

MEMORANDUM OF PROCEDURE ADVISED FOR INSTITUTIONS SEEKING
APPROVAL OF THE ASSOCIATION FOR INCLUSION
IN ITS ACCEPTED LIST

INTRODUCTORY STATEMENT

The Association of American Universities is primarily an association of graduate schools. Its reason for having an approved list grows out of its interest in the preparation of students for graduate work. It regards as the chief ground for the inclusion of a college in its approved list evidence that the college is successful in a high degree in stimulating scholarly interest in its students and in preparing them for more advanced scholarly endeavor. It believes that this evidence is most clearly to be found in the extent to which the graduates of a college continue their study in leading graduate, professional, and research institutions, and in the degree of success which they attain.

As such evidence taken by itself is frequently and for many reasons not fully conclusive, the Committee on the Classification of Universities and Colleges, in considering the claims of an institution for inclusion in the approved list, takes into account also certain other matters: the character and quality of the student body; the faculty and the conditions under which it works; the administration of the institution; its library, its laboratories, and its educational facilities of all sorts; its curriculum; and its character as an institution. Weakness in some of these may be compensated for by unusual strength in others. The Committee does not treat its standards as definite rules and specifications to be applied in an exact and mechanical fashion. It does not suppose that the status of an institution can be satisfactorily determined by finding that it has met these standards one by one until all have been met. On the other hand, the Committee does not regard the standards as arbitrary. The standards state minimum limits in certain important factors, limits which are far surpassed by the colleges which would be universally recognized as strong colleges.

DEFINITIONS AND CRITERIA FOR ACCREDITING COLLEGES

The term "college" as used below is understood to designate institutions of non-professional higher education which grant Bachelor's degrees.

A college should demand for admission the satisfactory completion of a four-year course in a secondary school approved by a recognized accrediting agency or the equivalent of such a course. The major portion of the secondary-school course accepted for admission should be definitely correlated with the curriculum to which the student is admitted. Since it cannot in general be assumed that all graduates of such secondary schools are fitted for the pursuit of higher education, it is desirable that qualitative requirements for admission should be imposed. It is further desirable that the content of the entrance requirements should be such as to prepare students when admitted to college to enter upon work above the usual secondary school level. In admitting students with advanced standing from other institutions the college should enforce fully its own entrance requirements and its standards for acceptable college work. It should not grant credit

for work done elsewhere if the quality and character of the work fall below the requirements which it enforces upon its own students.

A college should require for graduation the completion of a minimum quantitative requirement of 120 semester hours of credit (or the equivalent in term hours, quarter hours, points, majors, or courses), with further scholastic qualitative requirements adapted by each institution to its conditions. This is in accordance with custom and practice in the United States. A program of studies providing for the full equivalent of this requirement but not directly measurable in terms of these quantitative units may be found acceptable, provided that its completion represents training fully equivalent to that called for in the fulfillment of such quantitative requirements.

The Association of American Universities, in view of its interest in the preparation of students for graduate study, will not place upon its approved list a college which does not provide a curriculum which would prepare students for graduate work in at least seven departments. The size of the faculty should bear a definite relation to the type of institution, the number of students, and the number of courses offered.

Teachers of professorial rank should have a minimum training of two years of study in their respective fields of teaching in a recognized graduate school, and chairmen of departments a minimum of three years. A faculty should be judged in large part by the ratio which the number of persons of professorial rank with sound training, scholarly achievement, and successful experience as teachers bears to the total number of the teaching staff. *In all cases competence as a scholar and as a teacher (rather than the possession of degrees) will be considered as the essential characteristics of an acceptable member of a faculty.* Information should be supplied regarding the scholarly activities of the several members of the faculty with such evidence as may be obtainable as to their effectiveness in awakening scholarly interest in students and in preparing students for advanced scholarly work.

Teaching schedules exceeding 16 hours per week per instructor, or excessively large classes should be interpreted as endangering educational efficiency.

The financial status of a college is of very great indirect importance. Adequate financial support by making the institution relatively independent of student fees helps to relieve the institution of the temptation to accept or to continue on its rolls students of poor academic quality. Such support makes possible a stronger faculty, more ample facilities, and greater permanence in the maintenance of high standards. The minimum annual income for an acceptable college, exclusive of payment of interest, annuities, etc., should be sufficient to support fully the program which the college offers. In general at least half of its income should be derived from stable sources other than student fees, preferably from permanent endowment. Services of members of the faculty contributed through permanent organizations for the support of educational programs may be capitalized in satisfaction of the requirement for endowment, the estimate of the equivalent to be based on payments ordinarily made for similar services of instructors correspondingly trained, by institutions in the same section and operating under similar conditions. The financial status of each college should be judged in relation to its education program.

The material equipment and upkeep of a college, including its buildings, lands, laboratories, apparatus, and libraries, and their efficient operation in relation to its education program should also be considered when judging an institution.

The college should have a library which is live, adequate, well distributed, and professionally administered, with collections bearing specifically upon the subjects taught and with a definite annual appropriation for the purchase of new books. Such library funds should be sufficient not only to purchase the needed books but also to maintain subscriptions to the special journals or periodicals for each of the separate departments or fields represented in the staff or curriculum of the college.

In determining the standing of a college emphasis should be placed upon the curriculum, the quality of its instruction, the character of its administration, the efficiency of its offices of record, the standard for regular degrees, the conservatism in granting honorary degrees, the tone of the institution, and its success in stimulating and preparing students to do satisfactory work in recognized graduate, professional, or research institutions. No college will be accredited until it has been inspected and reported upon by a representative regularly appointed by the Committee on Classification.

APPLICATIONS FOR INCLUSION IN THE APPROVED LIST

The Committee desires to have from institutions applying for consideration a brief statement under each of the foregoing paragraphs and in addition the following specific information:

- (1) The number (*not the names*) of students in each of the last eight graduating classes.
- (2) A memorandum giving a summary of the major work and the quality of work completed while an undergraduate by each of the students in each of such classes who have entered upon graduate or professional studies in specified institutions, particularly those institutions which are members of the Association of American Universities. (Blanks will be supplied by the Chairman of the Committee.)
- (3) A catalogue and a financial report of the institution for the current year.
- (4) A statement of the training and experience of the faculty if this is not included in the catalogue, with additional evidence, if any, of their scholarly interests and achievements.
- (5) A tabulation showing the hours of instruction and size of classes of each full-time teacher.
- (6) Such additional information as the authorities of the institution may think helpful.

Completed applications should be in the hands of the Secretary of the Committee, Frank H. Bowles, Office of Admissions, Columbia University, by March 1.

MEMBERS OF THE ASSOCIATION OF AMERICAN UNIVERSITIES

Brown University	Providence, Rhode Island
California Institute of Technology (M)	Pasadena, California
Catholic University of America	Washington, District of Columbia
Clark University (M)	Worcester, Massachusetts
Columbia University	New York, New York
Cornell University	Ithaca, New York
Harvard University (M)	Cambridge, Massachusetts
Indiana University	Bloomington, Indiana
Johns Hopkins University	Baltimore, Maryland
McGill University	Montreal, Canada
Massachusetts Institute of Technology	Cambridge, Massachusetts
Northwestern University	Evanston, Illinois

Ohio State University	Columbus, Ohio
Princeton University (M)	Princeton, New Jersey
Stanford University	Stanford University, California
State University of Iowa	Iowa City, Iowa
University of California	Berkeley, California
University of Chicago	Chicago, Illinois
University of Illinois	Urbana, Illinois
University of Kansas	Lawrence, Kansas
University of Michigan	Ann Arbor, Michigan
University of Minnesota	Minneapolis, Minnesota
University of Missouri	Columbia, Missouri
University of Nebraska	Lincoln, Nebraska
University of North Carolina	Chapel Hill, North Carolina
University of Pennsylvania	Philadelphia, Pennsylvania
University of Texas	Austin, Texas
University of Toronto	Toronto, Canada
University of Virginia (M)	Charlottesville, Virginia
University of Wisconsin	Madison, Wisconsin
Washington University	St. Louis, Missouri
Yale University	New Haven, Connecticut

ACCEPTED LIST OF COLLEGES AND UNIVERSITIES APPROVED BY
THE ASSOCIATION OF AMERICAN UNIVERSITIES

(M)—Men only; (W)—Women only; all others coeducational
Date indicates year approved by Association

UNIVERSITIES OF COMPLEX ORGANIZATION, USUALLY WITH GRADUATE SCHOOLS
AND CERTAIN PROFESSIONAL AND TECHNOLOGICAL SCHOOLS

Boston University	Boston, Massachusetts
Duke University	Durham, North Carolina
Marquette University (M) (1931)	Milwaukee, Wisconsin
New York University	New York, New York
St. Louis University (1929)	St. Louis, Missouri
University of Cincinnati	Cincinnati, Ohio
University of Colorado	Boulder, Colorado
University of Pittsburgh	Pittsburgh, Pennsylvania
University of Washington	Seattle, Washington
West Virginia University (1931)	Morgantown, West Virginia
Western Reserve University	Cleveland, Ohio

TECHNOLOGICAL INSTITUTIONS

Agricultural and Mechanical College of Texas (1934)	College Station, Texas
Bradley Polytechnic Institute (1931)	Peoria, Illinois

Carnegie Institute of Technology (1924)	Pittsburgh, Pennsylvania
Case School of Applied Science (M)	Cleveland, Ohio
Colorado School of Mines (1931)	Golden, Colorado
Drexel Institute (1929)	Philadelphia, Pennsylvania
Georgia School of Technology (M) (1931)	Atlanta, Georgia
Iowa State College of Agriculture and Mechanic Arts	Ames, Iowa
Kansas State College of Agriculture and Applied Science (1928)	Manhattan, Kansas
Lehigh University (M)	South Bethlehem, Pennsylvania
Louisiana State University (1928)	Baton Rouge, Louisiana
Massachusetts State College (1917)	Amherst, Massachusetts
Michigan State College of Agriculture and Applied Science (1931)	East Lansing, Michigan
Montana State College (1930)	Bozeman, Montana
Oregon State Agricultural College (1926)	Corvallis, Oregon
Pennsylvania State College	State College, Pennsylvania
Polytechnic Institute of Brooklyn (M)	Brooklyn, New York
Purdue University	Lafayette, Indiana
Rensselaer Polytechnic Institute (M)	Troy, New York
Rose Polytechnic Institute	Terre Haute, Indiana
Simmons College (W) (1926)	Boston, Massachusetts
State College of Washington	Pullman, Washington
Stevens Institute of Technology (M)	Hoboken, New Jersey
United States Military Academy (M) (1925)	West Point, New York
United States Naval Academy (M) (1930)	Annapolis, Maryland
University of Maryland (1925)	College Park, Maryland
Utah State Agricultural College (1926)	Logan, Utah
Virginia Military Institute (M) (1932)	Lexington, Virginia
Worcester Polytechnic Institute (M)	Worcester, Massachusetts

COLLEGES PRIMARILY ORGANIZED WITH UNDERGRADUATE CURRICULA LEADING TO THE
B.A. OR B.S., IN SOME CASES WITH STRONG TECHNOLOGICAL DIVISIONS,
AND OCCASIONALLY A STRONG PROFESSIONAL SCHOOL

Adelphi College (W) (1932)	Garden City, New York
Agnes Scott College (W) (1920)	Decatur, Georgia
Albion College (1926)	Albion, Michigan
Alfred University (1922)	Alfred, New York
Allegheny College	Meadville, Pennsylvania
Amherst College (M)	Amherst, Massachusetts
Antioch College (1934)	Yellow Springs, Ohio
Augustana College (1932)	Rock Island, Illinois
Baker University (1926)	Baldwin, Kansas
Baldwin-Wallace College (1931)	Berea, Ohio
Barnard College (W)	New York, New York
Bates College	Lewiston, Maine
Beloit College	Beloit, Wisconsin

Berea College (1928)	Berea, Kentucky
Bethany College (1928)	Bethany, West Virginia
Birmingham-Southern College (1925)	Birmingham, Alabama
Boston College (M) (1924)	Chestnut Hill, Massachusetts
Bowdoin College (M)	Brunswick, Maine
Brigham Young University (1928)	Provo, Utah
→ Bryn Mawr College (W)	Bryn Mawr, Pennsylvania
→ Bucknell University (1927)	Lewisburg, Pennsylvania
Carleton College	Northfield, Minnesota
Carroll College (1931)	Waukesha, Wisconsin
Carthage College (1921)	Carthage, Illinois
Central College (1927)	Fayette, Missouri
Centre College (1928)	Danville, Kentucky
Coe College	Cedar Rapids, Iowa
Colby College	Waterville, Maine
Colgate University (M)	Hamilton, New York
College of Charleston (1933)	Charleston, South Carolina
College of the City of New York (M) (1917)	New York, New York
→ College of Industrial Arts (Texas State College for Women) (W) (1928)	Denton, Texas
College of New Rochelle (1925)	New Rochelle, New York
College of the Pacific (1927)	Stockton, California
College of Puget Sound (1932)	Tacoma, Washington
College of St. Catherine (W) (1917)	St. Paul, Minnesota
College of St. Elizabeth (W) (1917)	Convent Station, New Jersey
College of St. Teresa (W) (1918)	Winona, Minnesota
→ College of William and Mary (1922)	Williamsburg, Virginia
College of Wooster	Wooster, Ohio
Colorado College	Colorado Springs, Colorado
Columbia College (1928)	Dubuque, Iowa
Connecticut College for Women (W) (1924)	New London, Connecticut
Converse College (1925)	Spartanburg, South Carolina
Cornell College	Mount Vernon, Iowa
Dartmouth College (M)	Hanover, New Hampshire
Davidson College (M) (1922)	Davidson, North Carolina
Denison University (1920)	Granville, Ohio
De Pauw University	Greencastle, Indiana
Dickinson College	Carlisle, Pennsylvania
Doane College (1922)	Crete, Nebraska
Dominican College (W) (1926)	San Rafael, California
→ Drake University	Des Moines, Iowa
Drury College	Springfield, Missouri
Earlham College	Richmond, Indiana
Elmira College (W)	Elmira, New York

Emory University (M) (1924)	Atlanta, Georgia
Eureka College (1926)	Eureka, Illinois
Fisk University (1933)	Nashville, Tennessee
→ Florida State College for Women (W) (1924)	Tallahassee, Florida
Fordham University (M)	Fordham, New York
Franklin College	Franklin, Indiana
Franklin and Marshall College (M) (1924)	Lancaster, Pennsylvania
Furman University (M) (1929)	Greenville, South Carolina
→ George Peabody College (1929)	Nashville, Tennessee
Georgetown University (M) (1924)	Washington, District of Columbia
→ George Washington University (1930)	Washington, District of Columbia
Gettysburg College (1926)	Gettysburg, Pennsylvania
→ Goucher College (W)	Baltimore, Maryland
Grinnell College	Grinnell, Iowa
Hamilton College (M)	Clinton, New York
Hamline University (1920)	St. Paul, Minnesota
Haverford College (M)	Haverford, Pennsylvania
Heidelberg College (1924)	Tiffin, Ohio
Hendrix College (1929)	Conway, Arkansas
Hiram College (1928)	Hiram, Ohio
Hobart College	Geneva, New York
Hollins College (W) (1934)	Hollins, Virginia
Holy Cross College (1927)	Worcester, Massachusetts
Howard College (1926)	Birmingham, Alabama
→ Hunter College of the City of New York (1921)	New York, New York
Illinois College (1922)	Jacksonville, Illinois
Illinois Wesleyan University (1924)	Bloomington, Illinois
Incarnate Word College (W) (1930)	San Antonio, Texas
Jamestown College (1933)	Jamestown, North Dakota
Kalamazoo College (1928)	Kalamazoo, Michigan
Kenyon College (M)	Gambier, Ohio
Knox College	Galesburg, Illinois
Lafayette College (M)	Easton, Pennsylvania
Lake Erie College (W) (1917)	Painesville, Ohio
Lake Forest College	Lake Forest, Illinois
Lawrence College	Appleton, Wisconsin
Macalester College (1917)	St. Paul, Minnesota
MacMurray College (formerly Illinois Women's College) (W) (1920)	Jacksonville, Illinois
Marietta College	Marietta, Ohio
Maryville College (1932)	Maryville, Tennessee
Meredith College (1928)	Raleigh, North Carolina
→ Miami University	Oxford, Ohio
Middlebury College	Middlebury, Vermont

Mills College (W) (1917)	Oakland, California
Millsaps College (1930)	Jackson, Mississippi
→ Milwaukee-Downer College (W) (1917)	Milwaukee, Wisconsin
Monmouth College (1924)	Monmouth, Illinois
Morningside College (1919)	Sioux City, Iowa
→ Mount Holyoke College (W)	South Hadley, Massachusetts
Mount Union College (1928)	Alliance, Ohio
Muhlenberg College (1924)	Allentown, Pennsylvania
New Jersey College for Women (W) (1931)	New Brunswick, New Jersey
New York State College for Teachers (1921)	Albany, New York
North Central College (1922)	Naperville, Illinois
→ Oberlin College	Oberlin, Ohio
Occidental College (1918)	Los Angeles, California
→ Ohio University (1924)	Athens, Ohio
Ohio Wesleyan University	Delaware, Ohio
Oklahoma College for Women (W) (1930)	Chickasha, Oklahoma
Otterbein College (1924)	Westerville, Ohio
Our Lady of the Lake College (W) (1927)	San Antonio, Texas
Park College (1922)	Parkville, Missouri
Pomona College	Claremont, California
→ Radcliffe College (W)	Cambridge, Massachusetts
Randolph-Macon College (M) (1926)	Ashland, Virginia
Randolph-Macon Woman's College (W) (1917)	Lynchburg, Virginia
Reed College	Portland, Oregon
Rice Institute (1924)	Houston, Texas
Ripon College	Ripon, Wisconsin
Rockford College (W) (1917)	Rockford, Illinois
Rosary College (W) (1924)	River Forest, Illinois
Rutgers University (M)	New Brunswick, New Jersey
St. Lawrence University (1924)	Canton, New York
St. Olaf College (1930)	Northfield, Minnesota
St. Stephen's College (1927)	Annandale-on-Hudson, New York
Seton Hill College (W) (1934)	Greensburg, Pennsylvania
Shorter College (W) (1931)	Rome, Georgia
Simpson College (1924)	Indianola, Iowa
→ Smith College (W)	Northampton, Massachusetts
Southern Methodist University (1928)	Dallas, Texas
Southwestern (1932)	Memphis, Tennessee
State University of Montana (1919)	Missoula, Montana
Swarthmore College	Swarthmore, Pennsylvania
Sweet Briar College (W) (1921)	Sweet Briar, Virginia
→ Syracuse University	Syracuse, New York
→ Texas Christian University (1928)	Fort Worth, Texas

Trinity College (M)	Hartford, Connecticut
Trinity College (W) (1917)	Washington, District of Columbia
Tufts College	Medford, Massachusetts
Tulane University	New Orleans, Louisiana
Union University (M)	Schenectady, New York
University of Akron (1917)	Akron, Ohio
→ University of Alabama (1917)	University, Alabama
University of Arizona (1924)	Tucson, Arizona
University of Arkansas (1922)	Fayetteville, Arkansas
University of Buffalo (1926)	Buffalo, New York
University of Chattanooga (1924)	Chattanooga, Tennessee
University of Delaware (1924)	Newark, Delaware
University of Denver (1929)	Denver, Colorado
University of Florida (M) (1921)	Gainesville, Florida
→ University of Georgia	Athens, Georgia
University of Hawaii (1927)	Honolulu, Hawaii
University of Idaho (1920)	Moscow, Idaho
University of Kentucky (1919)	Lexington, Kentucky
University of Maine	Orono, Maine
University of Nevada (1920)	Reno, Nevada
University of New Hampshire (1926)	Durham, New Hampshire
University of New Mexico (1933)	Albuquerque, New Mexico
University of North Dakota	Grand Forks, North Dakota
University of Notre Dame (M) (1924)	Notre Dame, Indiana
University of Oklahoma (1917)	Norman, Oklahoma
University of Oregon	Eugene, Oregon
University of Redlands (1926)	Redlands, California
University of Richmond (1924)	Richmond, Virginia
University of Rochester	Rochester, New York
University of South Carolina (1926)	Columbia, South Carolina
University of South Dakota	Vermilion, South Dakota
University of Southern California (1922)	Los Angeles, California
University of the South (M)	Sewanee, Tennessee
→ University of Tennessee	Knoxville, Tennessee
→ University of Utah (1922)	Salt Lake City, Utah
University of Vermont	Burlington, Vermont
University of Wyoming (1924)	Laramie, Wyoming
Ursinus College (1930)	Collegeville, Pennsylvania
→ Vanderbilt University	Nashville, Tennessee
→ Vassar College (W)	Poughkeepsie, New York
Wabash College (M)	Crawfordsville, Indiana
Washburn College (1917)	Topeka, Kansas
Washington and Jefferson College (M)	Washington, Pennsylvania

Washington and Lee University (M) (1917)	Lexington, Virginia
Wellesley College (W)	Wellesley, Massachusetts
Wells College (W)	Aurora, New York
Wesleyan College (W) (1929)	Macon, Georgia
Wesleyan University (M)	Middletown, Connecticut
Western College (W) (1920)	Oxford, Ohio
Westminster College (1927)	Fulton, Missouri
Wheaton College (W) (1922)	Norton, Massachusetts
Wheaton College (1930)	Wheaton, Illinois
Whitman College (1917)	Walla Walla, Washington
Whittier College (1927)	Whittier, California
Willamette University (1927)	Salem, Oregon
William Jewell College (M)	Liberty, Missouri
Williams College (M)	Williamstown, Massachusetts
Wilson College (W) (1924)	Chambersburg, Pennsylvania
Winthrop College (W) (1926)	Rock Hill, South Carolina
Wittenberg College (1924)	Springfield, Ohio
Wofford College (M) (1929)	Spartanburg, South Carolina
Yankton College (1932)	Yankton, South Dakota

DUPLICATE
FOR
YOUR FILES

Please fill out and return as soon as possible
to President Raymond Walters, University of Cincinnati
Cincinnati, Ohio

SCHOOL AND SOCIETY

Annual Article on Statistics of Registration of American Universities and Colleges on the Approved List of the Association of American Universities and others listed by the American Council on Education.
(Summary Published Each Year by the Associated Press.)

NAME OF INSTITUTION The Georgia State Womans College
LOCATION Valdosta, Georgia.

STUDENTS DEVOTING FULL TIME TO COURSES (12 OR MORE SEMESTER HOURS) Nov. 1, 1934	NUMBER
Liberal Arts College—Men	
Liberal Arts College—Women	335
Applied Science: Engineering Chemistry Total Appl. Sci.	
Law	
Medicine	
Non-professional graduate school (students in residence)	
Agriculture	
Architecture	
Art (painting, illustration, design, etc.)	
Commerce and finance	
Dentistry	
Divinity	
Education	
Forestry	
Journalism	
Music	
Pharmacy	
Other Courses (specify)	
Deduct students counted more than once	
Total full-time students	335
Part-time students apart from summer session (attending less than 12 semester hours at the institution in courses counting toward a degree) <u>2</u>	<u>2</u>
Summer session of 1934 <u>No summer session, 1934</u>	
Deduct students counted more than once	337
Grand Total November 1	337
Individuals enrolled in extension courses at the institution not counting toward a degree	12
Individuals taking correspondence or home study courses	10
TOTAL	359
Teaching staff (not including laboratory assistants)	20
Administrative officers (not including clerks and stenographers)	7*

*One counted in teaching staff, also.

(Signature of Officer Reporting)

Secty. & Recorder

(Title)

Kindly report also: Nov. 1, 1933 Nov. 1, 1934

Freshmen, Liberal Arts 132 132

Freshmen, Engineering

Freshmen, Commerce

Freshmen, Agriculture