

Polytechnic Institute of Puerto Rico

SAN GERMAN, P. R.

1950 - 1951

ANNOUNCEMENTS FOR PROSPECTIVE STUDENTS

An Accredited Liberal Arts College.

The Polytechnic Institute is a liberal arts college, accredited by the Middle States Association of Colleges and Secondary Schools. It is a member of the Association of American Colleges, the American Council on Education, and of the National Commission on Christian Higher Education.

Historical Sketch.

The Polytechnic Institute was founded by the Rev. J. Will Harris, LL. D. in 1912 for the purpose of providing Christian Education of non-sectarian nature. In 1919 the institution was authorized by the Legislature of Puerto Rico to grant higher degrees; in 1920 it was incorporated under the laws of the District of Columbia and reorganized under an independent Board of Trustees; in 1927 the first college class graduated.

Objectives.

The Polytechnic Institute, adhering to its original objectives, seeks to help students grow mentally, morally, and physically by means of increased knowledge, appreciation and understanding. The curriculum is continually being adapted to enrich the life of the student and prepare him for adjustment to contemporary society.

From the beginning, the Polytechnic Institute has emphasized a religious program, a work program, and the use of both English and Spanish. Courses in Bible are required, as is also attendance at daily chapel. Boarding students are expected to attend the Sunday Evening Church Service. A work program aims to develop proper attitudes toward work and to develop skill in practical work and crafts. English and Spanish are both used in classroom and on campus, the faculty and student body being made up of both English and Spanish-speaking persons.

ADMISSION AND REGISTRATION

Application for Admission.

Persons applying for admission should proceed as follows:

1. Obtain in person or by mail the necessary blanks. Address The Registrar, Polytechnic Institute,

San Germán, P. R.

2. Fill out and send the application blank to the Registrar. Include also three small photographs (2 x 3 in.) taken recently, together with a check or money order for \$15.00 to cover the matriculation fee of \$5.00 and the reservation deposit of \$10.00. Check or money order should be drawn to the order of the Polytechnic Institute of Puerto Rico.
3. Ask the proper officer of the high school from which you graduated to send to the Registrar a transcript of your academic record.
4. Have a qualified physician examine you. He should fill out the Medical Blank sent to you from the college and return it to the Registrar.
5. With your application send evidence of good moral character in the form of recommendations from two responsible persons who know you.

After receiving all of this necessary data, the admissions officers will consider your application in accordance with the entrance requirements listed below, and will send you notice.

If admitted, you will be expected to attend the Orientation Program and to register in person on the appointed day.

Entrance Requirements.

In addition to scholarship, the college considers qualities of character, health, and sympathy with the objectives mentioned on page 1.

A grade index of at least 2.25 is required, counting two points for each unit of work with a grade of C.

All students whose grade index is less than 2.75, must make an acceptable score on entrance examinations. Those having a grade index of 2.75 or better will be admitted without examination. All entering Freshmen are required to take tests for placement purposes during the Orientation Program.

A minimum of 12 units of senior high school work is required. (A unit is one year's work in a subject reciting five days per week throughout the year.)

Prescribed units are as follows:

English	3	Natural Sciences	
Spanish	2	(with laboratory)	1
History	1	Mathematics	1

The remaining four units are optional, but must have been earned in standard subjects. No more than

three units will be accepted in vocational courses such as Agriculture, Home Economics, Manual Arts or Commerce. If credit in a foreign language is offered, other than English and Spanish, it should consist of no less than three units. Graduates from high schools outside of Puerto Rico may substitute other subjects for the required units in Spanish.

Admission of Veterans.

The college is accredited for veteran education. Those who take advantage of the provisions of Public Laws 16 and 346 must present the Certificate of Eligibility and Entitlement, form No. 7-1953, at the office of the Bursar before registration. Entrance requirements are the same as for other students.

Admission to Advanced Standing.

A candidate for advanced standing is required to have sent directly from the college previously attended an official transcript of records and evidence of honorable dismissal. An official copy of the applicant's high school record and grades must also be sent to the Registrar. Each transfer candidate must make an acceptable score on a qualifying examination.

Registration.

See calendar on last page of this pamphlet for registration dates of each semester. Tuition charges for board and room, deposits and fees, except those paid at time of application, are payable at registration. See schedule of student expenses on page 7.

All students should register in person on the assigned day. Assignment is made to definite classes at definite hours. Schedules and others forms needed for college records are filled out at this time.

Instruction about registration procedure is given to new students during the Orientation Program, August 20 to 23. Advisers are present at that time to counsel students.

Late Registration.

Persons who register late for any reason whatsoever are subject to a fee of \$2.00 for the first day and \$1.00 for each succeeding day up to a maximum of \$10.00.

Changes of Registration.

Changes in completed schedules are allowed only during the first four days after designated registration date. Permission of the Dean and the instructors

concerned must be secured, and a fee of 25 cents for each change must be paid to the Bursar.

Load.

A freshman student should register for not more than 16 academic hours, other students for not more than 17. Students having a B average in their previous college work may be authorized to enroll for 18 hours. Physical Education and Work Experience are not included in this total. A student desiring to enroll for more than the normal load should present his request to the Office of the Dean.

Dropping Courses.

A course may be dropped during the first four weeks with the consent of the instructor and the Dean. During the rest of the semester, faculty permission must be secured. Failure to observe these procedures results in a grade of F.

COURSES OF INSTRUCTION

A general course is offered leading to the degree of Bachelor of Arts. The course provides a liberal educational background within which pre-professional training may be obtained if desired. Polytechnic graduates are admitted to graduate and professional schools and universities in the United States. While this is not a teacher-training institution, courses required for certification by the Department of Education of Puerto Rico are offered in the regular year and especially in the summer sessions.

Majors and Minors.

Majors and Minors should be planned with heads of departments who will also advise students concerning requirements for admission to professional schools. Thirty hours of credit are required for a major and eighteen hours for a minor.

Majors are offered in:

Art, Biology, Chemistry, English, History and Political Science, Home Economics, Mathematics, Psychology, and Spanish.

Minors are offered in all major fields and in:

Education, Economics, French, Geography, Health and Physical Education, Music, Religion, Philosophy, and Sociology.

Requirements for Graduation.

Candidates for graduation must meet the following requirements:

1. Resident work at the Polytechnic Institute during Senior year at least.

2. A total of 120 academic credit hours with a grade index at least of 1.00.

3. A major of 30 academic hours. (Applies to all candidates for graduation in May 1951 and thereafter.) Two minors in departments which do not offer majors may be substituted for the major requirement for graduation.

4. At least 60 hours in non-elementary college subjects.

5. Distribution of courses must include 62 credit hours in specific courses as indicated below, under Requirements by Years.

6. Four credits in Physical Education and four credits in Work Experience.

Requirements by Years.

Certain courses are required of all students irrespective of the length of time they plan to remain in the Polytechnic Institute. Unless there is an acceptable reason to the contrary, each course should be taken in the year designated. If not taken in the year designated, it must be taken the college year following.

Freshman Year		
Orientation	1	
Spanish (1)	3	3
English	3	3
Biology and Physical Science		
Surveys (2)	4	4
Survey of Western Civilization (3)	3	3
Religion		3
Physical Education		
(non academic)	1	1
Work Experience		
(non academic)	1	1
Academic Load	14	16

(1) Science, Home Economics and Arts Majors may defer Spanish in order to begin subjects required for major in their Freshman Year.

(2) A qualified science student taking a year course in Biological Science is exempted from the Biological Science Survey course. Likewise a qualified student taking a year course in physical science is exempted from Physical Science Survey.

(3) Freshmen offering two years of French or Latin for entrance continue studying that language and may postpone Western Civilization until the Sophomore year.

Sophomore Year

Spanish (1)	3	3
English	3	3
Religion	3	
General Psychology		3
Social Science (2)	3	3
Physical Education		
(non academic)	1	1
Work Experience		
(non academic)	1	1
Electives	3-5	3-5
Academic Load	<u>15-17</u>	<u>15-17</u>

Junior and Senior Years

Religion	2
Art Appreciation	3
Music Appreciation or History of Music	3
Completion of any postponed requirements	_____
Completion of majors and minors	_____

Marking System and Scholarship.

The usual letter grading system is used. A grade of C counts one honor point per hour, a grade of B counts two honor points per hour and grade A counts three honor points per hour. D and F grades do not count for honor points. The grade index is obtained by dividing the total number of honor points by the total number of credit hours including those of D and F. A student must have a minimum grade index of .60 at the end of freshman year, .85 at the end of sophomore year, .90 at end of junior year, and 1.00 at the end of senior year.

- (1) Students who did not take Western Civilization in Freshman year must take it in Sophomore year, postponing Spanish if necessary.
- (2) Choice is offered of two of the following, one-semester three hours each: Principles of Economics, Introduction to Sociology, Introduction to Politics, Geography, (Human or Economic). Science majors may postpone Social Sciences.

STUDENT EXPENSES

All students pay each semester of regular school year:

Tuition, per credit hour	\$ 6.00
Student Activities Fee	\$ 10.00
Entitles student to use of library, athletic facilities, admission to athletic contests on campus, admission to cultural and artistic programs and one subscription to the Polygraph.	
Textbooks - cost varies according to studies pursued.	

Students living on campus (internos) pay in addition to the above:

Room and board, minimum, depending upon room occupied, per semester	\$160.00
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Other fees to be paid as applicable:

Matriculation fee, sent with application	\$ 5.00
Laboratory fees, paid each semester, amount varies according to number of subjects taken.	\$ 5.00
Graduation fee, payable when student classifies as Senior	\$ 6.00
Medical fee, for all students, per semester	\$ 5.00
Late Registration: For first day	\$ 2.00
For each additional day	\$ 1.00
Maximum	\$ 10.00
Deferred payment service charge	\$ 4.00

Deposits, refundable under certain conditions:

Reservation of place in college	\$ 10.00
Library, paid by all students each semester	\$ 2.00
Room key, paid by resident students only	\$ 1.00
Chemistry Deposit, each semester	\$ 3.00

Approximate, total college bills for each semester (not including reservation fee or textbooks):

For students living on campus	\$300.00
For students not living on campus	\$130.00

Living Arrangements.

Convenient and suitable accommodations are available in the college dormitories: Borinquen Hall and Harris Hall for women; Phraner Hall and The Barracks for men. All students are required to live on campus unless permission is granted by the Dean of Men or Dean of Women as follows: (1) to live with relatives in San Germán, (2) to live in college-approved residence in San Germán, (3) to commute from home town.

At The Commons, a spacious and attractive dining hall on the campus, wholesome meals are regularly provided for all resident students.

The dining hall and dormitories are closed during recess periods within the semester and when college is not in session. Students who live at too great a distance to go home for these recess periods may apply for permission to occupy rooms in a dormitory. When the dining hall is closed, students must arrange and pay for their meals elsewhere.

CALENDAR FOR 1950-51

First Semester

August 20-23	Freshman Orientation Program
August 22-24	Registration for first semester
August 25	
Friday	Classes begin 7:50 A. M.
October 7-10	Long Week-end
October 18	
Wednesday	Mid-Semester
November 22-27	Thanksgiving Recess
December 15-21	Final Semester Examinations
December 21	Christmas Vacation begins 12:00 M.

Second Semester

January 8-9	Registration for second semester
January 10	
Wednesday	Classes begin 7:50 A. M.
February 17-20	Long Week-end
March 4	
Sunday	Founder's Day
March 7	
Wednesday	Mid-Semester
April 4-9	Easter Recess
May 2-8	Final Semester Examinations
May 6	
Sunday	Baccalaureate Service
May 9	
Wednesday	Commencement

CORRESPONDENCE

The Post Office address of the college is: The Polytechnic Institute of Puerto Rico, San Germán, Puerto Rico.

Requests for catalogues, inquiries about admission, and applications for place reservation, transcripts and records, should be addressed to *The Registrar*.