

April 29, 1903.

My dear President Harper,-

Examiners Office
file
Documents

I return herewith Dean Tufts communication regarding my purpose to reestablish the Office of the University Examiner. I am much interested in his comments, and glad to find in the main he fully agrees with the propositions made. I do not think there is as much difference between us in regard to crediting institutions as he seems to feel. But until careful investigation has been made of institutions I think it better to hold to the plan of individual consideration. I would heartily welcome the accrediting of colleges by our Board of Affiliations for one, two, or three years' work, or fraction thereof. This, indeed, is part of the plan which I proposed. Instead of leaving this work in the hands of the University Examiner however I should put it in the hands of the Board of Affiliations and make the Director of Affiliations responsible for certifying to the Examiner institutions from which credits should be granted.

I have also your letter of April 22 asking me to serve upon a committee to consider the relations of closer connection between the high school work and the college work. I have already signified my acceptance to Dean Butler.

Yours truly,

C. R. Barnes

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

April 29, 1903.

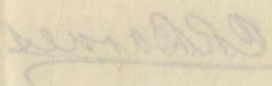
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April 9, 1903.

Examiners Office

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My dear President Harper,-

I have been thinking about the work connected with this office and how it could be arranged to advantage. I have consulted with Dean Butler, Dean Judson, and Mr. Gurney, and have submitted to them the general ideas which I now present to you. These seem to meet their full approval, and I hope they will commend themselves to you.

In the first place let me ask your attention to the many officers by whom at present a student may be admitted to the University, and to the diversity in the practice in the various offices.

1) The Deans of the Theological school admit some students who have fulfilled the requirements for admission to the Junior College, and have done certain additional work college work, but not enough to entitle them to the bachelor's degree. They also admit students who hold diplomas from reputable colleges. Thus they pass on two points, (a) the fulfillment of Junior College admission requirements, and (b) the character and amount of the college work which involves the equivalence of the degrees of these institutions with our own. This determination in most cases, possibly in all, is tentative, and the question is ultimately referred to the Dean in charge of Advanced Standing.

2) The Dean of Medical Students admits to the strictly medical work students not candidates for the University degree. In doing so he passes upon the character of the

The University of Chicago

TECHNICAL BY JOHN D. ROCKEFELLER

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2) The Dean of Medical Students admits to the strictly medical work students not candidates for the University degree. In doing so he passes upon the character of the

work offered in satisfaction of Junior College requirements, and also upon the quality of additional college work.

Students who are candidates for a University degree are sent to this office for consideration, but only after being admitted and a tentative estimate has been made by Dean Dodson.

3) The Dean of the Law School admits students to the Law School, and thereby passes upon the value of their college diploma and degree. Other students who have no diploma and wish to become candidates for the University's bachelor's degree are admitted by him and sent later to me. Already difficulty has arisen in one case, creating rather bad feeling on the part of a student who had been induced to come here by an estimate too formally put in a letter from the Dean of the Law School. Justice to the University required a reduction in the estimate put upon his work when it was carefully examined by me, but we were obliged to give him five majors more than his record called for, because he had been brought here under a misapprehension.

4) The Dean of the School of Education admits students, thereby passing upon the work offered to satisfy the requirements for admission to the Junior College.

5) The Dean of Affiliations admits students coming from affiliated and cooperating schools, passing thus upon the satisfaction of the Junior College requirements for admission. He also gives authority to departmental examiners to examine students who have a claim for advanced standing for work done in the secondary schools. He also admits for test purposes students coming from other than accredited

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test purposes students coming from other than accredited

schools and even those from normal schools and colleges when they seek admission only.

6) The Dean of the Senior College not infrequently admits students who come from affiliated colleges and ~~and~~ *Lewis & Bradley* when their credentials are clear and entitle them to 18 majors' credit or more, though he refers these credentials later to me.

7) The Deans of Unclassified Students admit students qualified by age to certain lines of work.

8) The Dean in the Colleges passes on the admission of students from other colleges, judging thus both of the satisfaction of admission requirements and the quality of college work.

9) In the summer special laxity is permitted admission officers, of which I doubt the wisdom.

You will see from the foregoing that there are already from six to nine men passing upon essentially the same questions, for the admission requirements are involved in every case and college credit in many others. It is quite impossible that without constant consultation and very definite policy these men should adjudicate like cases in the same way. Even with a formulated policy consistency would be well nigh impossible. It is even conceivable that one student might be admitted to the Law School with full acceptance of his degree, and another student having done the same work in the same college be admitted to the Graduate School and be required to make good several majors. I have to be constantly on guard against this contingency in my own rulings and have several times been accused of having made such dis-

similar judgments, though never yet convicted of it!

It is plain also that the admission requirements of certain secondary schools are likely to be accepted by one of these Deans and rejected in whole or in part by another. As further additions are made to the University work the probability of this sort of complication will greatly increase. It seems to me plain that centralization of the work of admitting students to the University is highly desirable, inasmuch as the admission is not simply to one division of the University, but as we wish to have it considered, is primarily admission to the University, and secondarily to a department or school. It seems obvious that there should be but one office competent to grant such admission.

I have been unable to discover why the centralization of this work which existed before the University had established its professional schools was abandoned, making possible the distribution of the work as I have outlined it above. The plan of having a University Examiner seems to me to have been too good to abandon, and I think the rehabilitation of this office is the best solution of present and prospective difficulties. The title seems to me to be dignified and expressive of the work with which the office ought to be charged.

I propose therefore that there be appointed a University Examiner, preferably a man who can give at least half his time to this work. He should have University standing by giving certain courses in the University, wherefore I should not recommend the appointment of an officer to give his

entire time to the work. The outline of his duties I should sketch as follows:

1) To keep a record of all schools and colleges certified by the Office of Affiliations, of all teachers certified by the same office, and of all tutors approved by departments.

2) To receive and file (a) all records of students entering the University from affiliated or cooperating schools or colleges; and (b) all applications for admission and credentials from other schools and colleges, whether with or without claim for advanced standing.

3) To provide questions (through Departmental Examiners as now) and to conduct them at such times and places as may be ordered by the faculties.

4) To authorize special examinations by departmental examiners when necessary. (It seems to me that these examinations should be real examinations for which a small fee should be charged and paid over in part or whole by the University to Examiners. This would reduce the number of applications for advanced standing for which the student had more hope than real claim).

5) To pass upon the validity of all records and of claims for advanced standing, and to issue cards of admission to students coming from approved institutions, and to those who have passed examinations.

6) To submit to the committee on admission, for report to the appropriate faculty, all applications for admission or credit without examination from institutions not on the approved list.

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approved list.

7) To pass upon the equivalence of ~~all~~ the bachelor's degree of all applicants for admission to all graduate schools or to candidacy for higher degrees.

8) To submit to the Heads of Departments concerned the written claims of graduate students for the crediting of graduate work done elsewhere, when such work is offered in satisfaction of any requirement for the doctor's degree.

9) To certify to the Recorder all credits for admission or advanced standing when the same have been duly authorized.

10) To conduct all correspondence relating to the terms of admission to any college or graduate school of the University.

11) To offer consultation on the foregoing matters to students and applicants for matriculation.

This plan involves:

1) The transfer to the Office of Affiliations of all investigation of Normal Schools and Colleges to be approved for advanced standing.

2) The transfer from the Office of Affiliations of records of secondary affiliated or cooperating schools and the issuance of all admission cards or course books.

The Office of Affiliations will have abundant work in examining and certifying teachers, schools and colleges.

3) A transfer from the Graduate Schools and the Professional Schools of all work connected with the formal admission of students to any standing, and the reference to the Examiner's office of all correspondence relating to the terms of admission.

7) To pass upon the equivalence of the bachelor's degree of all applicants for admission to all graduate schools or to candidacy for higher degrees.

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Without consulting officers of all divisions of the University, I am unable at present to make an accurate estimate as to the amount of correspondence and admission work now involved; but I am satisfied that the centralization of the work will reduce the total time necessary for its execution, and that it will be an economy to the University as a whole. As I see it at present there would be necessary for this scheme:

1) An adequate office and consultation room with the necessary filing devices.

2) Two efficient stenographers.

3) The appointment of a University Examiner who shall give to this work one-half his time.

4) The appointment of an Assistant Examiner who should have special charge of the correspondence, of the records, and would be expected to give his entire time to the work, mastering its details and routine thoroughly.

5) The appointment(as now)of two departmental examiners with permanent tenure and the understanding that both would not be out of residence during the same quarter. Compensation should be provided for these officers, either in the form of a stipend or preferably in proportion to the number of examinations given. In this general scheme the departmental examiners are to be expert advisers to the University Examiner to whom he would refer any question involving technical knowledge in a department. They would also, as now, be responsible for furnishing questions for the regular admission examinations.

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I should be glad to know your opinion of this plan. It seems to me that something of this kind must be done, or we shall be getting into more trouble than we have yet had.

In this connection I may call your attention to Mr. Kern's unwillingness to proceed as chairman with the consideration of colleges to be put on the approved list. It is impossible for me to get any time for this work. Mr. Kern will not be in residence for two quarters and has left the papers in this office.

Yours truly,

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Chas. C. Johnson

Confidential

CHICAGO

April 17, 1903.

*Mr. Barnes
please read
& return to
M.H.*

My dear President Harper:-

I have read Mr. Barnes' communication, which embodies his experience in the office, and without going into the details, I sympathize heartily with the general proposition, which is that there should be greater unity and continuity in the work of admitting students. I think it is even more important that there should be uniformity and continuity in that office than in the office of the Recorder, and all of the administrative offices know how much it has conduced to the value of University administration that Mr. Gurney has been continuously in charge of the records.

I have experienced several of the difficulties to which Mr. Barnes alludes, due to the fact that different individuals have passed upon the credits of students coming to us from other institutions. For instance,--this is a somewhat delicate matter, and I should regard it as confidential, although there is nothing really personal in it, but simply a difficulty due to change of administrative officer,--I should say from my conversations with the students who have entered the Senior College this past year, that on the whole Mr. Butler has assigned them considerably more credit than Mr. Barnes would have assigned. A number of cases which had been provisionally passed upon by Mr. Butler have been reduced by Mr. Barnes, when the matter came to

ARTS, LITERATURE, AND SCIENCE
OFFICE OF THE DEAN OF THE
SENIOR COLLEGE

The University of Chicago
FORWARDED BY JOHN D. WICKSTEDT

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his hands for more formal adjustment. The difficulty is, of course, that a new man in the office is inevitably obliged to rely more upon statements of students, and has less of a background of experience by which to check the prima facie case presented by the student. A plan such as that suggested by Mr. Barnes, by which there would be a permanent Assistant Examiner, giving his entire time to the work, would insure a greater continuity, and much desired increase in uniformity, I think.

I have also noted the embarrassment to which he alludes in the case of students entering the Law School, and estimated by the authorities of the Law School to be competent to enter that School, which would mean presumably 27 majors; whereas when they come to apply for the Bachelor's degree, ^{Some} they are informed that their work is not fully worth 27 majors.

There is another matter connected with the administration of the work of admitting students with advanced standing, on which I hold a somewhat different view from that which has prevailed with both Mr. Tolman and Mr. Barnes. I have had ^a little experience in conducting the work of estimating advanced standing, and I have formed the opinion that in the long run there would be no substantial injustice done, either to the University or to individuals, if we gave much less attention to individual estimates and decided most cases upon an estimate of the worth of the institution, irrespective of whether a given student has taken extra work in the institution or not. Otherwise stated, my thought is that the diploma of a given Normal

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The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

OFFICE OF THE DEAN OF THE SENIOR COLLEGES

THE FACULTIES OF ARTS, LITERATURE, AND SCIENCE

(3)

School or small college is worth just about one or two or three years, with perhaps smaller fractions of quarters; i.e., equivalent to the work of four, five, seven or eight quarters, irrespective of whether the student ^{has done} normal work or extra work. I do not think the student really knows much more when he is a graduate in the one case than in the other.

My theory, then, would be that a competent official, such as Mr. Barnes has now come to be, with the special training gained from his familiarity with individual cases, should be given a three months period in which to devote all his time to making a list of institutions from which students most frequently come to us, with the credits to be allowed for that institution. In making up this list, the credits allowed students from such institutions should be taken into account. I think if this were once done, it would be a great economy in the administration of the office.

I offer this with some diffidence, inasmuch as I know Mr. Barnes would not go so far as I should, in estimating a student purely by his institution. I know, however, that he has desired to have something done along the line which I have suggested but has been unable to find time himself, inasmuch as the daily press of students has prevented. I think if a man were relieved from all work of instruction for three months for this purpose, it would be a very economical thing for the University.

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The only objection toward this policy of greater centralization would be the great congestion which might occur upon the first day of the summer and autumn quarters. Such a congestion would be produced if the Examiner or Assistant Examiner thought it necessary to attend personally to all cases, but if there were certain definite lists of affiliated colleges and institutions like Lewis and Bradley, from which admission is merely a matter of form, and a certain other list of institutions which are regarded as of sufficiently high grade so that their diploma admits prima facie to the Graduate School or the Law School, these

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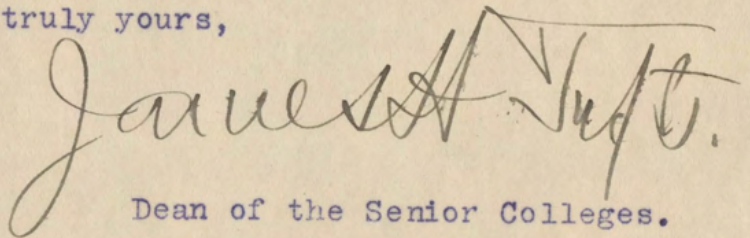
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(5)

lists could be posted for the convenience of clerks, and persons from these institutions could be admitted without delay and without any necessity of seeing any person other than the clerks in the office, who would merely receive the credentials and issue cards rapidly.

So far as relations between my office and Mr. Barnes' are concerned, I do not think there is any special confusion at present, because I admit only students from Bradley, Lewis, Kalamazoo and Butler, and simply as a matter of convenience to the students, allow them to leave their lists of credits with me, which I instantly transmit to Dean Barnes.

Very truly yours,

James H. Tipton

Dean of the Senior Colleges.

CHICAGO

SENIOR COLLEGES
OFFICE OF THE DEAN OF THE
VIA: CHICAGO AND SCIENCE
AND LOCATIONS OF

LOCATED BY THE DEAN OF THE SENIOR COLLEGES
THE UNIVERSITY OF CHICAGO

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THE FACULTIES OF
ARTS, LITERATURE, AND SCIENCE
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SENIOR COLLEGES

Examiners

In order (1) to increase the efficiency of the present entrance examination system and to develop it more fully;

(2) in order to make its influence more widely felt;

(3) to encourage individualism among teachers in secondary schools;

(4) to draw teachers in secondary schools more closely to the University;

(5) to secure wider co-operation in the work of preparatory education;

The University will appoint from time to time as college examiners in particular subjects, teachers in academies, high schools and normal schools, who may upon investigation be found worthy of such appointment.

1. The college examiner in a particular subject will receive from the University its examination papers offered upon that subject, and will give these papers to his pupils at such times and under such circumstances as may seem to him desirable. He will himself examine and estimate the results of such examinations in connection with the class work of the pupils. When, in his opinion, the pupil shall have done the work in this particular subject which is required for entrance to the University, as indicated in the published announcements, and in the examination papers issued, the college examiner shall give the pupil a certificate to this effect, and this certificate will be recognized by the University as entitling the pupil to admission to the Academic Colleges of the University in the subject named in the certificate.

2. The college examiner will be expected to furnish to the University Examiner suggestions in reference to the character of the examination papers issued by the University, these suggestions relating to the treatment of particular questions, the scope of the paper, etc., etc.

3. The college examiner will receive no compensation for the service rendered, since in the nature of the case it would be wise for him to receive remuneration from two institutions.

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examiners in particular subjects, teachers in academies, high schools and normal schools, who may upon investigation be found worthy of such appointment.

1. The college examiner in a particular subject will

receive from the University its examination papers offered upon

that subject, and will give these papers to his pupils at such

times and under such circumstances as may seem to him desirable.

He will himself examine and estimate the results of such examina-

tions in connection with the class work of the pupils. When, in

his opinion, the pupil shall have done the work in this particu-

lar subject which is required for entrance to the University, as

indicated in the published announcements, and in the examination

papers issued, the college examiner shall give the pupil a

certificate to this effect, and this certificate will be recog-

nized by the University as entitling the pupil to admission to

the Academic Colleges of the University in the subject named in

the certificate.

2. The college examiner will be expected to furnish to the

University Examiner suggestions in reference to the character of

the examination papers issued by the University, these sugges-

tions relating to the treatment of particular questions, the

scope of the paper, etc., etc.

3. The college examiner will receive no compensation for

the service rendered, since in the nature of the case it would

be wise for him to receive remuneration from two institutions

but as an honorary officer of the University, he will be entitled (1) to receive instruction in the University at any time during his appointment without payment of University fees, except the matriculation fee, (2) to the privileges of the University libraries so far as the privileges can be enjoyed by one living at a distance.

4. College examiners will be appointed by the Board of Trustees upon the nomination of the President of the University. Recommendations to the President will be made by the Board of Departmental Examiners with the approval of the University Examiner. In the consideration of names of persons to be appointed it is understood

a. that in all cases appointment shall be made by selection, and that no applications for appointment will be received or considered;

b. that the appointment will continue so long as the person appointed continues to give instruction in the particular subject in which he was engaged at the time of appointment, provided that the records of the students admitted upon the certificates of the teacher thus appointed continue satisfactory;

c. that no teacher will thus be appointed whose work lies in two or more distinct departments of study.

5. The record of each student received upon certificate will be carefully preserved in the department specified and transmitted from Quarter to Quarter to the teacher upon whose certificate the student was admitted.

(6) College examiners will be expected to visit the University from time to time and consult with the officers of the department, in order that he may gain a more accurate knowledge of the requirements of the University in his department

(7) A list of college examiners in various subjects with addresses will be published from year to year in the University Register.

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