

MEMORANDUM

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To: Faculty Educational Policies Committee

From: Secretary, Language and Literature Division

At its meeting on October 31, 1951, the following procedure for the supervision of Senior Division Work was approved by the Language and Literature Faculty: (Present: Mr. Belitt, Mr. Gelfing, Mr. Stange, Mr. Wilcox, Mr. Kaplan, Mr. Fowle, Mrs. Foster, Mrs. Montesinos, Miss Hasenclever, Mr. Nemerov)

A. QUALIFICATION OF LITERATURE MAJORS

1. Students wishing to major in Literature are urged to consult with a member of the Literature Faculty before drafting applications for promotion to the Senior Division. (From Memorandum to Faculty E.P.C., 12 April 1951)
2. After due discussion, the prospective Major will submit to her counselor a review of her educational experience up to the time of her application, including: courses studied, the exploration of collateral fields and interests, and the evidences of objective accomplishment which qualify her for advanced work as a Literature Major at the present time. The review should also look forward, as far as circumstances permit, to a 2-year program of study in the field of her proposed Major, specifying courses to be taken and suggesting the range and diversity of her interests in the College at large.
3. Endorsement of all Senior Division applications will rest with the individual counselor.
4. In the view of the Literature Faculty, the final decision as to whether the total program and accomplishment of applicants qualify them for work in Literature on a Senior Division level can be left to the counselor. In this respect, the counselor is delegated to speak for the Division as a whole. In all cases where the counselor is not a member of the Literature Faculty, it is assumed that the Literature Faculty member consulted in Paragraph A1 will endorse the applicant's Plan to the Literature Division and fully acquaint himself with all particulars.
5. The application will then be turned over to the Junior Division Committee, the student counselor, and designated Literature Faculty members present at the regular sessions of the Committee, for final approval.

B. CONFIRMATION OF MAJORS

1. Senior Division students must make formal request for Confirmation of Senior Plans before mid-term of their final year. It is urged, however, that all applications be completed by the end of the Junior year. The Plan should include both a general description of the Senior Project in Literature and a program of study for the final year in College.
2. In the case of prospective Creative Writing Majors, the counselor will submit evidence of objective accomplishment in verse or fiction to the other Literature Faculty members for their recommendation.

B. CONFIRMATION OF MAJORS (continued)

3. All requests for Confirmation will be considered by the Literature Faculty, as required by S.D. Committee procedure: i.e., the Division, meeting in regular session, will pass on all proposed Senior Projects and review all programs of study as outlined in the Confirmation Plan.

C. SENIOR PROJECTS: EVALUATION

1. Senior projects should be completed and in the readers' hands by June 1st for Spring graduates, and December 1st for winter graduates.

2. Written projects will be judged as follows:

Each project will be read and passed on by two faculty readers, one of whom will be the student's counselor and the other, an instructor chosen by the Literature Faculty. In most cases, the second reader will be a member of the Literature Division, but if the situation warrants, he may be from another field. If there should be wide disagreement between the two readers, a third reader will be chosen. (From Memorandum to Faculty E.P.C., 12 April 1951)

3. In unusual instances, the Division may, at the request of the counselor, decide to suspend the Project requirement entirely, in favor of some other estimate of fitness for graduation or achievement in the field.

D. GRADUATION

1. Before graduation, certification of the applicant's satisfactory completion of her Senior Plan will be made by the tutor and project reader. The Division will then signify its approval of the student for graduation with a major in Literature.