set forth sufficiently from pages 108-114. I do not see what is gained as far as the purposes of the Calendar, by printing matter from pages 185-187.

These suggestions are respectfully submitted with the consideration clearly in mind that there may be in the minds of those who have given the much thought and labor to the making of the Calendar, obvious considerations against each and all of them.

Sincerly yours,

Nath. Butler

The University of Chicago
FOUNDED BY JOHN D. ROCKEFELLER

CHICAGO

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. . . . . .

Salisbury

Ocean House,

Calendar

COWDRICK & COOK.

Toms River, N. J., May 6 1895.

Pres. W. R. Harper

University of Chicago.

My dear Sir:

Some time since, I received a note from you asking me to look over the quarterly calendar, and suggest changes - &c. especially in the way of reduction. I did not find time to attend to this in Chicago. I have a calendar with me - brought for this purpose - and I have looked it over with your request in mind. The calendar I have is the November calendar - but I presume the general purport of the changes suggested will be easily applied to the later issue.

My suggestions are all in the way of omissions. I think the

Ocean House,

COWDRICK & COOK.

Toms River, N. J., 189

Calendar unclosely full - unless it is meant to make the calendar a complete official record. and this strikes me as an expensive way of keeping such record. Some things which are suggested for omission from the calendar might appear in the Register - that is annually instead of quarterly.

My suggestions are as follows - based as indicated on the November Calendar.

1° Omit Academy correction of all references to it. p 19

2° Omit all except mere mention of "Important University Events." pp 20-27

3° The Constituency of Classes, might be greatly abbreviated. This might be done by simply omitting all students' names - giving numbers only. It might be reduced still further by giving simply pp 60-74

Ocean House,

COWDRICK & COOK.

Toms River, N. J., 189

the number for each department not for individual instructors

4° Such matter as that from pp 77 to pp 83. might be published annually - (reprint) tho' I think it might be well to keep the summer practice distinct from the other practice.

5° Omit pp 85-93. Some summary for the year might. it would seem best, well go into the reprint, but nothing of the nature of abstracts p 86 et seq.

6° Omit the "Official & Semi-official Organizations" pp 146-9

This is heroic treatment. It would effect a reduction of about 30-35 pages, and that of matter which takes much time for preparation.

Yours truly

R. D. Salisbury
Trustee N. J.

Opera House,

COWDRICK & COOK.

THE UNIVERSITY OF CHICAGO.

Calendar

Dear Mr. Harper:

In response to your request for detailed criticism of the Calendar I must say first of all that the general scope and arrangement of the document seems to me admirable. I have heard it commended by persons in other institutions, and one instructor coming here from Andover spoke to me in detail of its clearness and general serviceability. I think that the danger is that the Calendar will become too bulky and in this way defeat its purpose. As the lists of students become longer the expansion in size of the Calendar is sure to be rapid. My criticisms, therefore, are chiefly directed to condensation & excision.

First: The abstracts of addresses and papers (see pp 19, 86 et seq. of November

Calendar) are not of any great practical benefit and not infrequently do injustice to the original production. I do not think that the inadequate summary of Mr. Judson's address at Morgan Park contributes in any way to the dignity of an official publication; still more is this true of the abstract of Mrs. Palmer's address published in the May Calendar.

Second: This same criticism applies also to the summary accounts of Important University Events. Pages 20 to 27 of the November Calendar contain material, much of which is, I think, worthless in its present form. I doubt strongly the expediency of giving official currency to many of the ideas contained in these pages. When a conference is held which has important educational results (e.g. the English Conference reported in the August Calendar) it is, of course, desirable that it should be noticed. Even in this case, however, it is well to omit the reports of the discussion

and addresses.

The lists of students are arranged clearly and economically. I should think that at some future time it might be well to omit the Constituency of Classes. This, by the way, has improved greatly in accuracy.

The tables contained under the heading Quarterly Report are interesting & important if they can be relied upon. I think that I called your attention to some notable inaccuracies in these tables in the August Calendar. On the November Calendar, page 70, the Comparative Registration of Summer and Autumn Quarters contains errors such, for example, as giving the number of women entering the Academic Colleges in the Autumn Quarter as 203, and the total registration of women for the Quarter as 121. On the whole I believe that the amount of time required to make up

these tables are out of proportion to their value, especially in consideration of the great liability to error in constructing them.

The Announcements of Courses I think would be slightly clearer if the number of the course were printed in heavy type before the name, instead of being put in parentheses after it. The economy of time involved in having a course known by its number instead of its name is very great. Moreover, I should suggest that the needs of students would be served by arranging the courses in the order of their natural succession, rather than in accordance with the academic rank of the instructor.

Finally, I believe that a complete directory of students and faculty, containing all names in alphabetical order, should be appended to the Calendar.

Very sincerely yours,

Robert M. Lovett.

Address all communications to
The University of Chicago Press

Make all remittances payable to
The University of Chicago

The University of Chicago Press

CHICAGO, ILLINOIS

Official Document

10/20/04

October 18, 1904.

Mr. H. P. Judson,

The University of Chicago.

Dear Mr. Judson:-

I have your letter of October 14th and note what you say regarding the Autumn Announcements. I draw from your letter that you are misinformed with reference to the routine which has been followed in connection with the Quarterly Announcements. For about a year the Announcements have been distributed through our Mailing Department in connection with all official documents. This arrangement was made when Mr. Shepardson was in the President's office, from which office we have always received the requisition and the distribution orders. In the rush which usually attends the appearance of the Announcements telephone orders have frequently been honored before the delivery of the stock to the Mailing Department, but we have always been furnished with the regular document order cards, endorsed by the President's secretary, for disbursing the stock. We had a situation exactly like the one in question in connection with the Summer Announcements. A reprint was taken after the original stock was exhausted, which was delivered and distributed through our Mailing Department in the regular way.

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Doubtless some misunderstanding has arisen owing to an error which was made by our Shipping Department in connection with the first edition of the Autumn Announcements. These were delivered to the Graduate Dean's office, but were immediately called for, delivered to our Mailing Department, and subsequently distributed on orders received through the regular channels. We have no particular desire to have this document disbursed through our Mailing Department, but it seemed when the arrangement was made that it was better to have the work done in this way in order that an exception might not exist in connection with the distribution of official documents.

I believe when the matter is clearly understood by all that the present method furnishes the safest and most effective way of distributing. It is necessary, of course, for the proper official, whose duty it is to issue the requisition, to see that we are furnished with disbursing orders.

I have gone into the matter thus in detail so that you may understand our position, and if further questions arise I shall be pleased to hear from you.

Sincerely yours,

Herman Miller

Director.

Mr. Judson -2-

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Sincerely yours,

Director.

The College of Education
Office of the Dean

The University of Chicago
FOUNDED BY JOHN D. ROCKEFELLER

126

August 23, 1906.

August 24th, 1906.

Dear Dr. Judson:

I understand that some question has arisen regarding the advisability of announcing the courses of the College of Education as on the enclosed sheet instead of in one crowded column. May I explain that the method followed upon the enclosed sheet which has been in use this summer grew out of a revision of the numbering of the College courses in order to make it practicable for the Recorder to keep his records of the College courses in the same method which he uses for other divisions of the University, and in order also to make it practicable to use the Course Book for the College of Education, a thing which has not heretofore been done. Accordingly, we have adopted for the various departments in the College of Education the same Roman numbers as those used in the corresponding academic departments, except that for the College of Education we prefix to the Roman numeral the letter "C", for example, IV stands for History in the academic department of the University; CIV stands for History in the College of Education, and so in other cases. We worked out this with Mr. Gurney and it will be a great simplification of his records so far as the College is concerned.

The display of these courses as upon the enclosed sheet seems to be in the direction of clearness when students come to use the announcement for the quarter. If we are to go back to the one-column form, the numbers designating the respective courses would become somewhat cumbersome. For example,

Mr. Nathaniel Butler,
The University of Chicago.

Dear Mr. Butler:-

I have yours of the 23rd inst. in regard to the autumn announcement. Our announcement sheet is getting very large and unwieldy. If, however, it seems advisable for the College of Education to have the separate sheet of the form indicated it is necessary to charge the cost of it to the School of Education appropriations. If you think your appropriation for miscellaneous expense, for instance, will carry it for the year (bear in mind that one sheet is printed each quarter) I see no objection to the expanded form being followed. I notice, however, that there is a great deal of blank space in your sheet. It seems to me that there might be some condensation to avoid that.

Very truly yours,

H. P. Judson

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FOUNDED BY JOHN D. ROCKEFELLER

Official Documents

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Dr. H.P.

one of M

as CXXIA

one of Miss Baber's courses in Geography would be designated as CXXIA - 3.

Do you not think that upon the whole more is gained than is lost by adopting for the College of Education an announcement analagous in form to that used in other divisions of the University; each of the courses being announced under its appropriate departmental head?

Sincerely yours,

Nathaniel Butler

Enclosure.

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Sincerely yours,

Nicholas Murray Butler

Enclosure.

PROPOSED CHANGES IN THE UNIVERSITY CALENDAR.

The present regulations respecting the University Calendar permit so great a variation between the lengths of different Quarters in the same year, between the same Quarter in different years, and between the various vacations in different years, that an equalisation of this seems desirable if it can be gained without corresponding disadvantages.

The present difficulties and the proposed changes to remedy them are discussed below with regard to each Quarter.

Autumn Quarter.

At present the Autumn Quarter begins on the first day of October and ends on the Friday next preceding the 25th day of December. The Quarter may thus end as early as December 18 or as late as December 24. When it ends on December 18, January 1 falls on Friday, so that work does not actually begin in the Winter Quarter until Monday, January 4, a Christmas vacation of 16 days. On the other hand, the Quarter may close December 24 and the Winter Quarter begin Monday, January 3, a vacation of nine days. The first vacation is much longer than is necessary, and it must be inconvenient for students who live at some distance to be unable to leave for home until late in the afternoon of the day before Christmas, as is the case in the second example above given. The total length of the Quarter under the present arrangement varies from 11 to 12 weeks.

In place of this it is proposed that the Autumn Quarter shall begin on October 1, except when this day falls on Sunday, when it shall begin October 2. The Quarter shall end on December 23, except when this day falls on Saturday or Sunday, when it shall end the preceding Friday. The Convocation shall, as at present, fall on the last Tuesday of the Quarter; but the three days for quarterly examinations, instead of always following the Convocation as now, shall fall upon the last three

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days of the Quarter exclusive of Convocation Tuesday. Thus the examination days may wholly follow the Convocation as at present or wholly precede it, or partly precede and partly follow it. Inasmuch as students who graduate at the Autumn Convocation do not take the regular quarterly examinations anyway, it would seem that there is no inconvenience in the examination days either preceding or following Convocation as might be most convenient. A schedule showing the beginning day of the Autumn Quarter and the last week of the Quarter, arranged for every possible combination of dates appears below. In five of the seven possible cases the Quarter ends Monday to Friday, December 23. In the other two cases it ends Friday, December 21 or 22. By this arrangement the actual number of days in the Quarter varies from 82 to 84, and the number of working days (excluding Saturdays, Sundays, and Thanksgiving Day) is exactly 59 for every possible combination. This is a full 12 weeks Quarter. The Christmas vacation following varies from nine to 11 days, but never exceeds the latter number.

Winter Quarter.

Under the present arrangement the Winter Quarter begins January 2 and closes the Friday next preceding March 25. When January 2 falls on Saturday or Sunday it is suggested that the Quarter be made to begin on the following Monday. When the first day of the Autumn Quarter falls on Saturday the day may be usefully employed in registration, but the registrations for the Winter Quarter are substantially all completed some weeks before, so that the result of having the Quarter nominally begin on Saturday is that almost no one appears until the following Monday anyway, and the University preacher on the intervening Sunday has a very slim audience. The present date of closing the Quarter is retained, as a variation in the length of the Winter Quarter is necessary to give

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Winter Quarter.

Under the present arrangement the Winter Quarter begins January 2 and closes the Friday next preceding March 22. When January 2 falls on Saturday or Sunday it is suggested that the Quarter be made to begin on the following Monday. When the first day of the Autumn Quarter falls on Saturday the day may be usually employed in registration, but the registrations for the Winter Quarter are substantially all completed some weeks before, so that the result of having the Quarter nominally begin on Saturday is that almost no one appears until the following Monday anyway, and the University preacher on the intervening Sunday has a very slim audience. The present date of closing the Quarter is retained, as a variation in the length of the Winter Quarter is necessary to give

proper length to the Spring Quarter and assure the Spring Quarter's ending on Friday. It is proposed no longer to observe Lincoln's Birthday as a University holiday, as it comes so near Washington's Birthday, and as no commemorative exercises of any sort are commonly held on Lincoln's Birthday. The length of the Quarter under this arrangement will vary from 75 to 82 days, and the actual number of working days (Saturdays, Sundays, and Washington's Birthday excluded) will be 54 to 59. The Convocation will always occur on the last Tuesday of the Quarter, and all examinations on the three following days.

Spring Quarter.

Under the present rules the Spring Quarter begins April 1 and may be either 10 or 11 weeks long. The Winter Quarter may close as early as March 18, and in the year when this occurs, the Easter vacation is 14 days long, which is more than is necessary. It is proposed therefore that the Spring Quarter shall begin on the second Monday following the end of the Winter Quarter, which would give a uniform Easter vacation nine days in length and covering the working days of but a single week. When the Winter Quarter ended on March 18 the Spring Quarter would begin March 28, and as year by year the Winter Quarter ends later up to March 24, the Spring Quarter likewise begins later up to April 3. The Quarter shall end on the Friday between June 10 and 16 which makes its length exactly 11 weeks or (excluding Saturdays, Sundays, and Decoration Day) 54 working days. This length is uniform for every year, instead of a possible variation of a week as under the present arrangement.

Summer Quarter.

The Summer Quarter shall begin, as now, on the Saturday following the end of the Spring Quarter, the next day, and shall continue 11 weeks. This brings its conclusion on the Saturday falling between August 27 to September 2 inclusive. If Convocation is held Saturday morning at the

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end of the Summer Quarter the examinations can be more readily provided for preceding the Convocation. The actual number of working days would be 54, as in the Spring Quarter.

It is believed that the above arrangement will effect an average saving of nine or 10 days, besides equalizing the working time of the various Quarters. The Autumn Quarter will always have 59 working days, the Winter Quarter 54 to 59, and the Spring and Summer Quarters 54 working days each. Schedules illustrating the operations of these changes for every possible combination on the calendar are appended, as are suggestions for the precise wording of the amendments to the University Regulations necessary to give effect to this legislation.

and of the Summer Quarter the examinations can be more readily provided for preceding the Convocation. The actual number of working days would be 84, as in the Spring Quarter.

It is believed that the above arrangement will effect an average saving of nine or 10 days, besides equalizing the working time of the various Quarters. The Autumn Quarter will always have 89 working days, the Winter Quarter 84 to 89, and the Spring and Summer Quarters 84 working days each. Schedules illustrating the operations of these changes for every possible combination on the calendar are appended, as are suggestions for the precise wording of the amendments to the University Regulations necessary to give effect to this legislation.

Proposed Amendment to the University Regulations, Article V.

Amend Section I. to read:

The academic year is divided into four Quarters. Each Quarter is divided into two Terms. The year begins with the first day of the Summer Quarter. The Autumn Quarter begins on October 1 except when this day falls on Sunday, when it begins on October 2; and it ends December 23, except when this day falls on Saturday or Sunday, when it ends the preceding Friday. The Winter Quarter begins January 2except when this day falls on Saturday or Sunday, when it begins the Monday following; and it ends on the Friday falling between March 18 and March 24 inclusive. The Spring Quarter begins on the Monday falling between March 28 and April 3 inclusive; and ends on the Friday falling between June 10 and 16 inclusive. The Summer Quarter begins the day following the end of the Spring Quarter; and ends on the Saturday falling between August 27 and September 2 inclusive.

Amend Section II. to read:

A Quarterly Convocation is held upon the last Tuesday of the Autumn, Winter, and Spring Quarters, and upon the last day of the Summer Quarter.

Amend Section IV. to read:

In the Autumn, Winter, and Spring Quarters the Quarterly examinations are held upon the last three days of the Quarter exclusive of Convocation day. In the Summer Quarter, Term examinations on the last day of the First Term and the next to the last day of the Second Term may be substituted for the Quarterly examinations. Otherwise, the latter should be given during the two days preceding Convocation.

Amend Section IX. to read:

Official University holidays are observed on Washington's Birthday, Memorial Day, Independence Day, and Thanksgiving Day.

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Amend Section IX. to read:

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SCHEDULE ILLUSTRATING PROPOSED CHANGES

Convocation day is marked in the following tables with a blue C, and the examination days are marked in red.

Autumn Quarter Begins.		Autumn Quarter Ends. December							Days in Quarter	Working Days	Winter Quarter Begins.		Days of Vacation
		S	M	T	W	Th	F	Sa					
Oct. 2	M	17	18	(C)19	20	21	22		82	59	Jan. 2	T	10
" 1	M	16	17	(C)18	19	20	21		82	59	" 2	W	11
" 1	T	15 22	16 23	(C)17	18	19	20	21	84	59	" 2	Th	9
" 1	W	14 21	15 22	16 (C)23	17	18	19	20	84	59	" 2	F	9
" 1	Th	13 20	14 21	15 (C)22	16 23	17	18	19	84	59	" 4	M	11
" 1	F	19	20	(C)21	22	23			84	59	" 3	M	10
" 1	Sa	18	19	(C)20	21	22	23		84	59	" 2	M	9

Winter Quarter Begins.		Winter Quarter Ends March							Days in Quarter	Working Days	Spring Quarter Begins		Days of Vacation
		S	M	T	W	Th	F	Sa					
Jan. 2	T	18	19	(C)20	21	22	23		81	58	Apr. 2	M	9
" 2	W	17	18	(C)19	20	21	22		80	57	" 1	M	9
" 2	Th	16	17	(C)18	19	20	21		79	56	Mar. 31	M	9
" 2	F	15	16	(C)17	18	19	20		78	55	" 30	M	9
" 4	M	14	15	(C)16	17	18	19		75	54	" 29	M	9
" 3	M	13	14	(C)15	16	17	18		75	54	" 28	M	9
" 2	M	19	20	(C)21	22	23	24		82	59	Apr. 3	M	9

Spring Quarter Begins.	Spring Quarter Ends.	Days in Quarter	Working Days.	
M-Mar. 28-Apr. 3	F - June 10-16	73	54	

Summer Quarter Begins.	Summer Quarter Ends.	Days in Quarter	Working Days	
Sa-June 11-17	Sa - Aug. 27-Sep. 2	76	54	

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"	3	T	18	19	(20)	21	22	23		82	59	"	3 W	11
"	4	W	19	20	(21)	22	23	24		84	59	"	3 Th	9
"	5	Th	20	21	(22)	23	24	25		84	59	"	3 F	9
"	6	F	21	22	(23)	24	25	26		84	59	"	4 M	11
"	7	S	22	23	(24)	25	26	27		84	59	"	3 M	10
"	8	Su	23	24	(25)	26	27	28		84	59	"	3 M	9

Winter Quarter Begins.			Winter quarter Ends. March							Days in Quarter	Working Days	Spring Quarter Begins		Days of Vacation
			S	M	T	W	Th	F	Sa					
Jan.	2	T	18	19	(20)	21	22	23		81	58	Apr.	2 M	9
"	3	W	17	18	(19)	20	21	22		80	57	"	1 M	9
"	3	Th	16	17	(18)	19	20	21		79	56	Mar.	31 M	9
"	5	F	15	16	(17)	18	19	20		78	55	"	30 M	9
"	6	S	14	15	(16)	17	18	19		78	55	"	29 M	9
"	7	M	13	14	(15)	16	17	18		78	54	"	28 M	9
"	8	M	12	13	(14)	15	16	17		78	54	Apr.	2 M	9

Spring Quarter Begins.	Spring quarter Ends.	Days in Quarter	Working Days.
Mar. 28-Apr. 2	June 10-16	73	54

Summer Quarter Begins.	Summer quarter Ends.	Days in Quarter	Working Days
Sa-June 11-17	Sa - Aug. 27-Sep. 2	76	54