organizing material. Stress will be placed on correct style, English usage and spelling, as well as editing and proof reading. In addition to regular classroom lectures and assignments, students will be given outside assignments plus required reading and study of newspapers. Class limited to 15. Four hours lecture-labs per week.

### **111 Principles of Typography** 3 semester hours

Students are taught the history and basic fundamentals of printing. Course includes instruction in printers' mathematics, elements of operation of Ludlow machine to set display type and assembling forms for newspaper production and commercial printing; also introduction in the manually-operated typesetting machines. Two hours lecture and three hours of laboratory per week.

### **112 Principles of Typography** 3 semester hours

A study of linotype machine mechanisms and machine principles, and introduction in operation of the Teletypesetter and Lino-matic tape. Laboratory periods include operation of typesetting machines, makeup of newspaper pages and advertisements. Two hours lecture and three hours of laboratory per week.

### **121 Introductory Preparatory Offset** 3 semester hours

An introduction to copy preparation, operation of the copying camera and related darkroom equipment. This class acquaints the student with line negatives, masking and platemaking procedures. Two hours lecture and three hours laboratory per week.

### **122 Introductory Preparatory Offset** 3 semester hours

A continuation of 121 with an in-depth study of films, screens, and halftones. Detailed instruction is given on masking and platemaking equipment and procedure. Two hours lecture and three hours laboratory per week.

**131 Elementary Presswork** 3 semester hours

Basic fundamentals are stressed in the operation of hand-fed, cylinder and automatically operated platen letterpress and off-set presses. Laboratory experiences include make ready methods and procedures, imposition, lockup, and care and maintenance of equipment. Also a study of paper, inks, rollers, and common pressroom problems. Two hours lecture and three hours laboratory per week.

**132 Offset Production Methods** 3 semester hours

A study is made of inks, papers, and chemicals used in the production of offset printing. Basic fundamentals are stressed in operation and maintenance of large offset presses, using actual production work on these presses as an integral part of the course. Two hours lecture and three hours laboratory per week.

**213 Advanced Typography** 3 semester hours

Development and practice of efficient procedures in producing layouts for newspaper advertisements, commercial forms, book work, with a continuation of 112 to provide additional Ludlow, Linotype and Teletypesetter experience. Also, an introduction is made of the Linofilm Quick--a machine to set by the photographic method--and the Linoquick Perforator. Laboratory periods include preparation of working layouts and composition of forms ready for printing by both letterpress and offset presses. Two hours lecture and three hours of laboratory per week.

**214 Advanced Typography** 3 semester hours

Through study of Photocomposition and electronic equipment with emphasis on operation and maintenance. Also, a study of supervisory responsibilities, such as safety, quality control, estimating and new developments in the printing industry. Laboratory periods include advanced methods of typography, layout, composition, makeup and pasteup of complex newspaper, commercial and book forms. Two hours lecture and three hours laboratory per week.

**223 Advanced Preparatory Offset** 3 smester hours

This course is an advanced study of a copying camera and related darkroom equipment. Duotone and direct color separation; densitometry, advanced masking and platemaking are stressed. Two hours lecture and three hours laboratory per semester.

**224 Advanced Preparatory Offset** 3 semster hours

A continuation of 223, this course emphasizes the indirect color separation method. Detailed study is made of color correction, registering systems, four-color masking and platemaking. Instruction is also given on the very latest mechanical and computerized methods of photo-offset. Two hours lecture and three hours laboratory per semester.

**233 Advanced Production Methods** 3 semester hours

This course consists of theory, practice and problems of offset work. Lectures and laboratory experience in sheetfed and web offset presses. The student is introduced to the production of two, three, and four-color process printing. Production of increasingly complex jobs are produced by offset printing. Two hours lecture and three hours laboratory work per week.

**234 Productions Methods Seminar** 3 semester hours

Provides the student an opportunity to put into practice the knowledge and experience gained in the previous courses in graphics. Actual production of complex jobs are to be produced. Special problems which are encountered in the maintenance and operation of the sheetfed and offset presses are an integral part of the course. Two hours lecture and three hours laboratory per week.

## DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION

MR. JAMES G. GARRISON, *Chairman*

**101 Hygiene** 3 semester hours

A course designed to give a general knowledge of the body that will result in a more wholesome life. Personal health problems are emphasized. Mental, physical, and social factors influencing health are studied. Three hours per week.

## Women

**101-102 Basic Physical Education for Women**

1 semester hour each

Basic course requirements consisting of big muscle, finer muscles, and coordinating activities through participation of team and individual sports. Physical fitness, poise gracefulness, wholesome attitude toward physical, mental, social, and emotional development are the desired objectives of this course. Activities which will be offered are volleyball, basketball, softball, speedball, tennis, badminton, tumbling, trampoline, basic rhythms, interpretative dance, and table tennis. Two hours per week.

**103 Recreational Activities** 1 semester hour

A course in indoor competitive sports, designed to be helpful in playground and church recreation. Three hours per week.

**121 Beginning Swimming** 1 semester hour

A beginners course in swimming which teaches elementary water



activities and starts teaching the various strokes. Two hours per week.

**122 Elementary and Advanced Swimming** 1 semester hour

Teaches various strokes, water ballet, and elementary life saving fundamentals. Senior life saving course will be given for those who qualify. Two hours per week.

## Men

**151-152 Basic Physical Education** 1 semester hour each

Basic course consisting of conditioning activities of low and high organization, individual and team games to develop fundamental skills. The course is designed also to teach the basic rules and skills of at least three of the following games per semester--touch football, volleyball, basketball, soccer, softball, tennis, badminton, table tennis. Two hours per week.

**153 Elementary Swimming** 1 semester hour

Fundamental skills in executing various strokes are emphasized. Two hours per week.

**154 Recreational Games** 1 semester hour

Basic course in fundamentals and rules of games and minor sports. This course is designed for those interested in church, YMCA, Boy Scout, or school work. Two hours per week.

**157 Tumbling and Apparatus** 1 semester hour

Primarily basic work on mats, horizontal bars, and trampoline. Two hours per week.

**258 Advanced Swimming** 1 semester hour

Physical education 153 or its equivalent is a prerequisite for this course. A certificate for senior life saving goes with this course. Two hours per week.

## DEPARTMENT OF LANGUAGES

MR. M. EUGENE WILLIAMS, *Chairman*

Students who have satisfactorily completed two years of a language in high school will not receive credit for 101-102 in the same language. They should take 201-202. If a student has satisfactorily completed only one year of a language in high school, he will receive no credit for 102 when completed in the same language.

No credit is given for a 101 course until the 102 semester is completed.

## French

### **101-102 Elementary French** 3 semester hours each

For those with no previous study of the language or those who received no high school credit in French. Fundamentals of grammar. Simple compositions. Constant training in pronunciation based on phonetics and the language laboratory. Simple readings during second semester. One lab period per week.

### **201-202 Intermediate French** 3 semester hours each

Two years of high school French, or French 101 and 102, required. Rapid review of grammar, idiomatic constructions, and vocabulary. Short stories, a play, and a novel by selected authors are read. Frequent dictations and some conversational French.

### **251-252 Introduction to Literature** 3 semester hours each

Rapid review of most difficult parts of grammar. Survey of French literature from Chanson de Roland to twentieth century, with particular emphasis upon seventeenth century selected writings. Library assignments and daily reports. Offered on demand.

## Latin

### **101-102 Elementary Latin** 3 semester hours each

For those with no previous study of Latin or who received no high school credit in Latin. This course is designed to equip the student with a mastery of the structure of the Latin language, together with building of vocabulary. Written exercises and translations. An acquaintance is made with classical mythology.

### **201-202 Intermediate Latin** 3 semester hours each

Rapid review of grammar. Some study is made of the Roman political and social institutions. Reading of selections from Petronius, Pliny, St. Augustine, Sallust, Livy, Tacitus, Suetonius, Eutropius, Ammianus Marcellinus, Seneca, Ovid, and Cicero.

## Spanish

### **101-102 Spanish** 3 semester hours each

This course is designed for those who wish to begin the study of language or those who have received no high school credit in Spanish. Emphasis is placed on Spanish pronunciation, simple conversation, dictation, short compositions, and fundamentals of grammar. The language laboratory is used within the three class periods per week.

### **201-202 Spanish** 3 semester hours each

Two years of high-school Spanish or Spanish 101-102 are required. A review of Spanish conversational grammar is main-

tained by its utilization in the spoken language. Cultural aspects of Spanish speaking countries are brought through translations, dictations and discussions. The language laboratory is used within the three class periods per week.

### **251-252 Introduction to Spanish Literature**

3 semester hours each

This is a survey course designed to give students a comprehensive study of Spanish literature from its beginning up to the present time. It offers a well-rounded critical appraisal of the outstanding works and personalities of a great civilization and the political, social and artistic backgrounds that produced the literature. It includes Poema de Mio Cid, and selections from Don Quixote, Lope de Vega, Don Juan, Galdos, Unamuno, Jimenez, and Garcia Lorca. Written and oral reports are required from parallel readings. This course is offered on demand.

Prerequisite: Spanish 201-202 or its equivalent.

## **DEPARTMENT OF MATHEMATICS**

MR. GEORGE L. HAZELTON, *Acting Chairman*

### **3 Plane Geometry**

No credit

This course is required of all students whose transcripts indicate a deficiency in geometry and who are candidates for the associate degree. Exceptions are students in the 33-month nursing program. (See catalog for more information.)

### **4 Mathematics Review**

2 semester hours

This course is designed for those students who, according to their scores on the mathematics placement examination, have insufficient background in mathematics to attempt College Algebra 103. Credit hours are not applicable toward hours required for graduation, but are applicable toward hours and quality points earned as residence requirements.

### **101-102 Fundamentals of Mathematics**

3 semester hours

Mathematics 101 is a fundamental mathematics course including the following topics: number systems and their history, common fractions, decimal fractions, percentage, computation with approximate numbers, elementary algebraic operations, signed numbers, and simple equations. This course should give a strong foundation in basic arithmetic and in elementary algebra

Mathematics 102 is a fundamental mathematics course including algebraic concepts such as: special products and factoring, algebraic fractions, radicals, square roots, quadratic equations and graphs and functions; geometric concepts such as: preliminary notions of geometry, the triangle, polygons and their areas, the

circle, and elementary solids--volumes and surface areas, as well as basic elementary concepts of trigonometry.

These courses are designed for non-science and non-mathematics majors in the liberal arts and pre-education fields.

**103 College Algebra** 3 semester hours

This course is the standard freshman course in college algebra. The topics discussed are: the real and complex number systems; linear, quadratic, exponential, and logarithmic functions; systems of equation; matrices and inequalities. Three hours per week.

Requisite: A satisfactory score on the mathematics placement examination.

**105 Analytic Trigonometry** 3 semester hours

This course is a study of trigonometry and an introduction to infinite series. The topics discussed are: the trigonometric functions inverse functions, radian measure, solution of triangles, and an introduction to series and probability. Three hours per week.

Prerequisite: Mathematics 103

**109 Algebra and Trigonometry** 5 semester hours

This is an integrated course in algebra and trigonometry. The topics are: the real and complex number systems; linear, quadratic, exponential, logarithmic, trigonometric, and inverse functions; inequalities, matrices, series, probability, and the slide rule. Five hours per week.

Requisite: An above average score on the mathematics placement examination.

**111 Engineering Drawing** 2 semester hours

Free-hand lettering, orthographic projection, auxiliary views sectional views, use of working drawing, isometric projection, technical sketching, perspective, pencil and ink tracing, One hour lecture, 2 hours laboratory per week.

**112 Descriptive Geometry** 2 semester hours

Topics discussed are edge and normal views, straight lines and planes, curved lines, curved and warped surfaces, intersections, developments and vector geometry. One hour lecture, 2 hours laboratory per week.

**201-202 Analytic Geometry and Calculus** 5 semester hours each

This course is a study of differential and integral calculus with an introduction to analytic geometry. The topics discussed are: introduction to analytic geometry; functions; limits; differentiation of algebraic and transcendental functions; anti-deriva-

tives; formal integration; conic sections; parametric equations and polar coordinates; infinite series; partial differentiation; multiple integration; vectors; and applications. Five hours per week.

Prerequisites: Mathematics 103 and Mathematics 105; or Mathematics 109

**205 Surveying** 3 semester hours

CONSTRUCTION, CARE and use of surveying instruments. Theory and practice in the elements of plane surveying. Two hours lecture, one two-hour lab per week.

**206 Surveying** 3 semester hours

Construction and route surveys, earthwork computations, and related topics. Two hours lecture, one two-hour lab per week.

## DEPARTMENT OF NURSING

MRS. ALMIRA H. OCKERMAN, *Chairman*

**Nursing 101 (Fundamentals I)** 4 semester hours

This course is designed to provide opportunity for the student to recognize the value of basic sciences in understading the care of patients. It provides an opportunity to develop communication skills related to Nursing and affords the student, in contact with patients, to begin to make nursing judgment.

**Nursing 102 (Fundamentals II)** 4 semester hours

Third course is designed to afford students the opportunity to develop the skills required to care for the sick patient. Principles of nutrition and pharmacology are integrated into the course. Laboratory work in patient care and pharmacology are basic to the course.

**Nursing 103** 6 semester hours

A study of the fundamental principles of the care of the sick-relating behavioral and natural sciences to nursing, for the beginning student in nursing. Problem solving approach to patient care is introduced. Pharmacologic concepts and normal and therapeutic nutrition concepts are integrated into this and following nursing courses. The class meets for ten hours each week (four hours of class and six hours of scpervised experience.)

Prerequisites: Biology 222, Chemistry 173, Nursing 102.

**Nursing 201 (Introduction to Nursing the Patient)** 6 semester hours

Classes, conferences, seminars, and experiences are provided to afford the student the opportunity to recognize the patient's nursing needs and how to plan to meet these needs. Evaluation of effectiveness of student planning is an integral part of the course.



**Nursing 202**

6 semester hours

THIS COURSE in Nursing introduces the family concept of maternal and infant care. It focuses on the normal events throughout the maternity cycle. The nurse's role in prenatal, intrapartal, and postpartal care is discussed. Normal child growth and development from birth through adolescence is presented. The class meets for ten hours a week (four hours of class and six hours of supervised experience).

*Prerequisite:* Nursing 201.

**Nursing 203**

3 semester hours

This is a continuation of Nursing 102, focusing on the preparation for nursing practice. Included is comparative organization and administration of large and small hospitals and nursing services; the ethics and amenities of employment; the functions of professional organizations; the legal responsibilities and expectations of the Registered Nurse. The class meets for two hours a week.

*Prerequisite:* Nursing 201.

**Nursing 303**

10 semester hours

A presentation of psychiatric nursing concepts of adaptive and maladaptive human behavior, supportive, and re-educative concepts of nursing intervention in theoretical and actual clinical settings. The class meets for thirty hours a week (six hours class and twenty-four hours of selected supervised experience.)

*Prerequisite:* Nursing 201, 202, and 203.

**Nursing 302**

12 semester hours

The more complex aspects of maternal and child care are presented in this course. Student seminars explore family-centered problems in maternity care in depth. Class discussions on current theories of complications occurring during the maternity cycle are included. The problems and needs of the premature infant and present practices in the care of the premature infant are presented. A comprehensive approach to nursing care of the sick child is included with discussion of disease conditions commonly found in a given age period, along with current advances in child care. Impact of the sick child on the family is emphasized. The role of the nurse in meeting individual patient needs is emphasized throughout the course. The class meets for thirty hours a week (six hours of class and twenty-four hours of selected supervised experiences.)

*Prerequisite:* Nursing 201, 202, and 203.

**Nursing 301**

12 semester hours

This course is a continuation of Nursing 201 and studies the role of the nurse in meeting specific medical and surgical problems of people requiring more complex diagnostic and treatment practices. Patient care management is introduced through team nursing. Organization and mobilization of the health team in the event of a

disaster is presented. The class meets for thirty hours a week (six hours of class and twenty-four hours of selected supervised experiences.)

*Prerequisites:* Nursing 201, 202, and 203.

## DEPARTMENT OF RELIGION

MRS. DAISY LOU MIXON, *Chairman*

### **101 Understanding The Old Testament** 3 semester hours

This course aims to introduce the student to the range and depth of the spiritual heritage from Ancient Israel which has profoundly influenced Western Civilization.

### **102 Understanding The New Testament** 3 semester hours

This course aims to introduce the student to the writings of the New Testament through a unifying approach by combining historical, theological, and literary perspectives.

### **121 Honors Program in Religion** 3 semester hours

A second semester freshman with an over-all average of at least 2.0 on all work attempted may elect to do a religion honor rather than take Religion 102. This program will carry three semester hours credit. This honors program will be offered during the Spring Semester of each year, the subject being announced during the preceding Fall Semester. Participants will be involved in one major research project each semester. Much of the student's work will be on an individual basis under the supervision of the professor who directs this program.

## DEPARTMENT OF SCIENCE

MR. GEORGE L. HAZELTON, *Acting Chairman*

### **Biology**

#### **101 General Biology (Botany)** 4 semester hours

A study of all the major groupings of plants with special emphasis being placed on their morphological and physiological development, life processes, heredity and evolution, relationship to environment, and biological importance. Three hours of lecture and three hours of lab per week.

#### **102 General Biology (Zoology)** 4 semester hours

An introductory study of animal biology with emphasis directed toward appreciation, scientific method, and basic understanding of general principles and laws of the animal kingdom.

Laboratory work consists of important zoological principles and the study of representatives from the animal kingdom. Three lecture and 3 laboratory hours per week.

**123 Medical Biology** 3 semester hours

This survey of human biology presents an integrated concept of the normal structure and function of the various parts of the body and of some of the pathological conditions which affect these parts. Through readings, discussions, and demonstrations the student comes to appreciate and to better understand each of the systems. Medical terminology, with the significance of its prefixes and suffixes is emphasized throughout the course.

Medical secretarial and pre-optometry students only. Three lecture hours a week.

**221 Anatomy** 4 semester hours

A study of the human body. Emphasis is placed on the structural relationships between cells and tissues and organs and systems. Classroom and laboratory procedures enable the student to visualize and comprehend the unity and efficiency of the body as a whole. Three lecture and 3 laboratory hours a week.

**222 Physiology** 4 semester hours

An understanding of the fundamental chemical and physical processes as they occur throughout the human body is developed. The relation of function to structure is stressed. Current theories are explored in lectures and discussions. Changes in the various systems are demonstrated and measured in the laboratory in order that the student may acquire a knowledge of the mechanisms which maintain a relatively constant internal environment. Three lecture and 3 laboratory hours a week.

*Prerequisites:* Biology 221 and Chemistry 171, or permission of the department.

**241 Microbiology** 4 semester hours

A study of the morphology, fundamental physiological processes, and identification of micro-organisms, with emphasis on bacteria. The relationship of bacteria to sanitation, to personal and public health, and to food preservation is stressed. Three hours lecture and 3 hours laboratory per week.

*Prerequisites:* Biology 101 and Chemistry 171, or permission of the department.

## Chemistry

**171-172 Chemistry** 4 semester hours each

This course emphasizes the fundamental principles, theories, laws and basic concepts of chemistry. Special consideration is given

to writing and balancing equations. The 172 laboratory includes semimicro qualitative analysis. Three lecture and 3 laboratory hours per week.

*Corequisite:* Eligibility to take Math 103.

### **173 Chemistry**

4 semester hours

An introductory course in basic chemistry designed to meet the needs of nurses. This course surveys principles of inorganic, organic and biological chemistry as related to human health. Restricted to nursing students only. Three lecture and 3 laboratory hours per week.

*Prerequisite:* Chemistry 171.

### **275-276 Organic Chemistry**

4 semester hours each

This course will include a systematic study of the various aliphatic and aromatic hydrocarbons and their derivatives with emphasis on modern theories of structure and reactivity. The laboratory will include the synthesis, purification and identification of organic compounds. Three lecture and three laboratory hours per week.

*Prerequisites* Chemistry 171-172.

## **Physics**

### **181-182 General Physics**

4 semester hours each

This is an introductory course in college physics. It includes a study of mechanics, heat, sound, magnetism, electricity, light, and optics, with a brief survey of modern physics. Practical uses of the principles of physics are emphasized by the solution of numerous problems and by laboratory experiments. Three lecture and 3 laboratory hours per week.

*Prerequisites or corequisites:* Mathematics 103 and 105, or 109.

### **185-186 Physics**

5 semester hours each

This is a more thorough and rigorous introduction to the fundamental principles of physics than is offered in Physics 181, 182. It is especially designed for engineers and for physics, chemistry, or mathematics majors. Emphasis is placed on an analytical study of the fundamental principles of mechanics, heat, sound, electricity, light, and modern physics, with much stress being laid on the solution of problems involving engineering applications of these principles. Three lecture hours and 6 problem-drill and laboratory hours each week.

*Corequisites:* Mathematics 201, 202.

## DEPARTMENT OF SOCIAL SCIENCE

DR. CALVIN DICKINSON, *Chairman*

**101-102 Western Civilization** 3 semester hours each

A survey of history from the ancient times to the present. Emphasis is placed on major civilizations of the Near East, Greece, Rome, the Middle Ages, the Renaissance, the Reformation, and the Enlightenment, through 1945. Three hours per week.

**201-202 United States History** 3 semester hours each

A survey of the influences and forces that have made our country what it is today. Outside reading in primary and secondary sources. Three hours per week.

### Sociology

**205 Sociology** 3 semester hours

An introduction to the principles of sociology, the structure and function of society. A basic course designed to meet the needs of beginners in this field. Three hours per week.

**207 Marriage and the Family** 3 semester hours

An intensive study of the American family as a basic institution in our culture, involving an analysis of courtship and marriage as well as the organization and function of the family.

### Government

**108 Government** 3 semester hours

Objective is to acquaint the student with the basic principles, organization, and functions of American national government. A brief view is also taken of state governments. Three hours per week.

### Geography

**151 Introductory Geography** 3 semester hours

This course is designed to introduce the student to the interrelationships that exist between man and his physical environment. Elements and classifications of the physical environment, man's ability to adjust to or alter that environment, and the geographical processes resulting from that interaction will all be analyzed as they appear in major regions of the world. A textbook, class lectures, film strips, and outside reading requirements will be utilized in accomplishing this objective.



## Psychology

### 201 General Psychology

3 semester hours

This course is a survey of the problems, principles and methods of psychology. The study leads to advanced study in psychology. Three hours per week.



WORK IN ACCOUNTING LABORATORY



LEARNING PASTE-UP TECHNIQUES





PRETTY CHOWAN COEDS AT MARKS HALL

# *The Directory*

## **The Board of Trustees Officers of the Board, 1969**

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H. D. White	Chairman
Mrs. C. W. Beasley	Vice-Chairman
Ben C. Sutton	Secretary
Mrs. Marie Landing	Assistant Secretary

\* Ex-Officio



### ***Term Expiring 1969***

Mrs. C. W. Beasley	Colerain
Roland L. Garrett	Elizabeth City
Rev. Clarence E. Godwin	Oxford
Dr. W. Raleigh Parker	Woodland
H. Douglas White	Rocky Mount
J. Guy Revelle, Jr.	Murfreesboro
Edwin L. Williams	Kinston

### ***Term Expiring 1970***

Charles L. Revelle, Sr.	Murfreesboro
J. E. Ferebee	Camden
Charles Lee Smith, Jr.	Raleigh
Frank S. Pittman	Scotland Neck
Ollie M. Brown	Ahoskie
Mrs. Lois A. Daniel	Wake Forest
Rev. Bennie Pledger	Colerain

## *Term Expiring 1971*

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Mrs. William C. (Lessie) Roberts .....	Rolesville
Mrs. Russell (Edna) Wiley .....	Washington
Rev. Thomas Caulkins .....	Murfreesboro

## *Term Expiring 1972*

J. L. Darden, Sr. ....	Ahoskie
M. E. Valentine, Sr. ....	Raleigh
Edwin Branch .....	Enfield
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Rev. Russell Cherry .....	Rocky Mount
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Vernon White .....	Winterville
HONORARY LIFE TRUSTEE .....	Rev. Oscar Creech.....Ahoskie
*Ex-Officio	



**BAND REHEARSAL**



## The Board of Advisors

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<i>Chairman, Board of Advisors</i> <i>President, Belk Enterprises, Inc.</i>	
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<i>Union Camp Corporation</i>	
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<i>President, Cameron-Brown Company</i>	
Mrs. Robert F. Marks .....	Boykins, Virginia
Dr. A. T. Mayo .....	Portsmouth, Virginia
<i>Vice Chairman Board of Advisors-Chowan College</i> <i>Mayo-Barham Clinic</i>	

## 90 *Chowan College*

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<i>Vice-President, Union Camp Corporation</i> <i>Resident Manager, Franklin Plant</i>	
Mr. James B. Powers .....	Rocky Mount
<i>Executive Vice-President,</i> <i>The Planters National Bank and Trust Co.</i>	
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<i>Chairman of the Board, Rose's Stores, Inc.</i>	
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<i>W. M. Rowe and Company, Consultants</i>	
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Mr. H. D. White .....	Rocky Mount
<i>Chairman, Board of Trustees-Chowan College</i>	
Mr. J. Guy Revell, Jr. ....	Murfreesboro
<i>Chairman, Executive Committee</i> <i>Chowan College Board of Trustees</i>	
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Dr. Bruce E. Whitaker .....	Murfreesboro
<i>President, Chowan College</i>	



HELPING WITH LOCAL SCHOOL CHILDREN

## Executive Committee

J. Guy Revelle, Jr., <i>Chairman</i> .....	Murfreesboro
Ollie M. Brown .....	Ahoskie
E. R. Evans .....	Ahoskie
J. E. Ferebee .....	Camden
E. L. Hollowell .....	Edenton
Charles L. Revelle, Sr. ....	Murfreesboro
M. E. Valentine .....	Raleigh
H. D. White .....	Rocky Mount
Edwin L. Williams .....	Kinston
Oscar Creech .....	Ahoskie
(Honorary Life Trustee)	

## Grounds Committee

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Oscar Creech, <i>Vice-Chairman</i> .....	Ahoskie
Mrs. T. J. Benthall .....	Ahoskie
Mrs. Bynum Brown, Sr. ....	Murfreesboro
Mrs. M. H. Mitchell .....	Ahoskie
Mrs. G. B. Storey .....	Murfreesboro

## Endowment Committee

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Merrill Evans .....	Ahoskie
Roland Garrett .....	Elizabeth City
Cohen W. Parker .....	Aulander
R. Hunter Pope .....	Enfield
J. A. Pritchette .....	Windsor
William R. Raynor .....	Ahoskie
J. Guy Revelle, Jr. ....	Murfreesboro

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Russell L. Stephenson .....	Wilson
George T. Underwood .....	Murfreesboro
A. J. Watkins .....	Henderson
H. D. White .....	Rocky Mount
B. M. White-Hurst .....	Roanoke Rapids

**General Counsels**

J. Guy Revelle, Jr., <i>General Counsel</i> .....	Murfreesboro
L. Frank Burleson, Jr., <i>Assistant General Counsel</i> .....	Murfreesboro



**The Administration**

Bruce E. Whitaker .....	President of the College
B. Franklin Lowe, Jr. ....	Dean of the College
Ben C. Sutton .....	Business Manager
.....	Director of Development
R. Hargus Taylor .....	Chaplain to the College
R. Clayton Lewis .....	Dean of Students
Phillip L. Royce .....	Director of College Relations
Darrell H. Nicholson .....	Registrar
E. Frank Stephenson, Jr. ....	Director of Admissions
J. Irving Brooks .....	Dean Emeritus and Assistant to Director of Admissions
Clifton S. Collins .....	Director of Guidance and Counseling
Miss Arelia Adams .....	Bursar
Mrs. Dell McKeithan .....	Associate Dean of Students - Women
James Earl Dilday .....	Associate Dean of Students - Men
James T. Cooke .....	Director of Student Financial Aid
Carlyle R. Wimbish .....	Director of Alumni Affairs
.....	College Nurse

## **Administrative Assistants**

Mrs. Alva Bowling.....	Head Resident, Gibbs House
Mrs. Irma Leigh Callis.....	Head Resident, Belk Hall
Mrs. Ann P. Falkener.....	Head Resident, College Street Hall
Mr. W. D. Futrell .....	Head Resident, West Hall
Mrs. A. O. George.....	Head Resident, Jenkins Hall
Mr. Robert S. Griffin.....	Head Resident, East Hall
Mr. David A. Rich .....	Head Resident, Mixon Hall
Mr. Jack Hassell.....	Superintendent of Buildings and Grounds
Mrs. Marie Landing.....	Secretary to the President
Mrs. Marjorie Sewell.....	Secretary to the Dean of the College
Mrs. Elaine Cooke.....	Assistant to the Bursar
Mrs. Aldeen Gatewood.....	Assistant to the Bursar
Mrs. Peggy Hare.....	Secretary, Business Manager
Mrs. Betty Lou Futrell .....	Secretary, Dean of Students
Mrs. Rose Drake .....	Secreatry, Department of Development
Miss Janie Davis .....	Secretary, Department of Development
Mrs. Wanda Pearce.....	Secretary, Director of Admissions
Mrs. Ruby Holoznan .....	Assistant to the Registrar
Mrs. Dorothy Chu .....	Assistant to the Registrar
Mrs. Ruth Marks.....	Secretary, Director of Graphic Arts
Mrs. Edith Parker.....	Switchboard Receptionist
Mrs. Mildred Tyler.....	Secretary, Chaplain, Director of Athletics, Director of Nursing
Mrs. Alice Vann.....	Secretary, Faculty
Mrs. Margaret Stallings.....	Secretary, Director of Guidance and Counseling
Mrs. Virginia B. Curl.....	Assistant to the College Nurse



## THE FACULTY

BRUCE E. WHITAKER, (1957), *President of the College*

B.A., Wake Forest University

B.D., Th.M., Th.D., Southern Baptist Theological Seminary

Additional Graduate Study, George Peabody College for Teachers

B. FRANKLIN IOWE, JR., (1964) *Dean of the College, Religion*

B.A., Furman University

B.D., Southeastern Baptist Theological Seminary

Ph.D., Emory University

UNDINE W. BARNHILL, (1965), *English*

B.A., Meredith College

M.A., East Carolina University

Additional Graduate Study, Lafayette College, Harvard University,

University of North Carolina at Chapel Hill, East Carolina

University, North Carolina State University at Raleigh

BETTY N. BATCHELOR, (1961), *English, Spanish*

B.A., Atlantic Christian College

M.A., Additional Graduate Study. University of North Carolina at  
Chapel Hill, Universidad Interamericana

SHIRLEY WILLIAMS BOWERS, (1966), *Science*

B.A., M.A., East Carolina University

STEVE FRANKLIN BRANNON, (1969), *English*

A.A., Warren Wilson College

B.A., Tusculum College

M.A., East Tennessee State University

ROBERT W. BROWN, (1963), *Music*

B.A., Atlantic Christian College

M.Ed., Florida State University

Additional Graduate Study, Catholic University, Wake Forest

University, East Carolina University, Boston University

HELEN G. BURGWIN, (1964), *Business*

B.S., University of North Carolina at Greensboro

Additional Study, East Carolina University, Georgia State College

MARYIVA CARPENTER, (1966), *Nursing*

B.S.N., Whitworth College

M.N.A., Syracuse University

MORRIS E. CARSON, (1966), *Spanish*

B.A., Lynchburg College

M.A., University of Mississippi

Additional Graduate Study, Universidad Interamericana

TRELLES G. CASE, (1964), *Music*

B.M., University of Southern Mississippi

M.M., Florida State University

Studies at the Mozarteum, Salzburg, Austria

Additional Graduate Study, University of North Carolina  
at Greensboro

JAMES M. CHAMBLEE, (1959), *Music, Chairman, Department  
of Music*

B.A., University of North Carolina at Chapel Hill

M.A., Columbia University

Ph.D. Candidate, University of North Carolina at Chapel Hill

GEN SEN CHU, (1966), *Assistant Librarian*

B.A., Tankong College of Arts and Science

M.A., Appalachian State University

BARRY M. COHEN, (1969), *History*

B.A., Rice University

M.A., University of Texas

Additional Graduate Study, Syracuse University

CLIFTON S. COLLINS, (1967), *Director of Guidance and  
Counseling, Religion*

B.A., University of Richmond

B.D., Southeastern Baptist Theological Seminary

M.A., East Carolina University

JANET A. COLLINS, (1964), *Physical Education*

B.S., Westhampton College of the University of Richmond

Graduate Study, Southeastern Baptist Theological Seminary

M.Ed., University of North Carolina at Chapel Hill

WELLESLEY T. CORBETT, JR., (1969), *Sociology*

B.A. Ed., University of Florida

M.Ed., University of Florida

ANNA BELLE CROUCH, (1958), *English*

B.S., Southeast Missouri State College

M.R.E., Additional Graduate Study, Southern Baptist Theological  
Seminary

M.A., Columbia University

Additional Graduate Study, East Carolina University, Union  
Theological Seminary, Virginia State College

JAMES B. DEWAR, (1967), *Science*

B.A., M.A., East Carolina University

Additional Graduate Study, Colorado State University, Oregon  
State University

PHYLLIS D. DEWAR, (1966), *Science*

A.B., East Carolina University

M.S.T., Illinois Wesleyan University

Additional Graduate Study, Louisiana State University Oregon  
State University

JANE C. DICKIE, (1966), *Mathematics*

B.A., Duke University

Graduate Study, North Carolina State University at Raleigh,  
East Carolina University

W. CALVIN DICKINSON, (1961), *Social Science, Chairman,  
Department of Social Science*

B.A., M.A., Baylor University

Ph.D., University of North Carolina at Chapel Hill

ANDREA T. EASON, (1969), *Business*

A.A., Independence Community College

B.S., Kansas State College

M.Ed., Virginia Polytechnic Institute

PATRICIA B. EDWARDS, (1961), *Business*

B.S., M.A., Appalachian State University

WANDA G. EDWARDS, (1969), *Nursing*

B.S., Medical College of Virginia

DEATON F. FAUCETTE, (1965), *Science*

B.S., Longwood College

M.A., Converse College

Additional Graduate Study, Louisiana Polytechnic Institute,  
University of Utah, North Carolina State University  
at Raleigh

GARRETT WILLIAM FOX, (1968), *Psychology*

B.A., Wabash College

Graduate Study, Wake Forest University

JAMES G. GARRISON, (1958), *Physical Education, Chairman  
Department of Physical Education*

A.A., Gardner-Webb College

B.A., Western Carolina University

M.A., East Carolina University

Additional Graduate Study, University of North Carolina at  
Chapel Hill, University of North Carolina at Greensboro,  
University of South Carolina

JAMES EUGENE GIBBS, (1969), *Science*

A.A., Chowan College

B.S., M.A., East Carolina University

HERMAN W. GATEWOOD, (1963), *Graphic Arts*

Attended Danville Technical Institute

Graphic Arts Diploma, Additional Study, Chowan College

SAMUEL B. GREEN, (1968), *Physical Education*

B.S., M.A., Wake Forest University

Additional Graduate Study, East Carolina University

BERNICE KELLY HARRIS, (1963), *Distinguished Professor,  
Creative Writing*

B.A., Meredith College

Graduate Study, University of North Carolina at Chapel Hill

Litt.D., Wake Forest University

Litt.D., University of North Carolina at Greensboro

North Carolina Award in Literature

GERALDINE L. HARRIS, (1966), *Assistant to the Librarian*

B.S., Additional Study, East Carolina University

JOHN P. HARRIS, (1964), *Science*

A.A., Louisburg College

B.S., M.A., East Carolina University

Additional Graduate Study, Worcester Polytechnic Institute,

North Carolina State University, University of North

Carolina at Chapel Hill

ANN LONG HARTER, (1964), *Librarian*

A.B., University of Kentucky

M.A., University of Kentucky

Additional Graduate Study, University of Florida, East Carolina  
University

JERRY LEE HAWKINS, (1958), *Physical Education*

A.A., Gardner-Webb College

B.S., M.A., Western Carolina University

Additional Graduate Study, East Carolina University, University of  
North Carolina at Chapel Hill, University of Michigan

GEORGE L. HAZELTON, (1966), *Science*

B.S., East Carolina University

M.A., Wake Forest University

Additional Graduate Study, West Virginia University, North  
Carolina State University at Raleigh, University of  
South Carolina

CHARLES A. HELMS, (1961), *Business*

B.S., M.A., Appalachian State University

Additional Graduate Study, University of Missouri, University of  
South Carolina, Georgia State College, University of North  
Carolina at Greensboro

98 *Chowan College*

C. JEFFERSON ISHEE, (1969), *Music*

A.B., M.M., University of North Carolina at Chapel Hill

MALCOLM JONES, (1968), *Graphic Arts, Chairman, Department of Graphic Arts*

B.J., University of Missouri

JEAN F. KING, (1964), *English*

B.A., M.A., West Virginia University

Additional Graduate Study, University of North Carolina at Chapel Hill, University of Chicago

REBECCA ANN KINNAMON. (1967), *English*

B.A., Maryville College

M.A.T., Duke University

Additional Graduate Study, Duke University

EDITH LARSON, (1965), *English, Drama*

B.A., University of Illinois

M.A., University of North Carolina at Chapel Hill

Additional Graduate Study, East Carolina University

R. CLAYTON LEWIS, (1968), *Dean of Students, History*

B.A., Wake Forest University

M.A., East Carolina University

Additional Graduate Study, University of North Carolina at Chapel Hill

SYLVIA H. LIVERMAN, (1964), *Business*

B.S., M.A., East Carolina University

Additional Graduate Study, University of North Carolina at Greensboro

WILLIAM I. MARABLE, (1956), *English, Languages*

B.A., College of William and Mary

M.A., University of Virginia

Additional Graduate Study, Duke University

WILLIAM P. McCRAW, (1963), *Physical Education*

B.S., Old Dominion University

M.A., Additional Graduate Study, University of North Carolina at Chapel Hill, College of William and Mary

P. DOUGLAS McCULLERS. (1969), *Mathematics*

B.S., Auburn University

M.Ed., University of Florida



DELL L. McKEITHAN, (1967). *Associate Dean of Students -  
Women, English*

B.A., University of North Carolina at Chapel Hill  
M.A., University of North Carolina at Greensboro  
Additional Graduate Study, Northwestern University, Wake  
Forest University, Appalachian State University

DAISY LOU MIXON, (1951), *Religion, Chairman, Department  
of Religion*

B.A., Winthrop College  
B.R.E., M.R.E., Southern Baptist Theological Seminary  
Additional Graduate Study, New York University, Union  
Theological Seminary

ROBERT G. MULDER, JR., (1965), *English*

A.A., Chowan College  
B.S., M.A., East Carolina University  
Additional Graduate Study, University of North Carolina at  
Chapel Hill, University of Richmond, University of  
Mississippi

DARRELL HATFIELD NICHOLSON, (1968) *Registrar, English*

B.A., University of Illinois  
M.S., Southern Illinois University  
M.A., University of Louisville

ALMIRA H. OCKERMAN, (1965), *Nursing, Chairman  
Department of Nursing*

B.S., M.N.A., University of Minnesota  
Additional Graduate Study, Washington University, New York  
University

EARL J. PARKER, (1969), *Religion*

B.A., Wake Forest University  
B.D., Yale University  
Ph.D., University of Edinburgh  
Additional Graduate Study, Duke University,  
University of Manchester

CHARLES L. PAUL, (1963), *Social Science*

A.A., Chowan College  
B.A., Carson-Newman College  
B.D., Southeastern Baptist Theological Seminary  
M.A., East Carolina University  
Additional Graduate Study, University of North Carolina  
at Chapel Hill, East Carolina University

ELLA J. PIERCE, (1965), *English, Chairman, Department of English*

B.A., Meredith College

B.M.T., Southern Baptist Theological Seminary

M.A., Ph.D., Cornell University

Additional Graduate Study, Columbia University, Harvard University

RACHEL N. PITTMAN, (1966). *Business, Government*

B.A., University of North Carolina at Greensboro

M.A., Columbia University

Additional Graduate Study, North Carolina State University at Raleigh

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B.A., Wake Forest University

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THOMAS E. RUFFIN, JR., (1957), *Business, Acting Chairman  
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Additional Graduate Study, Northwestern University,  
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HATTIE ELIZABETH RUSSELL, (1965), *Business*

B.S., Concord College

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Additional Graduate Study, University of Tennessee, College of  
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B.S., Mississippi State College for Women

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A.A., Lees-McRae Junior College

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Graduate Study, University of North Carolina at Chapel Hill

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A.A., Lees-McRae Junior College

B.S., M.A., Appalachian State University

Additional Graduate Study, University of North Carolina at  
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CARL H. SIMMONS, (1963), *Mathematics*

B.S., Union University

M.A., West Virginia University

Additional Graduate Study, East Carolina University, Rutgers University

- WILLIAM B. SOWELL, (1955), *Graphic Arts*  
A.A., Diploma in Graphic Arts, Chowan College  
Additional Study, East Carolina University
- CHARLES P. STEVENS, (1967), *Graphic Arts*  
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B.S., Arkansas State University  
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- CLAUDIA M. STORMINGER, (1968), *English*  
B.A., M.A., Old Dominion University
- TZENG HSIANG SUN (1968), *Mathematics*  
B.S., National Taiwan University  
M.S., Utah State University
- SARAH B. TANKARD, (1965), *Nursing*  
B.S., Radford College  
B.S.N., Medical College of Virginia  
Additional Graduate Study, Virginia Commonwealth University
- HARGUS TAYLOR, (1963), *Chaplain, Religion*  
A.A., Cumberland Junior College  
B.A., Carson-Newman College  
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- GILBERT ALLEN TRIPP, JR., (1967), *Science*  
B.S., Campbell College  
M.A., East Carolina University  
Additional Graduate Study, Converse College, East Carolina University
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A.A., Campbell College  
B.S., University of North Carolina at Chapel Hill  
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- SAMMIE SUE WADE, (1968), *English*  
B.A., Frederick College  
M.A., Florida State University  
Additional Graduate Study, University of Virginia
- DOROTHY A. WALLACE, (1965), *Business*  
B.S., Radford College  
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Additional Graduate Study, University of Maryland,  
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- L. M. WALLACE, JR., (1958), *Business*  
B.S., M.A., East Carolina University  
Additional Graduate Study, Colorado State College, North Carolina  
State University at Raleigh, University of Missouri
- RICHARD WARREN, (1969), *Mathematics*  
B.S., Purdue University  
M.A., Columbia University  
Ph.D., Purdue University
- ESTHER A. WHITAKER, (1957), *Religion*  
B.S., Appalachian State University  
M.R.E., Southern Baptist Theological Seminary  
M.A., George Peabody College for Teachers  
Additional Graduate Study, Union Theological Seminary,  
Hebrew Union College Biblical and Archaeological School
- M. EUGENE WILLIAMS, (1949), *Languages, Chairman, Department  
of Languages*  
B.A., University of Richmond  
M.A., Duke University  
Premier Degree, L'University de Dijon  
Additional Graduate Study, University of Virginia
- NORMAN EDWARD WOOTEN, (1967), *Mathematics*  
B.S., Wake Forest University  
M. A., Wake Forest University

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- J. IRVING BROOKS, (1956-1961), *Dean of the College*  
B.A., College of William and Mary  
M.A., Additional Graduate Study, University of Richmond
- FRANCES WHITE COLEMAN, (1953-1968), *Religion, English*  
B.S., Radford College  
B.M.T., Southern Baptist Theological Seminary  
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Chapel Hill
- JOHN McSWEENEY, (1952-1968), *Graphic Arts, Chairman,  
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B.S., Bissell College  
Graduate Study, University of Pennsylvania, Temple University  
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Additional Graduate Study, University of Hamburg,  
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MARY WOOD, (1960-1969), *Science*

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