

File

INSTRUCTIONS

PLEASE SUPPLY THE INFORMATION REQUESTED IN LINES 1-4 ON ATTACHED FORM

Some of the definitions given below are worded in rather general terms in order not to require the respondent to supply information which he does not have readily available. Since the value of this report is measured mainly in its timeliness, we feel in this instance that some sacrifice of precision is permissible in order to insure quick response.

DEFINITION OF ITEMS

Line 1 - "Total Number of Students in Institution Excluding Correspondence and Extension Students" - This includes only those students who are attending classes or lectures conducted by the regular colleges and schools on the campus or campuses including temporary facilities. Such students may live in dormitories, at home or elsewhere. Not included are those students enrolled only in extension or correspondence courses.

351

Line 2 - "Number of Students First Time in Any College" - This includes all students reported in Line 1 who are attending college for the first time. In addition to the freshmen who are initially entering college, include those students who have entered with advanced standing if the credits were not obtained while in residence at a recognized institution of higher learning; i.e., those who have obtained advanced standing through extra high school credits or by examination, correspondence courses, or extension classes.

148

Line 3 - "Number of Veteran Students Drawing Public Laws 16 and 346 Benefits" - This includes all students reported in Line 1 who are drawing G.I. benefits under Public Laws 346 and 16.

3

Line 4 - "Will you accept additional applications from qualified students for entrance next semester or term" - Please indicate by checking the appropriate item the group from which you will accept students next semester or term, i.e., Veterans or Non-veterans. If you do not anticipate accepting any students, check "None".

Yes

Sent

→ Oct 17 1947

US offering ed -

AMERICAN COUNCIL ON EDUCATION

744 JACKSON PLACE
WASHINGTON 6, D. C.

M E M O

TO: REGISTRAR, MRS WILLIAM M. THOMAS

FROM: A. J. BRUMBAUGH

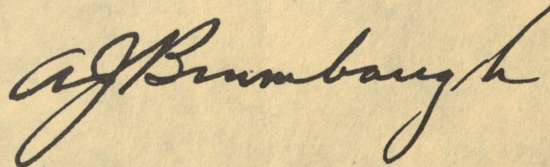
Inclosed are two proofs of your institutional exhibit which is to appear in the 1948 edition of American Universities and Colleges.

Please read it carefully, and

- (1) check all figures for accuracy;
- (2) answer any inquiries that may be in the margins;
- (3) fill in any spaces that may have been left blank on account of missing data.

But please do not make changes unless they are factually important.

I shall appreciate your returning one proof to us promptly with your approval or revision.



Foreign Students (1946-47): None enrolled.

Veterans: Quartered in dormitories; housing expected to be adequate for 1947-48. No special advisory service. Loan funds available; no special financial grants. Opportunities for part-time employment on campus. Physical education not required. On GED tests, follow policy of University of Georgia, which accepts them for admission and for advanced credit.

Library: 23,675 volumes. ~~226~~ current periodicals. 985 volumes added and \$2,628 spent for books and periodicals in 1946-47. Collections: Emily Hendree Park memorial library; several hundred rare books on Georgia and Confederate history.

Publications: Catalog, June. Pictorial bulletins, quarterly.

Student Aid: Scholarships available: 1 to first honor graduate of each accredited Georgia high school, 1 to second honor graduate in classes of 26 or more, 1 to third honor graduate in classes of over 40; stipend \$99. 13 undergraduate scholarships awarded 1946-47, stipend \$99; total awarded \$1,287. Applications close opening day of school. Available for student loans, about \$20,000. Placement assistance for students and graduates; 6% earned one-fourth or more of expenses.

Finances (1946-47): Appropriations for capital purposes, \$6,829. Current income: educational \$148,572; auxiliary \$79,702; total \$228,274. Current expenditures: educational \$125,711; noneducational \$77,080; total \$202,791. Budget 1947-48, \$284,940.

Buildings and Grounds: 60 acres. Value of buildings, grounds, equipment, \$807,681. Capacity of residence halls, 278 women; no institutional housing for married couples.

Administrative Officers: *President*, Frank Robertson Reade; *Director of Summer Session*, J. A. Durrenberger; *Registrar*, Mrs. William M. Thomas. Address inquiries to *Director of Placement and Publicity*.

214
(see copy)

[Incidentally
no men
students]

Georgia State Woman's College

BALDOSTA, GEORGIA

Y

See also Georgia, University System of College of arts and sciences for women; state-supported and controlled. Located in community of 21,923. Accredited by SA.

Chartered 1906; first instruction 1913. Name changed from South Georgia State Normal College to present name 1923, when senior college department added.

Board of regents, 15 members appointed by governor, one from each of 10 congressional districts and 5 from state at large.

Calendar: Quarter system. Regular session Sept. 22-June 10. Summer session June 16-July 23.

Requirements: *Admission:* graduation from accredited secondary school; 15 units, 12 of which must be academic, including English 3, social studies 2, mathematics 2, science 1; recommendation from principal. Orientation program: instruction in use of library.

Degree: 198 quarter hours; C average; final year in residence. Departmental major of 40-50 hours, minor of 30-35; also departmental majors with emphasis, 30-40 hours, in 1 department, no minor. Prescribed courses: in addition to constants in junior college, 3 courses in each of 3 divisions of study (partly met by major and minor); 1 modern foreign language for A.B. but not for B.S.

Fees: Tuition for Georgia residents \$99 a year; nonresidents \$399. Graduation \$5; health \$12 a year; student activities \$18. Room, board, and laundry \$396 a year.

Departments and Staff: Art, professors 1, associate professors 1, assistant professors 0, instructors 0; biology 1,1,0,1; chemistry 1,1,0,0; education 0,0,1,0; English 2,0,0,0; history 1,0,0,0; home economics 0,0,1,0; mathematics 1,0,0,0; modern foreign languages 1,0,0,0; music 1,1,0,2; physical education 1,0,2,2; secretarial science 0,0,1,0; social science 1,0,1,1; speech 1,0,0,0. Total 28: full-time men 7, women 19; part-time women 2. Degrees of staff: doctors 7; masters 14; bachelors 4.

Degrees: Conferred year ending June 1947: bachelors 50. Total since 1924, 737.

Enrollment (1946-47): Regular session, 354 undergraduate women, including 5 veterans.

Summer Session: 6 weeks; enrollment, 132.

6 year terms?

see copy ; [to see Colon change meaning]

fall term, 1946;

Enrollment 1946-47: 373]

THE GEORGIA STATE WOMANS COLLEGE
VALDOSTA, GEORGIA
Georgia State Womans College

Valdosta, Georgia

See also: Georgia, University of

College of arts and sciences for women; publicly controlled; state-supported; unit of University System of Georgia.

Chartered 1906; first instruction 1913. Name changed from South Georgia State Normal College to Georgia State Womans College 1923, when senior college department added.

Board of regents, 15 members, appointed by governor for 6-year terms.

CALENDAR: Quarter system. Regular session Sept. 22, 1947 - June 10, 1948.

REQUIREMENTS: Admission: graduation from accredited preparatory or high school with recommendation of principal; 15 units, 12 of which must be academic, including English 3, social studies 2, mathematics 2, science 1. Orientation program 1 week at beginning of term; instruction during fall quarter in use of library.

Degree: final year in residence; minimum of 198 quarter hours; average grade of C or above. Departmental major of 40-50 hours, minor of 30-36. ~~courses~~
In addition to constants required in junior college, 3 courses in each of the 3 divisions of study, partly met by major and minor. 1 modern foreign language for A.B.; foreign language not required for B.S. Honors courses. Also departmental majors with emphasis, 30-40 quarter hours, in one department; ~~no~~ minor.

FEES: Tuition (academic fee) \$99.~~00~~ a year; non-resident \$300 a year additional. Graduation \$5; health \$4 a quarter. Room, board, and laundry \$396.~~00~~ a year.

DEPARTMENTS AND STAFF: Art: 1,1,0,0; Biology: 1,1,0,1; Chemistry: 1,1,0,0;
Education: 0,0,1,0; English: 2,0,0,0; History: 1,0,0,0; Home Economics: 0,0,1,0;
Mathematics: 1,0,0,0; Modern Foreign Languages: 1,0,0,0; Music: 1,1,0,2; Physical
Education: 1,0,2,2; Secretarial Science: 0,0,1,0; Social Science: 1,0,1,1;
Speech: 1,0,0,0.

DEGREES: Conferred year ending June 1947 A.B. 34, B.S. 16. Total since degrees first granted in 1924, 737.

ENROLLMENT: Regular session 373; all undergraduate.

SUMMER SESSION: 6 weeks; enrollment 132.

LIBRARY: 23,675 volumes. 214 current periodicals, including 12 newspapers, 985 volumes added and \$2,628.34 spent for books and periodicals in 1946-47. Collections: Emily Hendree Park memorial library, several hundred rare books on Georgia and Confederate history.

PUBLICATIONS: Catalog, June; pictorial bulletins quarterly.

STUDENT AID: 1 scholarship available to first honor graduate of each accredited Georgia high school, also to second honor graduate in classes of 26 or more, and third honor graduate in classes of more than 40; applications close opening day of school; amount of stipend \$99. Funds for loans: revolving fund about \$20,000. Total awarded in scholarships and loans 1946-47, \$1,674.00. Self-help handled by office of director of placement; 6% earned one-fourth or more of expenses.

FINANCES (1946-47): Appropriations for capital purposes: equipment \$5,057, books \$1,772. Current income: educational \$148,572; auxiliary \$79,702; total \$228,274. Current expenditures: educational \$125,711; auxiliary \$77,080; total \$202,791. Budget 1947-48, \$284,940.

BUILDINGS AND GROUNDS: 60 acres. Value of land \$150,000; buildings \$492,150; equipment \$165,531. Capacity of residence halls operated by the institution 278.

ADMINISTRATIVE OFFICERS: President, Frank R. Reade; Registrar, Mrs. William M. Thomas; Librarian, Lillian Patterson; Treasurer, J. R. Dusenbury; Director summer session, J. A. Durrenberger.

(to be retained by institution)

Supplementary Questionnaire to accompany 1940 exhibit, revised.

Please return this questionnaire by May 20, 1947 to A. J. Brumbaugh, Editor American Council on Education 744 Jackson Place NW Washington 6, D. C.

Information requested for Fifth Edition (1948) of AMERICAN UNIVERSITIES AND COLLEGES

NAME OF INSTITUTION: Georgia State Woman's College
LOCATION: Valdosta, Ga. Population of city or town: 21,923 (Nation's Yearbook, 1944)

If institution has more than one campus, state schools located on each:
Name of Officer reporting: Mrs. Wm M. Thomas, Registrar

- 1. TYPE (check ✓)
University for men Public control: state; municipal
College of Arts and Sciences for women Private control
Teachers College coeducational If church related, state church
Technological school
Professional school

Accredited by:
Regional Associations: Southern Assn., Northwest Assn., Middle States Assn., North Central Assn.
National Associations: Association of American Universities, American Association of Teachers Colleges

7. FEES AND OTHER EXPENSES (1947-48):
A. Tuition, Resident, per year (9 months) \$ 99.00
Total Nonresident, " " " \$ 399.00
B. Matriculation fee, \$ 0; Graduation fee, \$ 5.00 diploma fee
C. Laboratory fee, \$ 0; Health \$ 1.20 per year; Other Student Activities: \$ 18.00 per year
D. Room and board: Average room, board, & laundry: \$ 396.00 per year
E. Average rental per month of institutional apartments for married couples: \$ no such apt.

8. DEPARTMENTS AND STAFF (1946-47): (Do not include occasional lecturers, research assistants, teaching fellows, student assistants, or emeritus faculty.)

A. Full time, total men 7; full time, total women 20 19
Part time, total men 0; part time, total women 2

B. Alphabetical list of departments with number of professors, associate professors, assistant professors, and instructors in each, e.g.:
Chemistry: professors, 2; associate professors, 2; assistant professors, 4; instructors, 2
Indicate in this form: Chemistry: 2, 2, 4, 2; History: 1, 3, 2, 4 etc
Art: 1, 1, 0, 0; Biology: 1, 1, 0, 1; Chemistry: 1, 1, 0, 0; Education: 0, 0, 1, 0;
English: 2, 0, 0, 0; History: 1, 0, 0, 0; Home Economics: 0, 0, 1, 0;
Mathematics: 1, 0, 0, 0; Mod. Lang.: 1, 0, 0, 0;
Music: 1, 1, 0, 2; Physical Ed: 1, 0, 2, 2; Secondary Science: 0, 0, 1, 0;
Social Science: 1, 0, 1, 1; Speech: 1, 0, 0, 0

C. Degrees held by staff (List once by highest degree held. Do not include honorary degrees.)
Number of doctors: 6; Number of masters: 14; Number of bachelors: 4
M. Ed. 1; Music diplomas: 2; none: 1

9. RECENT EDUCATIONAL DEVELOPMENTS (e.g., new curriculums, honors, integration courses, work-study plans, new schools, etc.)

If more space needed to describe, use separate sheet of paper.

AMERICAN UNIVERSITIES AND COLLEGES
 Information requested for Fifth Edition (1948) of

Please return this questionnaire by May 30, 1947
 to A. J. Birmingham, Editor
 American Council on Education
 111 Jackson Place N.W.
 Washington, D. C.

NAME OF INSTITUTION: State College of Georgia
 LOCATION: State College, Georgia
 City: State College State: Georgia Zone: None
 Population of city or town: 1,250
 If institution has more than one campus, state schools located on each:

10. ENROLLMENT AS OF THIRD WEEK OF FALL TERM, 1946:

A. Grand total: 354; including 0 men, 354 women; 354 undergraduates; 0 graduates; 5 veterans.

B. Give total enrollment for each division, school, or college (not departments): (354)

TYPE (check):
 University College of Arts and Sciences Teachers College Technological school Professional school
 Public control: state municipal Private control: church related state church for men for women educational

C. When will figures of enrollment for fall term of 1947 be available? Oct. 15, 1947

D. Summer session, 1946: Total enrollment 132 (6 weeks)

E. Extension Division, 1946-47: Total enrollment in classes: Carried over by King, Ga. Inst., Way Co. - Atlanta, Ga.; Total enrollment in correspondence courses: None

12. FOREIGN STUDENTS:

A. How many foreign students enrolled 1946-47: None undergraduate men; None undergraduate women; None graduate men; None graduate women.

B. If possible, give totals from principal areas or countries: None

C. Does your institution have any special admission requirements for foreign students? Yes; No. Describe briefly.

D. Does your institution administer scholarships and fellowships specifically for foreign students? Yes; No. If yes, give number, types, range in value, other pertinent data, briefly.

E. Does your institution provide special orientation or English language instruction? Yes; No. Describe briefly.

F. Any special housing provisions made for foreign students? Yes; No. Describe briefly.

G. Is there a foreign student adviser? Yes; No. Describe briefly.

13. VETERANS (SPECIAL FACILITIES AND PROVISIONS):

- A. How housed? *Dormitories for other than local students*
 Do you expect housing to be adequate for 1947-48? *Yes*
- B. Is there a special advisory service for veterans on your campus? *No*
- C. Are special financial grants available for needy veterans to supplement government allowances? *No*
- D. Are loan funds available for veterans? *Yes*
- E. Are there opportunities for part-time employment for veterans: *Yes* on campus; _____ off campus.
- F. Is physical education required of veterans? *No*

G. What is institution's policy on acceptance of GED Tests; *for admission*
our veterans three were previous students. Two have now been graduated, one has entered a special school, two are expected to graduate next year, and no new veterans have applied. This explains our lack of special advisory service to veterans, special financial grants for attendance, transportation, political, GED

14. SPECIAL DEVICES: (Report briefly any important use of radio, motion pictures, field trips, Workshops or Institutes held regularly, etc.)
generally, we would follow policies of our field committee

Does your institution operate a radio station? *No*

17. STUDENT AID:

| | Undergraduate | Graduate | Total |
|--|---------------|----------|-----------|
| A. Number of fellowships and scholarships awarded 1946-47: | 13 | | 13 |
| B. Range of stipend: | \$99 | | \$99 |
| C. Amount of money awarded in fellowships and scholarships 1946-47: <i>loans</i> | \$1674.00 | | \$1674.00 |
| D. Date applications close: <i>opening day of school</i> | | | |
| E. Amount of money available for student loans, 1946-47: <i>about \$20,000</i> | | | |
| F. Does your institution have an employment office (a) for students? <i>Yes</i> (b) for the placement of graduates? <i>Yes</i> | | | |
| G. What percentage of students earned one-fourth or more of their expenses during 1946-47: <i>NONE</i> | | | |

18. FINANCES: (Omit all cents, reporting nearest dollar only)

| | |
|--|------------------------------------|
| A. Total endowment fund principal, end of fiscal year 1946-47: | <i>NONE</i> |
| B. Gifts or appropriations for capital purposes, fiscal year 1946-47: | <i>Net \$125,771.29 \$6,828.73</i> |
| C. Current estimated income, fiscal year 1946-47: | |
| (1) for educational purposes (student fees, endowment investments, federal, state, and local governments, private gifts, grants from foundations, sales and services, etc.): | <i>\$148,572.02</i> |
| (2) for auxiliary enterprises (residence halls, dining halls, athletics etc.; and other noneducational income (annuity fund income, etc.): | <i>\$79,702.29</i> |
| (3) Total income fiscal year 1946-47: | <i>\$228,274.31</i> |
| D. Current estimated expenditures, fiscal year 1946-47: | |
| (1) for educational purposes (administration, resident instruction and departmental research, libraries; operation and maintenance of physical plant and other general services): | <i>\$125,771.29</i> |
| (2) for noneducational purposes (residence halls, dining halls, student hospitals, bookstores, athletics, student unions, annuities, interest on borrowed funds, outlays for financial campaigns, and forms of student aid not involving service to the institution; capital outlays; expenditures authorized for specific research projects): | <i>\$77,079.69</i> |
| Estimated total expenditures fiscal year 1946-47: | <i>\$202,790.98</i> |
| E. Estimated total expenditure budget for fiscal year 1947-48: | <i>\$284,940.00</i> |

19. BUILDINGS AND GROUNDS:

13. VETERANS (SPECIAL FACILITIES AND PROVISIONS):

A. Total book value of buildings, grounds, and equipment: \$807,681.22
 B. Area in acres: 6.0
 C. Capacity of residence halls for men: 0; for women: 278
 Number of married couples who can be housed in residence halls, institutional rooms, or apartments: 0
 D. Special buildings, laboratory, museum, observatory, etc., notable for instructional, architectural, scientific, historical, or other reason:
 E. Are there opportunities for part-time employment for veterans for veterans? Yes
 F. Is physical education required of veterans? No
 G. Do you expect housing to be adequate for 1947-48? Yes
 H. Do you expect housing to be adequate for 1947-48? Yes

E. Describe any new housing projects under construction and give date expected to be available: (Note: Do not repeat any data re VET-ERANS given under Item 13)
 ERANS given under Item 13

14. SPECIAL DEVICES: (Report briefly any important use of radio, motion pictures, field trips, Workshops or Institutes held regularly, etc.)

F. New buildings under construction (other than housing):
 No

20. ADMINISTRATIVE OFFICERS, 1947-48

President: Frank Robertson Reade
 Deans: Silvarian; Sylvia Patterson
 Registrar: Mrs. Wm. M. Thomas

17. STUDENT AID:

Director summer session: J.A. Darnberger
 Director Extension Division: J.A. Darnberger
 Director of Publicity: J.A. Darnberger

18. FINANCES: (Omit all items reporting normal budget items)

A. Total endowment fund and investments: \$1,125,000.00
 B. Gifts or appropriations for educational purposes: \$1,125,000.00
 C. Current estimated income, fiscal year 1946-47: \$1,125,000.00
 (1) for educational purposes (student fees, endowment investments, federal, state, and local governments, private gifts, grants from foundations, sales and services, etc.): \$1,125,000.00
 (2) for auxiliary enterprises (residence halls, dining halls, athletic etc., and other noneducational income (annuity fund income, etc.): \$1,125,000.00
 (3) Total income fiscal year 1946-47: \$1,125,000.00
 D. Current estimated expenditures, fiscal year 1946-47:
 (1) for educational purposes (administration, resident instruction and departmental research, libraries, operation and maintenance of physical plant and other general services): \$1,125,000.00
 (2) for noneducational purposes (residence halls, dining halls, student hospitals, bookstores, athletic, student unions, annuities, interest on borrowed funds, outlays for financial campaigns, and forms of student aid not involving service to the institution; capital outlays; expenditures authorized for specific research projects): \$1,125,000.00
 Estimated total expenditures fiscal year 1946-47: \$1,125,000.00
 Estimated total expenditure budget for fiscal year 1947-48: \$1,125,000.00

| | | | |
|-------------------------|--------------|--------|---------------|
| Art | Carpenter | Prof. | M.A. |
| | White | Asso. | M.A. |
| Biology | Nevins | Prof. | Ph.D. |
| | Carter | Asso. | M.A. |
| | Farbar | Instr. | M.D. |
| Chemistry | Phelan | Prof. | Ph.D. |
| | Moseley | Asso. | M.A. |
| Education | Knight | Asst. | M.A. |
| English | Gulliver | Prof. | Ph.D. |
| | Odum | Prof. | M.A. |
| History | Price | Prof. | M.A. |
| Home Econ. | Kendrick | Asst. | B.S. |
| Mathematics | Hawks | Prof. | Ph.D. |
| Modern Foreign Language | Treanor | Prof. | Ph.D. |
| Music | Warren | Prof. | M.A. |
| | Aubrey | Asso. | Music Diploma |
| | Pardee | Instr. | " " |
| | Hill | Instr. | A.B. |
| Physical Education | Ivey | Prof. | M.A. |
| | Mathis | Instr. | A.B. |
| | Averell | Instr. | ---- |
| | Valente | Asst. | M.A. |
| | Alex | Asst. | M.A. |
| Social Sciences | Durrenberger | Prof. | Ph.D. |
| | Ruggles | Asst. | M.A. |
| | Fry | Instr. | B.S. |
| Speech | Sawyer | Prof. | M.A. |
| Secretarial Science | Lowry | Asst. | M.A. |

Ph.D. 6

M. D. 1

Masters 14

Bachelors 4

Music diploma 2

None 1

AMERICAN COUNCIL ON EDUCATION
744 JACKSON PLACE
WASHINGTON 6, D. C.

April 28, 1947

President Frank R. Reade
Georgia State Woman's College
Valdosta, Georgia

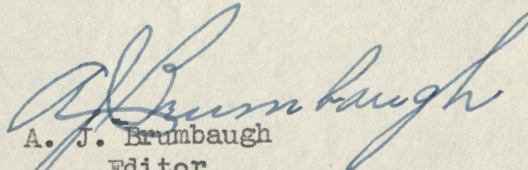
My dear Colleague:

As you know, the American Council on Education has published periodically since 1928 a directory of accredited higher institutions entitled American Universities and Colleges. Because of the abnormal conditions that prevailed during the period of the war, no revision was attempted of the last edition, which was published in 1940. The need for up-to-date information is reported to us as being exceptionally acute, and the Council has therefore decided to bring out a new edition of this volume in 1948.

Although in the standard items, the information asked is almost identical with that supplied by institutions for the 1940 edition, some new items have been added, particularly related to veterans and foreign students. The Council sought the advice of a group of educators representing various types of institutions and educational interests, and the inclosed questionnaire represents their judgment as to the information needed by those who use American Universities and Colleges.

We are deeply grateful to you for your cooperation in the past in furnishing data on your institution and hope that you will assist us again by revising your 1940 exhibit (clipping inclosed) as far as practicable and filling out the inclosed supplementary questionnaire on the new items.

Sincerely yours,



A. J. Brumbaugh
Editor

AMERICAN UNIVERSITIES AND COLLEGES

AMERICAN COUNCIL ON EDUCATION
744 JACKSON PLACE
WASHINGTON 6, D. C.

August 15, 1947.

File

received at JSWC

Aug 21, 1947

Mrs. William M. Thomas, Registrar,
Georgia State Womans College,
Valdosta, Georgia.

My dear Mrs. Thomas:

We wish to thank you for the beautiful form in which you sent the material for your entry in the 1948 Edition of AMERICAN UNIVERSITIES AND COLLEGES. It really facilitated preparation of the copy.

Could we have a little more of your kind attention? It is noted from items 10 and 20 of the questionnaire that you have a 6-week summer session; what are the inclusive dates? The year is not necessary; just June 16 to July 25, or whatever are the usual starting and closing dates.

Also, if you still have a Dean of Instruction and a Dean of Women, would you not like to have their names appear? Because of the addition of several new items and many new institutions, we cannot list deans of schools within a college, librarians, treasurers, etc.

Very truly yours,

Eleanor R. Offutt

Eleanor R. Offutt,
Editorial Assistant.

William M. Thomas

your letter of Aug 15th ~~just~~
received today. 1947 summer
session June 16 to July 23.

We have no Dean of Instruction
or Dean of Women.

Mrs. Wm. M. Thomas
Registrar

August 16, 1947

Mrs. Mildred M. Hoyt
Editorial Assistant
American Universities and Colleges
American Council on Education
744 Jackson Place
Washington 6, D. C.

Dear Mrs. Hoyt:

The inclosed letter and papers were forwarded (unopened) from this institution to President Reade, and have only today reached my desk.

Our report was sent to you several weeks ago,— perhaps about the time of Mr. Siebert's letter. While I have a copy of the report, I do not have a record of the date on which it was sent. This letter is merely to check, to be sure that the report reached you. If you did not receive it, please let me know.

Sincerely yours

Mrs. William M. Thomas
Registrar

C

Letter from Mr. Siebert
dated July 25,

Please send this information to:

C. S. Marsh, Editor
American Council on Education (Room 301)
744 Jackson Place,
Washington, D.C.

AMERICAN COUNCIL ON EDUCATION
AMERICAN UNIVERSITIES AND COLLEGES
1940 Edition
Outline for Institutional Exhibit

1. Name: (Full official name) *Same*
2. Address: (Special postal address if used) *Same*
3. Type:
 - A. University, college, teachers college, technological, professional
 - B. Men, women, coeducational
 - C. Prevailing race of students: White, Negro, Indian
 - D. Control: public, private, other
 - E. Relationship with state, municipality, or church
 - F. Affiliation with (control by) other college or university System
 - G. Brief statement of environment: urban, suburban, industrial, rural, etc. (State if institution has more than one campus and where located)
 - H. Relation with other cultural institutions, i.e., museums, libraries, music and dramatic organizations, etc.
4. History:
 - A. Date of first charter
 - B. Date of first instruction
 - C. Dates of changes in name and reasons therefor
 - D. Date of origin of each division, school, or college within the institution. (Do not list departments)
5. Method of Control: Number, selection, and conditions for membership on Board of Trustees, Regents, etc. *15; apptd. by Governor. 6 yr. terms.*
6. Calendar:
 - A. Semester or quarter system
 - B. School year (dates of opening and closing, regular session) *1939-40 - Sept 18 - June 7*
 - C. Summer session (dates of opening and closing) *1940 - June 10 - July 20*
 - D. Institutes, e.g., Institute of Politics (Include only outstanding institutes)
7. Requirements (1939-40): *Same*
 - A. For admission:
 - (1) number and distribution of required units
 - (2) qualitative requirements
 - (3) examination
 - (4) orientation program
 - B. For degree:
 - (1) residence
 - (2) quantitative requirements (semester hours, etc.)
 - (3) qualitative requirements
 - (4) concentration requirements
 - (5) prescribed courses
 - (6) thesis requirements
 - (7) honors

C. General:

- (1) physical education
- (2) military science
- (3) chapel
- (4) housing regulations
- (5) health
- (6) other

8. Fees and Other Expenses (1939-40):

A. Tuition

- (1) per semester or quarter (*Indicate which unit*) \$20 per quarter
- (2) per year (9 months) \$60 " year
- (3) resident and nonresident tuition (if different) plus \$45 as a year out of state

B. Matriculation, graduation, laboratory and materials, health, library, other

C. Board \$— to \$— per year. Room \$— to \$— per year (estimated range) 144 58.50 18.00
grad \$1.00 sheet 1.00 page

9. Departments and Staff (1938-39):

A. Number of full professors, associate professors, assistant professors, and instructors ¹⁴

- (1) Total 24 (2) Men 6 (3) Women 18

B. Alphabetical list of departments with number of professors, associate professors, assistant professors, and instructors in each, e.g.:

Chemistry: professors, 2; associate professors, 2; assistant professors, 4; instructors, 2

Indicate in this form: Chemistry: 2, 2, 4, 2; History: 1, 3, 2, 4, etc.

C. Degrees held by staff (*List once by highest degree held. Do not include honorary degrees*)

- (1) Number of doctors (Ph.D., Ed.D., etc.) 9
 - (2) Number of masters 8
 - (3) Number of bachelors 4
- Diploma (music)* 3
- 24

10. Recent Educational Developments (e.g., new curricula, honors, new schools, etc.) ?

11. Degrees:

A. Number of each kind of degree conferred during 12 months ending June 30, 1939, e.g.:

A.B., 50; B.S., 20; A.M., 10; Ph.D., 5; honorary, 3 *A.B. 39*

B. Total number of degrees conferred since foundation:

- (1) Earned 445
- (2) Honorary 0

12. Enrollment:

A. Number of students for academic year September 1938 through June 1939 (*Exclude summer session and extension; see "13" and "14" below*)

- (1) Total 360
- (2) Men
- (3) Women 360
- (4) Graduate
- (5) Undergraduate 360

B. Total enrollment for academic year 1938-39 in each division, school, or college (*not departments*) 360

C. Total number of matriculants since foundation

13. Summer Session, 1939:

- A. Length of term in weeks 6
- B. Enrollment 144

14. Extension Division (1938-39):

- A. Enrollment of adult part-time students in classes
- B. Enrollment in correspondence courses

15. Special Devices:

- A. Educational use of radio, extent and type (*Be brief*)
- B. Educational use of motion pictures, extent and type (*Be brief*)

October 25, 1939

Miss Elizabeth M. Schmidt
Editorial Assistant
American Universities and Colleges
744 Jackson Place
Washington, D. C.

Dear Miss Schmidt:

Thank you for your letter of October 23, calling attention to omissions in our report. Giving this information in order:-

1. Requirements, for admission: For freshmen, a one week orientation course of general nature at the beginning of term; also, one hour a week for six weeks in the use of the library.
2. Requirements, for degree: The final year must be spent in residence. A major of from 40-50 quarter hours and a minor of 30 or 35 quarter hours. Eleven constants required in the junior college, exclusive of physical education. Three additional courses in each of the three divisions of study (see catalogue, page 23), partly met by major and minor. One modern foreign language.
3. Enrollment: No single number would be representative because of the three phases of the institution during its history; first, a normal school, second, a teachers college, and third, a liberal arts college with no teacher training features.
4. Library: We have many government documents in our library, but because of lack of space, these have never been catalogued. A library building is under construction at the present time, and by this time next year we will doubtless have room for everything!
5. Student Aid: \$2500 is the total amount available for student loans, and is lent over and over, the amount varying each year according to how well repayments come in. (This amount, though small, goes a long way. Total expenses for a year -- including board, etc. -- amount to only \$300. The average loan is about \$75, though some students borrow as much as \$150. Repayments are prompt.)

Page 2.

If there is other information which you need, please
feel free to call on us.

Sincerely yours,

Mrs. Caroline P. Thomas,
Registrar.

C

AMERICAN COUNCIL ON EDUCATION
744 JACKSON PLACE
WASHINGTON, D. C.

October 23, 1939

Mrs. Caroline P. Thomas, Registrar
Georgia State Womens College
Valdosta, Georgia

Dear Mrs. Thomas:

Thank you for sending us your exhibit for AMERICAN UNIVERSITIES AND COLLEGES so promptly and so well prepared.

In checking over the material we find a few minor points which we should like to have clarified further in order that your exhibit may be fully comparable with those of other institutions. We shall appreciate it if you will send us the supplementary material on or before November 8.

1. Requirements, for admission: Is there an orientation program for freshmen?
2. Requirements, for degree: Is there any other residence requirement in addition to the four years required as indicated in the exhibit?
Are there any major and minor concentration requirements?
3. Enrollment: If the information is available, we should like to know the total number of matriculants since foundation.
4. Library: Are we correct in assuming that the omission of any reference to government documents means that you have none in your library? If not, would you please indicate the number which you have?
5. Student Aid: Does the amount of \$2500 available for student loans refer to the capital fund, or to the income derived from it? If possible, we should like to have information on both points.

Thank you for your cooperation.

Elizabeth M. Schmidt

Elizabeth M. Schmidt
Editorial Assistant

EMS:RZ

THE GEORGIA STATE WOMANS COLLEGE
AT VALDOSTA, GEORGIA

1. NAME: The Georgia State Womans College
2. ADDRESS: Valdosta, Georgia
3. TYPE:
 - A. Liberal Arts College
 - B. Women
 - C. White Race
 - D. Control: Public
 - E. State supported
 - F. Unit of University System of Georgia
4. HISTORY:
 - A. Date of First Charter: 1906
 - B. Date of first instruction: 1913
 - C. Name changed from South Georgia State Normal College to Georgia State Womans College in 1923, when the senior college department was added.
5. METHOD OF CONTROL: Board of Regents of fifteen members, appointed by Governor; six year terms
6. CALENDAR:
 - A. Quarter system
 - B. School year 1939-40: September 18 - June 7
 - C. Summer session 1940: June 11 - July 20
7. REQUIREMENTS:
 - A. For Admission: Graduation from accredited preparatory or high school with recommendation of principal when record includes 15 units, 12 of which must be academic, 3 in English, 2 in Social Studies, 2 in Mathematics, 1 in Science.

THE GEORGIA STATE WOMANS COLLEGE
AT VALDOSTA, GEORGIA

7. REQUIREMENTS: (Continued)

B. For Degree: Completion of 4 years, with minimum credit of 198 quarter hours of prescribed and elective work with an average grade of C or above. (For exceptional students, Dean's List; Honors Courses.)

8. FEES AND OTHER EXPENSES:

A. Tuition: Academic fee, \$20 per quarter or \$60 per year. Non-residents of State pay \$45 per year in addition to above.

B. Graduation fee, \$5; Health fee, \$1 per quarter

C. Board, \$144 per year; Room, \$58.50 per year; Laundry, \$18 per year

9. DEPARTMENTS AND STAFF:

A. Total, 24; Men, 6; Women, 18

B. Art: professors, 1; instructors, 0. Biology: 1, 2.

Chemistry: 1, 0. Education: 1, 0. English: 2, 1. French: 1, 1

History: 1, 0. Home Economics: 1, 0. Library Science: 0, 1.

Mathematics: 1, 1. Music: 1, 3. Physical Education: 1, 3.

Sociology: 1, 2. Speech: 1, 0. (Duplicates: 4 instructors teaching in 2 departments each.)

C. Doctors, 9; Masters, 8; Bachelors, 4; diplomas (music),

11. DEGREES:

A. Number of A. B. degrees conferred June 1939, 39

B. Total number degrees conferred since foundation: 445

12. ENROLLMENT:

A. Number of students for academic year September 1938 thru June 1939, 360 (no men students)

THE GEORGIA STATE WOMANS COLLEGE
AT VALDOSTA, GEORGIA

13. SUMMER SESSION, 1939:

- A. Six weeks term
- B. Enrollment, 144

14. EXTENSION DIVISION:

- B. Correspondence course enrollment, 16

16. LIBRARY:

- A. Total number of volumes; 14, 816
- C. Number of volumes added 1938-39: 455
- D. Expenditures for books and periodicals for fiscal year 1938-39: \$1,336.69
- E. Number of current periodicals regularly received: 121
- F. Special collections of books or periodicals: Emily Hendree Park Memorial Library comprises several hundred rare books on Georgia and Confederate history.

17. PUBLICATIONS: Catalog published in June, pictorial bulletins quarterly

18. STUDENT AID:

- A. (1) A \$60 scholarship available to the first honor graduate of each accredited high school in Georgia
- (2) Date applications close: opening day of school
- (3) \$60
- (4) Capital fund and income available for student loans: \$2500
- (5) Total amount awarded in fellowships, scholarships, and loans during fiscal year 1938-39: \$2,017.50
- B. (1) Number of students receiving NYA student aid: 70
- (2) Total amount received by above: \$3,904.90

THE GEORGIA STATE WOMANS COLLEGE
AT VALDOSTA, GEORGIA

18. STUDENT AID: (Continued)

- C. (1) Appointments office: Office of Director of Placement
- (2) Percentage of students earning one-fourth or more of expenses during 1938-1939: 10

19. FINANCE:

- A. No endowment fund
- B. Appropriations for equipment, \$5,766; for books, \$733
- D. Current income for educational purposes, \$64,559; for residence and dining halls, \$46,414; Total, \$110,973
- E. Current expenditures for educational purposes, \$71,695; for auxiliary enterprises, \$38,632; Total, \$110,327
- F. Total budget for year 1939-40: \$133,000

20. BUILDINGS AND GROUNDS:

- A. Area in acres: 60
- B. Total value of land, \$150,000; buildings, \$432,150; equipment, \$82,222
- C. Capacity of residence halls operated by the institution
- E. Total amount of money granted (to date) by PWA and/or WPA for buildings and grounds projects: Exact figures should be secured from these agencies (Approximately \$75,000)

21. EMPLOYEES:

- A. Educational Administration: 4 (not including Dean of Instruction, who is counted in B.)
- B. Instruction: 24
- C. Library: 1 (Not including Head Librarian, who teaches one course each of two quarters, and is counted in B.)

THE GEORGIA STATE WOMANS COLLEGE
AT VALDOSTA, GEORGIA

21. EMPLOYEES: (Continued)

D. Business Office: 2

E. Dormitory: 3

F. Dining Room: 2

22. ADMINISTRATIVE OFFICERS (1939-40):

A. President: Frank R. Reade

B. Dean of Instruction: Lena J. Hawks

Dean of Women: Annie P. Hopper

C. Registrar: Mrs. Caroline P. Thomas

D. Librarian: Evelyn Deariso

E. Treasurer: J. R. Dusenbury

23. REPORT PREPARED BY;

A. Mrs. Caroline P. Thomas

B. Title: Registrar

C. Date: October 16, 1939

| | Prof | Metri | | |
|---------------|------|-------|-------|-------------------|
| - Carpenter ✓ | ✓ | | | |
| - Bullen ✓ | ✓ | | | |
| - O'Brien ✓ | ✓ | | | |
| - Bush ✓ | | ✓ | Prof | 14 |
| - Dwyer ✓ | ✓ | | Metri | 14 |
| - Heenan ✓ | ✓ | | Total | <u>24</u> |
| - Bush ✓ | | ✓ | | |
| - Warren ✓ | ✓ | | | |
| - Krypt ✓ | | ✓ | Bush | 3 = 2 |
| - Duchen ✓ | | ✓ | Carte | 2 = 1 |
| - Pardee ✓ | | ✓ | Price | 2 = $\frac{1}{4}$ |
| - Nevins ✓ | ✓ | | Wg | 4 |
| - Farber ✓ | | ✓ | | |
| - Carter ✓ | | ✓ | | |
| - Phelan ✓ | ✓ | | | |
| - Lamb ✓ | ✓ | | | |
| - Bush ✓ | | ✓ | | |
| - Purley ✓ | ✓ | | | |
| - Price ✓ | ✓ | | | |
| - Durren ✓ | ✓ | | | |
| - Smith ✓ | | ✓ | | |
| - Price ✓ | | ✓ | | |
| - Ballouy ✓ | ✓ | | | |
| - Dwyer ✓ | ✓ | | | |
| - McKee ✓ | | ✓ | | |
| - Carter ✓ | | ✓ | | |
| - Peat ✓ | | ✓ | | |
| - Curran ✓ | | ✓ | | |

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alive

AMERICAN COUNCIL ON EDUCATION
744 JACKSON PLACE
WASHINGTON, D. C.

October 2, 1939

To the President:

Please pass this memorandum on to that member of your staff who is now preparing information concerning your institution for your exhibit in the 1940 edition of AMERICAN UNIVERSITIES AND COLLEGES.

1. Some modifications in our schedule make it possible now to extend the due date for your material from October 15 to October 31, 1939. Please plan to have your exhibit in our hands on or before the latter date.
2. In preparing the information concerning your institution, please follow carefully the outline printed on yellow paper, which was sent to you under date of September 20. This outline calls for new information concerning your institution -- information which was not requested for the previous edition.
3. Do not merely revise and return your former exhibit which was sent to you. Do not return it at all. Its function is merely to show you what you had in the previous edition.
4. Following the outline printed on yellow paper, please let us have two typewritten copies of your new exhibit for the 1940 edition, on or before October 31, 1939.

Your cooperation will help to sustain the reputation of AMERICAN UNIVERSITIES AND COLLEGES as the authoritative handbook on higher education in the United States.

Sincerely yours,

C. S. Marsh
Editor

AMERICAN COUNCIL ON EDUCATION
744 JACKSON PLACE
WASHINGTON, D. C.

September 20, 1939

To the President:

The American Council on Education is preparing the fourth edition (1940) of AMERICAN UNIVERSITIES AND COLLEGES, a handbook of higher education in the United States, last published in 1936. The handbook is much used by administrative officers, both in this country and abroad. It is given to universities in foreign lands, to officers of the Foreign Service of the United States, and to Washington embassies and legations of other nations. The book is sold widely to public libraries, college and university libraries, secondary schools, and junior colleges. As a perquisite of membership it goes to all institutions and associations belonging to the Council. Only accredited institutions are described in the book.

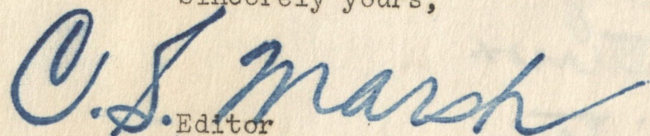
The new edition of this book, if it is to be of maximum value, must contain accurate and up-to-date information concerning your institution. A copy of your exhibit as it appeared in the 1936 edition is enclosed. Together with that is an outline of the material necessary for your new exhibit. Following this outline, please prepare your statement, using data for the year 1938-39, except as otherwise indicated.

Your new exhibit should be prepared in typewritten form, double spaced and in duplicate, following the exact order of the enclosed outline. This will greatly facilitate preparing copy for the printer. The exhibit should be signed by the person preparing it so that we may refer any necessary further correspondence to that particular person.

Please send the two copies of your exhibit to this office on or before October 15, 1939.

Thank you for your cooperation.

Sincerely yours,


C. S. Marsh
Editor

The President
Georgia State Womans College
Valdosta, Georgia

Art 1, 0; Biology 1, 2; Chem. 1, 0; Education 1, 0; Eng. 1, 0;
 French 1, 1; History 1, 0; Math. 1, 1; Music 1, 3; Phys. 1, 0;
 Ed. 1, 3; Home Ec. 1, 0; Sociology 1, 2; Speech 1, 0.
 Lit. Art 0, 1.

AMERICAN COUNCIL ON EDUCATION

28

Ph.D. + M.D.
 Jacobs
 Bullen
 Rankin
 Prink
 Duran
 Nevins
 Farber
 Philan
 Neason

M.A.
 Park (3)
 Carpenter
 Mc Kee
 Greer
 Adams
 Price
 Callaway
 Warren

A. B.
 Dennis
 Carter (2)
 Prather
 Sawyer

Dipl.
 Kraft
 Duiche
 Pardee

24

Administration:

Reade
~~Dusenbury~~
 Thomas
~~James~~
 Kaseley
 Richter

Dining Hall
 Shrivall
 Whittle

Library
 Patterson

Dormitories
 Harper
 Middlebrook
 Garrett

Business
 Larser
 Dusenbury

6

2

1

3

34

2

36

AMERICAN COUNCIL ON EDUCATION

744 Jackson Place, Washington, D. C.

AMERICAN UNIVERSITIES AND COLLEGES

(Exhibit used in 1936 edition;
to be revised for 1940 edition)

GEORGIA STATE WOMANS
COLLEGE

VALDOSTA, GEORGIA

Liberal arts college for women, University System of Georgia. Junior College Certificate; B.A. degree. Established 1906; opened 1913.

State supported and controlled. Board of regents, 12 members.

Finances: State appropriation, 1935-36, \$45,000; budget, \$105,000.

Grounds and Buildings: 60 acres, valued at \$200,000. Administration building; 2 dormitories, valued at \$251,000; capacity, 220.

Library: 20,000 volumes; 125 periodicals.

Laboratories: For Chemistry, Biology, Home Economics.

Requirements: For Admission: Graduation from accredited preparatory or high school with recommendation of principal when record includes 15 units, 12 of which must be academic, 3 in English, 2 in Social Studies, 2 in Mathematics, 1 in Science.

For Degree: Completion of 4 years, with minimum credit of 39 courses of prescribed and elective work with an average grade of C or above. (For exceptional students, Dean's List; Honors Courses.)

Departments and Staff: Art: Professors, 1; instructors, 0. English: 2, 1. Speech: 1, 0. French: 1, 1. German: 0, 1. Latin: 1, 0. Piano: 1, 0. Voice: 0, 1. Violin: 0, 1. Biology: 1, 0. Chemistry: 1, 0. Mathematics: 1, 1. Education: 1, 0. History: 1, 0. Social Sciences: 1, 3. Home Economics: 1, 0. Physical Education: 1, 1.

Enrollment: 343.

Degrees: Conferred in 1934-35, 30.

Fees: Academic, \$57; out-of-state, \$46 additional; room rent, \$45-\$60; board, \$135; student activities, \$12. Annual expenses: Liberal, \$300; low, \$275. These figures include books, laundry, and everything but spending money and clothing.

Catalog in March.

Administrative Officers: President, Frank R. Reade; Dean of Women, Annie P. Hopper; Dean of Instruction, Lena J. Hawks; Registrar, Caroline P. Thomas; Treasurer and Purchasing Agent, J. R. Dusenbury; Librarian, Evelyn Deariso.

150,000.00

60.00
45.00
58.50
144.00
15.00

from state. 40,614

16. Library:

- A. Total number of volumes
- B. Number of government documents included in foregoing
- C. Number of volumes added 1938-39
- D. Expenditures for books and periodicals for fiscal year 1938-39
- E. Number of current periodicals regularly received (*count titles only*)
- F. Special collections of books or periodicals, particularly if valuable for research
- G. Library facilities in community and conditions under which available to students

17. Publications:

- A. Catalogs (*date of publication*)
- B. Alumni magazine (*date and name*)
- C. Regular scholarly publications issued by the institution or its divisions (*dates, names*)

18. Student Aid:

- A. Fellowships, scholarships, and loan funds:
 - (1) Number of fellowships and scholarships available
 - (2) Date applications close
 - (3) Range of stipend: from \$— to \$—
 - (4) Capital fund and income available for student loans
 - (5) Total amount of money awarded in fellowships, scholarships, and loans during fiscal year 1938-39 (*exclusive of NYA*)
- B. NYA student aid:
 - (1) Total number of students receiving NYA student aid during fiscal year 1938-39.
 - (2) Total amount of NYA student aid received during fiscal year 1938-39
- C. Self-help:
 - (1) Name or designation of employment or appointments office
 - (2) Percentage of students who earned one-fourth or more of expenses during 1938-39 (excluding government student aid)

19. Finances (*Omit all cents, reporting nearest dollar only*):

- A. Total endowment fund principal, end of fiscal year 1938-39 0
- B. Gifts or appropriations for capital purposes (fiscal year 1938-39)
 - (1) for endowment 0
 - (2) for land, buildings, improvements, and equipment 5766 Books 5733
- C. Total funds designated for research (also included in "B" and "D")
 - (1) capital 0
 - (2) income from capital, current gifts (1938-39) 0
- D. Current income (fiscal year, 1938-39)
 - (1) for educational purposes (student fees, endowment investments, federal, state, and local governments, private gifts and grants from foundations, sales and services, etc.) 645
 - (2) for auxiliary enterprises (residence halls, dining halls, athletics, other) 46414
 - (3) other noneducational income (annuity fund income, etc.)
 - (4) total current income 110,973
- E. Current expenditures (fiscal year, 1938-39)
 - (1) for educational purposes (administration, instruction and research, libraries, operation and maintenance of educational plant) 71695
 - (2) for auxiliary enterprises (operation and maintenance of residence halls, dining halls, athletics, other) 39637
 - (3) other noneducational expenditures
 - (4) total current expenditures 110,327
- F. Total budget for year 1939-40 133,000

20. Buildings and Grounds:

- A. Area in acres ⁶⁰ 150,000
- B. Total value of: (1) land; (2) buildings; (3) improvements other than buildings; (4) equipment ^{432,150}
- C. Capacity of residence halls for men and for women: (1) operated by the institution; (2) not operated by, but under supervision of the institution ²²⁰
- D. Special buildings, such as laboratory, museum, observatory, etc., notable for instructional, architectural, scientific, historical, or other reason ⁰
- E. Total amount of money granted (to date) by PWA and/or WPA for buildings and grounds projects ^{Approx 75,000}
- F. Radio station owned or operated by institution ⁰

21. Employees (Give number, omitting duplicates):

- A. Educational administration ^{4 (not incl. 1)}
- B. Instruction and research ²⁴
- C. Library ^{1 (not incl. 1)}
- D. Business office ²
- E. Buildings and grounds
- F. Restaurant ²
- G. Hospital
- H. Athletics
- I. Other ^{Dean}

22. Administrative officers (1939-40):

- A. President
- B. Deans or directors ^{number + names}
- C. Registrar
- D. Librarian
- E. Chief financial and business officer (specific title)
- F. Officer in charge of foreign students (specific title)

23. Report Prepared by:

- A. Name
- B. Title or position
- C. Date