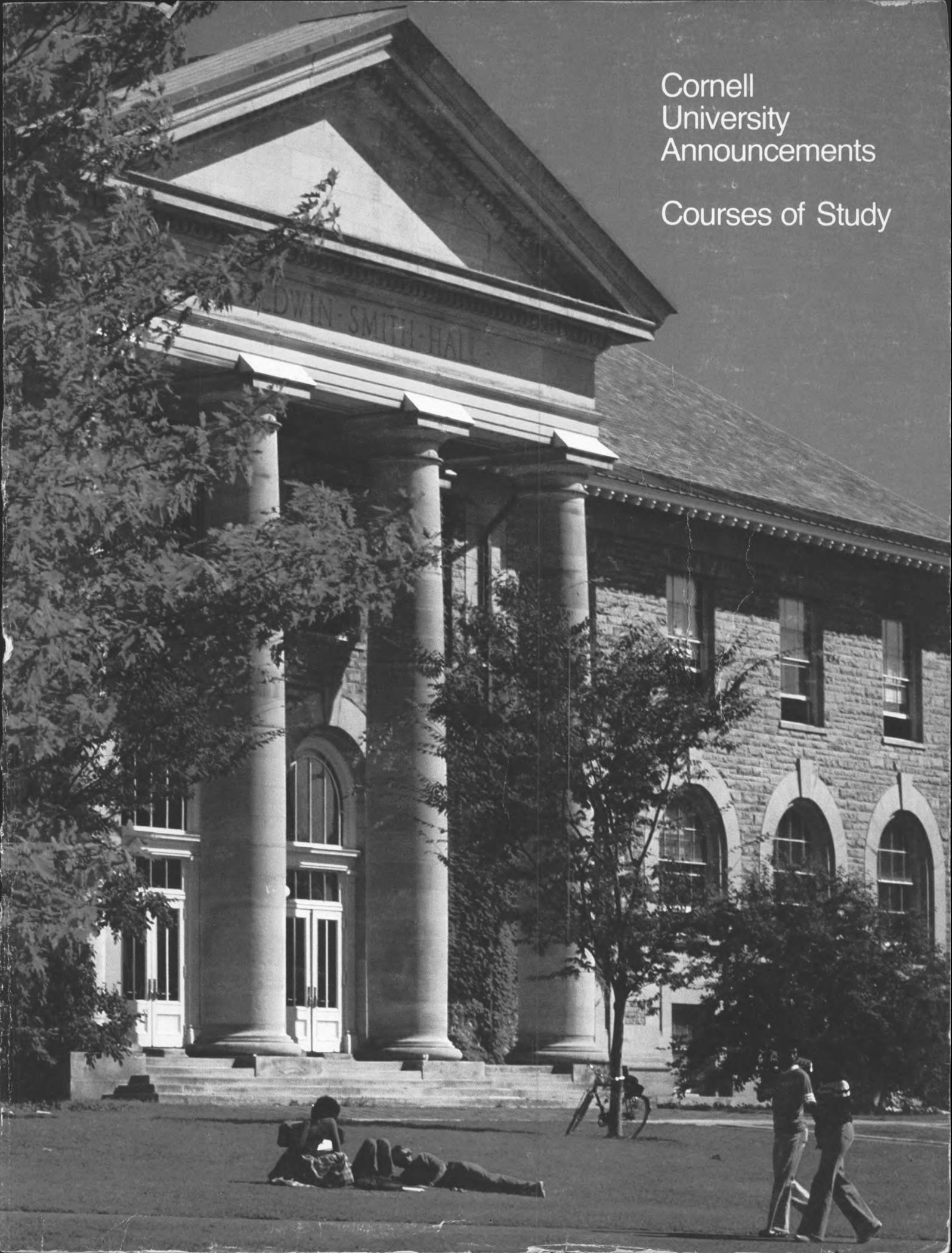
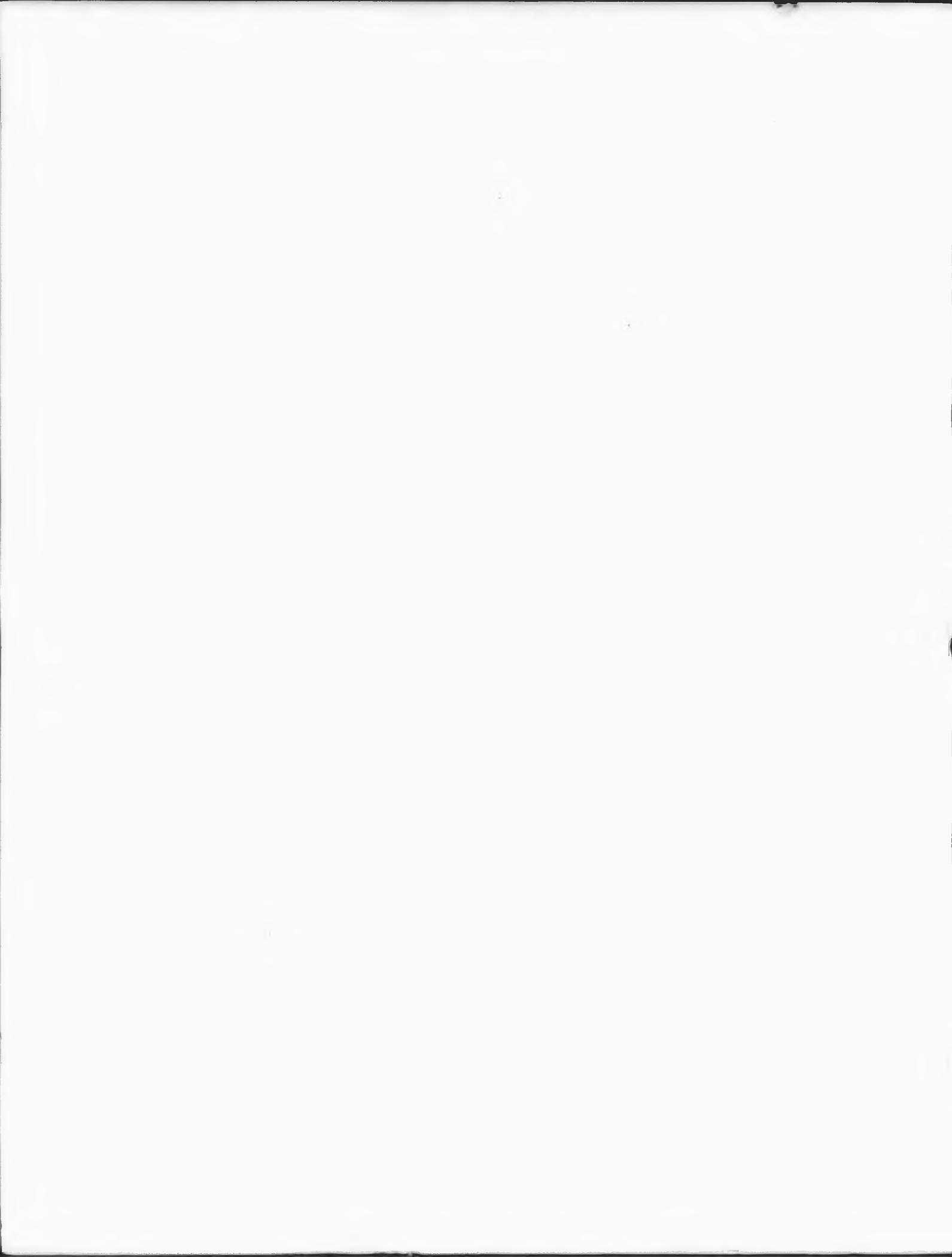


Cornell  
University  
Announcements

Courses of Study





# Cornell University

## Courses of Study

1981-82

**Cornell University Announcements  
(USPS 132-860)**

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# Cornell University Calendar 1981-82

## Fall Semester

Wednesday, August 26

Monday, August 31, and Tuesday, September 1

Wednesday, September 2

Monday, September 7

Monday, September 14

Wednesday, September 23

Friday-Sunday, September 25-27

Saturday, October 17

Wednesday, October 21

Friday and Saturday, November 6 and 7

Wednesday, November 25

Monday, November 30

Saturday, December 12

Wednesday, December 16

Wednesday, December 23

New-student orientation begins

Residence halls open

Registration

Instruction begins, 8:00 a.m.

Add/drop/change period begins

Labor Day, University holiday

Physical education classes begin

Last day of add/drop/change period

Last day for late registration

New-student Parents' Weekend

Fall recess: instruction suspended, 1:10 p.m.

Instruction resumes, 8:00 a.m.

Homecoming Weekend

Thanksgiving recess: instruction suspended, 1:10 p.m.

Instruction resumes, 8:00 a.m.

Instruction ends, 1:10 p.m.

Final examinations begin

Final examinations end

Residence halls close

## Winter Session

Variable periods between Monday, December 28, and Friday, January 22

## Spring Semester

Sunday, January 18

Thursday and Friday, January 21 and 22

Monday, January 25

Monday, February 8

Friday, February 12

Saturday, March 27

Monday, April 5

Saturday, May 8

Thursday, May 13

Friday, May 21

Saturday, May 22

Sunday, May 30

Residence halls open

Registration

Instruction begins, 8:00 a.m.

Add/drop/change period begins

Physical education classes begin

Last day of add/drop/change period

Spring recess: instruction suspended, 1:10 p.m.

Instruction resumes, 8:00 a.m.

Instruction ends, 1:10 p.m.

Final examinations begin

Final examinations end

Residence halls close (students who are graduating may stay through Commencement Day)

Commencement Day

## Summer Session 1982

Three-Week Session

Eight-Week Session

Six-Week Session

Monday, June 2-Friday, June 25

Monday, June 14-Friday, August 10

Monday, June 28-Friday, August 10

The dates shown in this calendar are subject to change at any time by official action of Cornell University.

In this calendar, the University has scheduled classes on religious holidays. It is the intent of the University that students missing classes due to the observance of religious holidays be given ample opportunity to make up work.

The Law School and College of Veterinary Medicine calendars differ in a number of ways from the University calendar. Please consult the Announcements of those colleges for details.

The courses and curricula described in this Announcement, and the teaching personnel listed herein, are subject to change at any time by official action of Cornell University.

The rules and regulations stated in this Announcement are for information only and in no way constitute a contract between the student and Cornell University. The University reserves the right to change any regulation or requirement at any time.

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W. Keith Kennedy, University Provost  
Thomas H. Meikle, Jr., Provost for Medical Affairs  
William G. Herbster, Senior Vice President  
W. Donald Cooke, Vice President for Research  
William D. Gurowitz, Vice President for Campus Affairs  
Robert T. Horn, Vice President, Treasurer, and Chief Investment Officer  
Robert M. Matyas, Vice President for Facilities and Business Operations  
Richard M. Ramin, Vice President for Public Affairs  
Alison P. Casarett, Vice Provost  
Kenneth M. King, Vice Provost  
Larry I. Palmer, Vice Provost  
James W. Spencer, Vice Provost  
Walter J. Relihan, Jr., Secretary of the Corporation and University Counsel  
J. Robert Barlow, Special Assistant to the President  
Neal R. Stamp, Senior Counsel to the University  
Kenneth I. Greisen, Dean of the University Faculty

## The University

Cornell University is a community set among the lakes and hills of central New York, and lying within the boundaries of the city of Ithaca, New York. Two men were the University's creators: Ezra Cornell and Andrew Dickson White. Cornell had begun life as a carpenter wandering in search of work. White, the younger, was well educated, a member of America's cultural aristocracy. Cornell came to Ithaca in 1828, worked hard, sometimes failed, more often succeeded, and succeeded to the extent that in the middle 1850s he went out into the American business world. There he met Morse, inventor of the telegraph, became his partner and was himself soon a wealthy man.

This success led him to the New York State Senate. White, a fellow senator, joined Cornell in discussing their common interest in higher education. They studied the Morrill Act of 1862 which gave land grants to the states as a means of financing state universities and they saw here the opportunity to launch their own plan for a university. Cornell pledged half a million dollars as more financial support, and a large part of his farm in Ithaca as a university campus. Cornell University was born. The first building, Morrill Hall, opened its doors in 1868.

From the beginning the University had two obligations. First, to offer scholarships to New York State residents: the land grant money made that necessary. In doing this Cornell University acted as a public institution. And, as a private institution, it served all comers who could qualify for admission.

What should it teach? White, trained in the classical tradition of the older colleges and universities, wished to teach philosophy, literature, government, history, and the sciences in a contemporary setting, shall we say, in terms of their usefulness to persons going out into the professions and business. Cornell put his wishes in a phrase that has become the university's motto: "I would found an institution where any person can find instruction in any subject."

White was the University's first president. He had assembled a faculty of distinguished scholars from the United States, Canada, and Great Britain, many of whom, including a prominent Oxford professor, came to Cornell because they regarded the University's approach to education as pioneering, lively, and suited to the needs of the time. What more appropriate then that, in this spirit of pioneering, Cornell should admit its first woman students in 1870.

In the last quarter of the nineteenth century the university grew rapidly and began to assume the shape it has today. As it rose to take its place among the so-called Ivy League universities, Cornell had a unique structure, part private and part public; part supported by private funds, part by grants from New York State. On the one hand were the endowed colleges: Arts and Sciences, Engineering, Law, and Architecture; on the other were state-supported or statutory colleges: Veterinary, Agriculture, and Home Economics.

The university drew strength from its two groups of colleges. A single administration, a single president, a single board of trustees presided over the affairs of all: a single body, the university faculty, directed educational policy. The needs of the endowed colleges called for the services of physicists, chemists, mathematicians, economists, historians, philosophers, biologists, lawyers. The needs of the statutory colleges called for many persons who had similar training, but whose study of mankind and other animals and of plants followed a different path from that of the scholars in the endowed colleges. But this was for the good. The two groups of scholars had common ground for discussion. Out of diversity they could build unity.

By the early twentieth century Cornell was well on the way to greatness. President White had served as America's ambassador to Russia and to Germany. Schurman, a later president, was to be ambassador to Germany and to China. To the University's faculty came scholars from many countries, as teachers and as students. To join Cornell's undergraduates and graduate students came men and women from all over the world, with the result that the University became what it is today, one of the most cosmopolitan in the United States.

The student population grew from the five to six thousand of the early twentieth century to its present figure of about seventeen thousand; the faculty from about two hundred to the present fifteen hundred. More persons to study, to carry on research, and to teach, meant more classrooms and laboratories, more libraries and dormitories, more places for worship and social centers, more playing fields and swimming pools. Buildings and places for outdoor recreation grew up on Ezra Cornell's farm, with a massive art gallery on the very spot where he once stood to admire Cayuga Lake and the City of Ithaca.

This growth of faculty, students, and the facilities they needed led to great specialization in the University's schools and colleges. The Engineering College divided into many parts, such as mechanical, electrical, and chemical, and among the biological sciences there were similar divisions. Among the endowed colleges a School of Hotel Administration appeared, and a Graduate School of Business and Public Administration. Among the statutory colleges the College of Agriculture took a new title, the College of Agriculture and Life Sciences. So did the College of Home Economics; it became the College of Human Ecology. The Veterinary College became the College of Veterinary Medicine. And there was a new school, the School of Industrial and Labor Relations. The process of expansion carried beyond Ithaca. A vast medical school arose in New York City, an agricultural experiment station at Geneva, New York, a marine laboratory off the New England Coast, and a study center at Washington, D.C. More remote is the National Astronomy and Ionosphere Center in Puerto Rico, which has the world's largest radio-radar telescope.

Cornell University has come to be a place of learning whose scholars and students have reached out into every aspect of human affairs, into all forms of study relating to our planet, and to the limits of the universe as man knows them. Behind this achievement lies more than a century of steady, solid growth; the enterprise of hundreds of thousands of students, the dedication of thousands of professors, the skill of administrators, the wisdom of trustees.

The vast range of knowledge and experience assembled at Cornell gives to student and professor a sense of security. The security comes from being heir to a century of Cornell's history, and of having available in libraries and art galleries and concert halls the words of wise men and the creations of artists. And more than security. To the student what could be more stimulating than to know that he or she has joined a community that affords infinite opportunity for study, for new friendships, and for association with persons dedicated to the pursuit of knowledge.

Frederick G. Marcham  
Goldwin Smith Professor of English History emeritus

## The Students

Cornell University has a student body of about 17,000 in the eleven schools and colleges at Ithaca. More than 29 percent of the students are engaged in graduate and professional study. The student body is diverse in interests and background, with 51 percent of the undergraduates from New York State, 39 percent from the remaining fifty states, and 10 percent from over ninety foreign countries.

### Regional Origin of Students

New England	1,793
New York State	8,565
Mid-Atlantic	2,713
Southeast	471
Midwest	1,229
Southwest/Mountain	313
Farwest	641
Foreign and United States possessions	1,341
Total	17,066*

\*Figures are for fall 1980 and do not include extramural students, students registered in absentia, or students in the New York City divisions.

### Retention and graduation of undergraduates.

By the fall of 1979, 79.2 percent of the students that entered endowed undergraduate units in 1974 (Architecture, Art, and Planning; Arts and Sciences; Engineering; and Hotel Administration) had either graduated or were still enrolled. In the statutory units (Agriculture and Life Sciences; Human Ecology; and Industrial and Labor Relations) 81.3 percent had graduated or were still working toward a Cornell degree.

It is the policy of Cornell University actively to support equality of educational and employment opportunity. No person shall be denied admission to any educational program or activity or be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, sex, age, or handicap. The University is committed to the maintenance of affirmative action programs which will assure the continuation of such equality of opportunity.

Cornell University is committed to assisting those handicapped students who have special needs. A brochure describing services for the handicapped student may be obtained by writing to the Office of Equal Opportunity, Cornell University, 217 Day Hall, Ithaca, New York 14853. Other questions or requests for special assistance may also be directed to that office.

**Special opportunity programs.** Cornell University administers a variety of special opportunity programs designed to provide financial assistance and other forms of assistance to (1) minority students and (2) low-income students meeting program guidelines. The emphasis of these special programs is to aid in increasing representation of students from minority groups present in New York State who historically have been underrepresented in higher education. However, participation is also available to those residing outside New York State. For details, prospective students contact the Office of Admissions, 410 Thurston Avenue, Ithaca, New York 14850.

## Degree Programs

### Undergraduate Degrees

The undergraduate curricula at Cornell University lead to the Bachelor of Arts (A.B.) degree in the College of Arts and Sciences. The Bachelor of Science (B.S.) degree is offered by the College of Agriculture and Life Sciences, the College of Human Ecology, the School of Hotel Administration, the College of Engineering, and the School of Industrial and Labor Relations. The College of Architecture, Art, and Planning offers the Bachelor of Architecture (B.Arch.), the Bachelor of Fine Arts (B.F.A.), and the Bachelor of Science (B.S.) degrees.

### Graduate Degrees

The graduate program at Cornell, with its emphasis on flexibility and independence, permits an unusual degree of accommodation to the needs and interests of the individual student. Most graduate degrees are offered through the Graduate School. Professional graduate degrees are offered through the professional schools and colleges. More information on the graduate degrees offered by Cornell may be found in the section on the Graduate School of Business and Public Administration, the Graduate School, the Law School, and the New York State College of Veterinary Medicine.

## Business and Preprofessional Study

### Undergraduate Business Study

Undergraduate preparation for business is found in many schools and colleges at Cornell. Students most frequently take courses in more than one area, as well as in related fields, to construct a program to suit their interests and career objectives. Each of the following areas provides a different focus for application and use of business study and training, and students should consider carefully the implications of each program when making a choice. (Graduate study is available in the Graduate School of Business and Public Administration as well as in graduate fields following each of the undergraduate options.)

The areas most often pursued include applied economics and business management (College of Agriculture and Life Sciences), economics (College of Arts and Sciences), engineering, hotel administration, consumer economics and housing (College of Human Ecology), and industrial and labor relations.

#### Applied economics and business management.

Economics, marketing, finance, public affairs management, food industry management, resources management, and distribution processes are examples of specific areas available. There is more emphasis on the application of these areas than on the theoretical aspects of economic theory and money, currency, and banking. (These subjects would be more easily pursued in the Department of Economics.) Instruction is appropriate for both agricultural and nonagricultural use.

**Economics.** This program provides a broad view of that social science concerned with the description and analysis of the production, distribution, and consumption of goods and services, the understanding of monetary systems, and the comprehension of economic theories and models. It is viewed more often as preprofessional than as training for immediate practice in business or economics.

**Engineering.** This area provides much of the management personnel of modern industry. Engineers frequently climb the ladders of technological management, which lead to more general management responsibilities; more than half of the management-level personnel of major corporations such as General Electric, Xerox, IBM, and Du Pont have engineering degrees. In addition to becoming managers by being effective technical supervisors, many students enter engineering explicitly anticipating graduate business education, judging that an engineering background is particularly appropriate for management in a technology-oriented society.

Study in operations research and industrial engineering is particularly appropriate for those anticipating a business management career. The curriculum focuses on the design of integrated, cost-effective systems of people, materials, and equipment for manufacturing industries, public and private service organizations, and consulting firms.

**Hotel administration.** This undergraduate program provides managers for the hospitality industry. Capability for management of motels, hotels, condominiums, restaurants, clubs, hospitals, and land and facility development is developed through instruction in personnel and general administration, financial management, food and beverage service, and communications. Students interested in the

School of Hotel Administration must have developed an explicit awareness of and commitment to this area through work experience, reading, study, and discussions with industry representatives.

**Consumer economics and housing.** The focus is on the economic behavior and welfare of consumers in the private, public, and mixed sectors of the economy. There is an option for special concentration on housing. Study aims at an understanding of economics, sociology, and government policy as they apply to consumer problems.

**Industrial and labor relations.** The world of work, especially the employee-employer relationship in the broadest sense, including the political, social, and economic forces affecting that relationship, are studied. Graduates can pursue immediate employment in industry, government, and labor organizations or choose graduate study in industrial and labor relations or such related fields as law and business and public administration.

### Related Areas

Courses in areas directly related to these business programs are found in many of the University departments. For example, quantitative methods may be studied in the Departments of Mathematics and Computer Science, and courses in public administration are found in the Departments of Government and City and Regional Planning. There are additional programs that allow students with an interest in business to focus on a particular geographic area. Examples are the Latin American Studies Program, the South Asia Program, and the Africana Studies and Research Center. Such interdisciplinary programs as the Program on Science, Technology, and Society and the various programs in international agriculture provide additional opportunities for study of interest to business students.

### Combined Degree Programs

Because Cornell has the Graduate School of Business and Public Administration, special opportunities exist here for highly qualified undergraduates to combine their undergraduate programs with graduate study in that school. Students in the double-registrant program generally receive a bachelor's degree after four years of study and a Master of Business Administration, Master of Public Administration, or Master of Professional Studies (Hospital and Health Services Administration) degree after the fifth year of study, rather than the normal sixth year. Students in all Cornell undergraduate colleges and schools are eligible to explore this option. There is also a program with the College of Engineering that allows qualified students to earn a B.S., M.B.A., and Master of Engineering in six years. Admission to these combined degree programs is limited to particularly promising applicants. Careful planning is required for successful integration of the work in the two areas.

### Prelaw Study

Law schools do not prescribe any particular prelaw program nor do they require any specific undergraduate courses as do medical schools. Law touches nearly every phase of human activity, and there is practically no subject that can be considered to be of no value to the lawyer and no undergraduate course of study that can be judged as totally inappropriate. Prelaw students should, however, be guided by certain principles when selecting college courses.

1. Interest encourages scholarship, and students will derive the greatest benefit from those studies that stimulate their interest.

2. Of first importance to the lawyer is the ability to express thoughts clearly and cogently, in both speech and writing. Courses in the Freshman Seminar Program, required of nearly all Cornell freshmen, are designed to develop these skills. English literature and composition and communication arts courses also serve this purpose. Logic and mathematics develop exactness of thought. Also of value are economics, history, government, and sociology, because of their close relation to law and their influence on its development ethics, because of its kinship to guiding legal principles, and philosophy because of the influence of philosophic reasoning on legal reasoning and jurisprudence. Psychology leads to an understanding of human nature and mental behavior. Some knowledge of the principles of accounting and of the sciences, such as chemistry, physics, biology, and engineering, is recommended and will prove of practical value to the lawyer in general practice in the modern world.

3. Cultural subjects, though they may have no direct bearing on law or a legal career, will expand students' interests, help cultivate a wider appreciation of literature, art, and music, and make better educated and well-rounded persons.

4. Certain subjects are especially useful in specialized legal careers. For some a broad scientific background—for example, in agriculture, chemistry, physics, or engineering—when coupled with training in law, may furnish qualifications necessary for specialized work with the government, for counseling certain types of businesses or for a career as a patent lawyer. A business background may be helpful for those planning to specialize in corporate or tax practice. Students who anticipate practice involving labor law and legislation might consider undergraduate study in the School of Industrial and Labor Relations. Whatever course of study is chosen, the important tasks are to acquire perspective, social awareness, and a critical cast of mind to develop the ability to think logically and analytically, and to express your thoughts clearly and forcefully. These are the crucial tools for a sound legal education and successful career.

The presence of the Cornell Law School on campus provides the opportunity for a limited number of highly qualified undergraduates registered in the College of Arts and Sciences at the University to be admitted to the Law School. At the time of entry they must have completed 105 of the 120 credits required for the Bachelor of Arts degree, including 92 credits of course work in the College of Arts and Sciences.

## Premedical Study

Medical and dental schools, while not requiring any particular major course of study, do require that a particular selection of undergraduate courses be completed. These courses usually include general chemistry and organic chemistry, biology, physics, and a year of English composition (or a Freshman Seminar course). In addition, those premedical students who elect a nonscience major are advised to take at least one advanced biological science course, such as genetics, embryology, histology, or physiology.

There is no major program that is the best for those considering medical or dental school, and students are therefore encouraged to pursue their own intellectual interests. Students are more likely to succeed at and benefit from subjects that interest and stimulate them, and there is no evidence that medical colleges give special consideration to any particular undergraduate training beyond completion of the required courses. In the past at Cornell most successful applicants to medical and dental schools have been enrolled primarily in the Colleges of Arts and Sciences and Agriculture and Life Sciences, with some also in the Colleges of Engineering and Human Ecology. The appropriate choice depends to a great extent on the student's other interests.

Qualified students in the Colleges of Agriculture and Life Sciences and Arts and Sciences may apply for acceptance into a dual registration program arranged between Cornell University and the Upstate College of Medicine at Syracuse. Students from these two colleges and the College of Human Ecology are eligible for a similar program arranged with the Cornell University Medical College in New York City. Both programs allow registered students to save one year in pursuit of the bachelor's and M.D. degrees. Further information about these programs is available from the Health Careers Program office at the Career Center, Cornell University, 14 East Avenue, Ithaca, New York 14853.

## Preveterinary Study

There is no specific preveterinary program at Cornell, and students interested in veterinary medicine as a career should select an area for study that fits their interests while at the same time meeting the entrance requirements for veterinary college listed below. Most preveterinary students enroll in the College of Agriculture and Life Sciences. However, because of the statutory nature of that college, out-of-state applicants will find it extremely difficult to gain acceptance into its biological sciences or animal sciences program. These and other students, because of their secondary interests or desire for a broader undergraduate curriculum, often enter other divisions of the University, especially the College of Arts and Sciences.

The college-level prerequisite courses for admission to the New York State College of Veterinary Medicine at Cornell are one year each of English, biology, physics, and general chemistry, six credits of organic chemistry, four credits of biochemistry, and three credits of microbiology. All science courses must include a laboratory. The college also requires demonstrated proficiency in written and spoken English and encourages college-level work in mathematics. These requirements, necessary for admission to Cornell's College of Veterinary Medicine, may vary slightly at other veterinary colleges.

For information on additional preparation, including work experience and necessary examinations, students should consult the *Announcement of the College of Veterinary Medicine*, obtained by writing to Cornell University Announcements, Research Park, Ithaca, New York 14850.

## University Resources

Students benefit from a wide variety of resources, both human and physical, that contribute significantly to their Cornell education. The following sections provide an idea of some of the more intriguing and stimulating possibilities.

### University Libraries

The Cornell University Libraries are rated as one of the major academic library systems in the United States. The sixteen campus libraries contain well over four million volumes and currently subscribe to fifty-two thousand periodicals. These libraries provide the facilities for research and study in hundreds of undergraduate major subject areas and in over eighty-five fields of study for advanced degrees.

All students at Cornell are entitled to use any of the libraries on campus, although access to the stacks may be limited in some cases. Students are particularly encouraged to participate in the orientation sessions and tours offered by the libraries. All libraries are open long hours, some until midnight, and schedules and tour information are available at every library.

At the south end of the Arts Quadrangle is Uris Library, the building with the tower that has become the symbol of Cornell. Uris is essentially an undergraduate library for students in the liberal arts. A principal aim of this library is to bring readers and books as close together as possible. Accordingly, the stacks containing more than 122,000 volumes are open to all, and only reserve books in heavy demand are held in a special category. There are listening rooms where students, singly or in groups, may hear recordings of the spoken word, and there is a lecture room with sound and projection capabilities.

Across the walk from Uris is the John M. Olin Library, devoted more specifically to graduate and faculty research. This closed-stack library houses many special collections of books and manuscripts, among them rare books, a collection on East and Southeast Asia, an Icelandic collection, History of Science collections, the archives of the University, maps, and newspapers.

The two libraries, Uris and Olin, complement each other in support of the University's program of teaching and scholarship. In addition to these facilities, there is an extensive system of college and school libraries. Chief among them is the Albert R. Mann Library, serving the New York State Colleges of Agriculture and Life Sciences and Human Ecology. Located at the east end of the Agriculture Quadrangle, Mann Library's open stacks hold half a million volumes, including the research library of the Division of Biological Sciences.

Other college libraries include the Fine Arts Library, serving the College of Architecture, Art, and Planning; the libraries of the College of Engineering and the New York State College of Veterinary Medicine; and the libraries serving the Graduate School of Business and Public Administration, the Law School, the School of Hotel Administration, and the New York State School of Industrial and Labor Relations. In addition there are many large department libraries on the campus. For more specific information, see the *Handbook of the Libraries* available at all libraries.

Many of the libraries have special copying services, audiovisual facilities, bibliographic retrieval services, study rooms, microfilm and microfiche readers, typewriters, interlibrary loan services, and some publish handbooks and bibliographies that are distributed without charge. The library issues directories of locations by subject, hours, and services which are available in all the libraries.

## 8 The University

Orientation sessions on how to use the library are offered at the beginning of each semester by the larger campus libraries. Schedules for vacation periods, intersession, and summer session are always posted or available at the separate libraries.

Cornell's libraries have the largest collection on Southeast Asia in the world, the largest Western-language collection on East Asia, the finest Wordsworth collection, and the finest Icelandic collection in the nation.

## Museums and Art Exhibitions

**The Herbert F. Johnson Museum of Art**, designed by world-renowned architect I.M. Pei, complements the architecture and vistas of the more traditionally styled campus. Its sweeping views give visitors and residents alike a new perspective on the beauty of Cayuga Lake.

The museum's collections are particularly strong in Asian art, nineteenth- and twentieth-century painting, and the graphic arts. Located on Central Avenue, the museum is open daily Tuesday through Sunday, 10 a.m. to 5 p.m.

The museum has an active membership program, and members' contributions are the main source of funds for acquiring works of art. Anyone interested in becoming a member may inquire at the reception desk or call 256-6464.

**Art exhibitions.** Cornell is generously supplied with art exhibitions, some permanent and some temporary. The displays range from the works of students and visiting collections to the permanent University collection housed at the Herbert F. Johnson Museum of Art. Other campus locations for art displays include the Art Room in the Straight, the Fine Arts Gallery in Sibley Hall, and the galleries in Goldwin Smith Hall, Martha Van Rensselaer Hall, and Franklin Hall.

## Music

Students who want to participate in music making will find a wide range of opportunity through the Sage Chapel Choir, the Cornell Chorus, the University Glee Club, the University orchestras and bands, chamber music ensembles, the Opera Workshop, the Collegium Musicum, and the Indonesian Gamelan. The Cornell chimes, housed in McGraw Tower, are rung by students.

The University Faculty Committee on Music sponsors programs by visiting soloists and major orchestras in the Bailey Hall Concert Series, string quartets and other groups in the Statler Series at Alice Statler Auditorium, and occasional operas, ballets, and special events. Several times each month the Department of Music sponsors free concerts and lectures by visiting artists or by Cornell faculty and students, primarily in Barnes Hall Auditorium.

The Cornell Concert Commission offers a series of student-produced popular rock, folk, soul, and jazz concerts. Other student organizations have regular performances of Gilbert and Sullivan operettas, jazz, and folk music. Local bluegrass and folk performers are featured in informal concerts in the Commons, a coffeehouse in Anabel Taylor Hall.

## Astronomy

Cornell operates two local optical observatories, the Fuertes Observatory (near the North Campus dormitory area) and the Hartung Boothroyd Observatory, and the world's largest radar-radio telescope, in Arecibo, Puerto Rico.

The Spacecraft Planetary Imaging Facility, a joint undertaking of NASA's Planetary Geology Program and the University, serves as a focus for planetary studies at Cornell and is one of seven such facilities in the United States. The facility contains a comprehensive collection of thousands of images obtained by United States planetary and lunar spacecraft, as well as related cartographic and support data.

## Theater

Cornell students have numerous opportunities to attend or participate in theatrical productions.

Under the sponsorship and general supervision of the Department of Theatre Arts, Theatre Cornell presents a full season of classical, modern, and experimental dramas. These productions include guest professionals, graduate actors, designers, and directors from the department's professional training program as well as undergraduate majors. All students in the University who are interested in participating in theater in any capacity are eligible to audition for these productions. Auditions are held twice a year. The department also has, in its studio theater, a more informal production program, directed, acted, designed, and managed entirely by students. Staffing and casting for these events take place throughout the year.

Other theatrical opportunities can be found at Risley Residential College, which has a small theater available for student productions; with the Cornell Savoyards, who produce two Gilbert and Sullivan operettas annually; and within the Ithaca community, which has several theater groups that mount various productions during the year.

## Dance

The dance division of the Department of Theatre Arts sponsors a range of possibilities for students interested in dance. Informal and formal dance programs are presented through the year by student dancers and choreographers. In the spring a dance concert presents works by guest, faculty, and student choreographers. The division also sponsors a series of performances by touring professional dance companies during the year. The Ithaca community includes several studios that present workshops and performances in a wide range of dance forms.

Students interested in social and ethnic dance will find that dancing is a popular activity. Student organizations sponsor folk, contra, and square dances frequently. Most dances are taught at these events, and beginners are welcome. The Department of Physical Education and Athletics usually offers a course in folk or square dancing each semester.

## Lectures

On the more academic side of audience entertainment, there is the lecture. Dozens of extracurricular lectures are given every week, ranging from scholarly presentations on subjects of narrow interest to well-known speakers with campuswide appeal.

## Films

Throughout the year and on almost every night of the week, single film showings and film series make available educational and entertaining films at

reduced rates. In addition, there are a half-dozen commercial theaters in Ithaca itself, making movie going among the most popular leisure-time activities.

Students interested in producing their own films may participate in the filmmaking program sponsored by the Department of Theatre Arts.

## Publications

Cornell students edit and publish a wide variety of publications, including a yearbook, literary magazines, and a number of magazines relating to special fields of interest, such as the *Cornell Engineer*, *Praxis Magazine*, *Rainy Day*, the *Cornell Countryman*, and the *Cornell Law Review*. Cornell students are in complete charge of the publication of the *Cornell Daily Sun*, an independent daily newspaper.

## Facilities for Research

Facilities for research at Cornell offer faculty members and students a range of opportunities. The unique or specialized facilities are highlighted below.

### Agricultural and Biological Sciences

Bradfield Hall houses computers, radar, and other specialized equipment used in making up-to-the-minute weather forecasts. The insect collection in Comstock Hall contains more than four million specimens, making it one of the largest university insect collections anywhere. Liberty Hyde Bailey Hortorium is the world's leading center for the study of palms, a plant family second only to grasses in economic importance. The Department of Food Science operates a full-scale dairy plant, a salesroom, and a cafeteria.

The Boyce Thompson Institute for Plant Research, housed in new facilities on Tower Road, gives the University the largest concentration of plant scientists in the world.

Nearby the campus are a 180-acre, University-maintained bird sanctuary, Sapsucker woods, and the University Plantations, which has trails through natural areas and special collections, including peonies, rhododendrons, nut trees, an herb garden, a wildflower garden, and seasonal plantings.

The Animal Science Teaching and Research Center was established in 1973 on twenty-five hundred acres of fertile valley and hillside land near Dryden, about fifteen miles from campus. It now houses some 850 head of dairy cattle, 450 beef cattle, and 900 sheep. Nearby about one thousand acres of corn and grasses are planted and harvested each year. The orchard laboratory conducts research on fruit crops; the popular salesroom may be reached by campus bus.

Renowned off-campus facilities include an agricultural experiment station in Geneva, New York, and the Isles of Shoals Laboratory, a marine biology laboratory off the coast of Maine.

### Engineering and Physical Sciences

The National Research and Resource Facility for Submicron Structures is the newest research facility on campus. It is expected to have a profound effect on the communications industry. The University operates a synchrotron radiation laboratory in conjunction with a high-energy storage ring. The Laboratory for Plasma Studies provides a center for research in plasma physics and lasers. The Materials Science Center is equipped with highly sophisticated equipment for interdisciplinary research. The Ward Laboratory for Nuclear Engineering is the site of interdisciplinary research involving irradiation, isotope production, and activation analysis.

## Social Sciences

The Eleanor J. Gibson Laboratory of Developmental Psychology explores the development of perception in infants. Research in infant language acquisition is carried out in Martha Van Rensselaer Hall. Uris Hall houses the Human Experimental Laboratory (of the Department of Psychology), a biopsychology laboratory, and a social psychology laboratory.

## Computer Services

At Cornell computers are used by musicologists, archeologists, historians, engineers, architects, linguists, accountants, doctors, scientists, students, and faculty in every discipline. Cornell Computer Services supplies and maintains computer hardware, operating systems, and general and specialized programs to meet a broad spectrum of user needs. To make these resources readily accessible, CCS operates several public terminals, provides some free consulting services, produces informative documentation, and offers or cosponsors a variety of user education programs.

Cornell's main computer is an IBM 370/168. An easy-to-use DEC 2060 computer was installed on campus in 1980, and two IBM 4341 computers will become available for public use in 1981, as will more than 100 new interactive workstations. PLATO terminals are available in Uris Hall for instructional computing during regularly scheduled terminal hours. The number of Teraks on campus used for introductory programming courses is expected to double for the fall semester. Three years ago Cornell purchased a Floating Point Systems array processor. This specialized computer is very fast and highly cost effective for long calculations.

Cornell is attached to Telenet and TYMNET, data communication networks which provide computer users access to computing facilities in forty states as well as in Mexico, Canada, and Europe. As a member-supplier of EDUNET, Cornell shares computer resources with other universities, colleges, and nonprofit groups associated with higher education and research.

# Special Academic Services and Programs

## Information Services

The Information and Referral Center assists students, faculty, staff, and visitors by distributing free literature, answering questions, and giving directions. The center responds to questions over the telephone, in the mail, and on a walk-in basis. Questions to which answers are not readily available will be researched by the center staff. The center's aim is to minimize confusion and to help people avoid the necessity of contacting several offices with their questions. The center is in Day Hall near the East Avenue entrance and is open Monday through Saturday from 9 a.m. to 5 p.m. The telephone number is 607/256-6200.

Campus tours originate from the Information and Referral Center Monday through Friday at 11:15 a.m., and 1:30 p.m., Saturday at 11:15 a.m., and Sunday at 1 p.m. From November 1 through March 31 the weekday tours are given at 1:30 p.m. only.

In Willard Straight Hall there is an information desk known as the Straight Desk. It differs from the Information and Referral Center in that it does not have a library of free literature and does not conduct tours. It does, however, sell snacks, magazines, and newspapers. The Straight Desk is open from 8 a.m. to 10 p.m. Monday through Friday, 9 a.m. to 10 p.m. on Saturdays, and 10 a.m. to 9 p.m. on Sundays. The telephone number is 607/256-3450.

## The Writing Workshop

The Writing Workshop, in 150 Rockefeller Hall (telephone 256-6349), offers a range of services for students seeking help with writing.

**Tutorials.** For those who need an intensive course in composition the workshop offers tutorial classes. Students enroll in either English 137 (offered in the fall semester) or English 138 (spring) and attend one small class session of five to six students and one individual tutorial a week. These courses satisfy the Freshman Seminar requirement and are offered for S-U credit. To register for these courses and arrange class times, call 256-6349 for an appointment to consult a member of the staff.

**Walk-In Service.** Any student writing a paper may use the Workshop's Walk-In Service, 150 Rockefeller Hall, for help with specific problems encountered as he/she is drafting a paper. The staff will discuss the strengths and weaknesses of any draft on which a student is currently working. Hours are posted outside the workshop's door, in the English department's offices, at the Uris Library reference desk, and at other locations on campus. Appointments are not made; students are assisted on a first-come—first-served basis. For more information telephone 256-6349.

**Freshman writing assessment sessions.** For entering freshmen the workshop, in conjunction with the Freshman Seminar Program, offers Writing Assessment Sessions during orientation week and the first week of classes. These sessions help students assess their writing abilities and choose an appropriate Freshman Seminar. Consult the orientation newspaper for dates, times, and locations, or contact the Writing Workshop (256-6349) or the Freshman Seminar Office, 260 Goldwin Smith Hall (telephone 256-4061).

Student writers may find *A Writer's Responsibilities*, prepared by the Department of English and distributed through the Office of the Dean of the

Faculty, 315 Day Hall (telephone 256-4843), useful. The booklet shows how to document source material to avoid inadvertent plagiarism.

## The Learning Skills Center

The Learning Skills Center (LSC) promotes academic scholarship to help ensure graduation of minority students at Cornell. The LSC provides academic advising, preparatory instruction in core courses, (biology, physics, English, chemistry, and mathematics), and tutorial and study sessions. A pre-freshman year summer program gives new students an opportunity to pursue college courses before fall enrollment. The LSC has study hall accommodations and provides students access to typewriters, calculators, a reserve library, course notes, previous examinations, and tapes. Academic advising, including help in specific areas of study, scheduling, or programming information is provided by LSC staff to all minority students.

## Reading and Study Skills Program

This program offers courses in speed reading and a variety of study skills. Special emphasis is placed on how to read texts, budget time, and prepare for examinations. In addition to the minicourses, audio cassettes on these topics are maintained at the center, in the Listening Room of Uris Library, the Reserve Desk of Mann Library, Room C111 of the College of Veterinary Medicine, and at the three student unions. The Reading and Study Skills Program is located in the Learning Skills Center, 375 Olin Hall (telephone 256-6310).

## Tutoring Services

Tutoring is available through many departments and organizations at Cornell. Students who need tutoring may contact their school or college offices, their faculty advisers, or their professors for information about sources of tutoring assistance.

**Interfraternity Council.** The Interfraternity Council provides tutors without fee to any student who needs help with a course. Tutors are available in virtually every field. For more information call 256-5183 or stop at the IFC office, 210 Willard Straight Hall.

## Field Service and Study Abroad

Field service and study abroad provide students with invaluable experiences. Most opportunities are offered through individual departments or colleges, and are described in those sections. Students are also encouraged to consult the Career Center for information on programs that are not directly sponsored by the University.

## Advanced Placement of Freshmen

The appropriate department of instruction sets the standards of achievement that must be met for advanced placement at Cornell and *recommends* AP credit for those who meet the standards. This recommendation is almost always based on some examination score. The student's college decides whether to *award* the credit. Students need not accept advanced placement. They may repeat the course, thereby relinquishing the advanced placement credit.

The Advanced Placement (AP) Program of the College Entrance Examination Board (CEEB) is the best-known and most generally used of the programs that provide students with an opportunity to document participation in a college-level curriculum at the secondary level.

**Advanced placement examinations.** Examinations sponsored by the Advanced Placement Program and the College-Level Examination Program (CLEP) of the College Entrance Examination Board, and the United States Armed Forces Institute are considered. Entering freshmen should have their scores sent to their college or school office (see list at the end of this section). Placement and credit on the basis of these examinations will usually be determined during the summer, and students will be notified before course scheduling.

**Departmental advanced standing examinations.** In certain subjects, students may also qualify for advanced placement or credit or both on the basis of departmental examinations given on campus during orientation week. A schedule of these examinations will appear in the orientation newspaper that will be mailed to entering students in late summer. The departments that award advanced placement and credit on the basis of CEEB Advanced Placement Examinations, CEEB College-Level Examination Program tests, or departmental examinations are shown below.

**Transfer of credit.** Entering freshmen who have completed college courses for which they wish to receive credit toward their Cornell degree should send transcripts and course descriptions to their college or school office (see list at the end of this section). The award of credit or placement for such courses is determined by the appropriate departments according to individual school and college guidelines. Because policy for using advanced placement credit varies according to each college's or school's professional and academic goals, students should consult their college or school office to determine how they may use such credit.

**Foreign credentials.** Information regarding Cornell's advanced standing policy for foreign credentials may be obtained by contacting the Assistant Director for Undergraduate Foreign Admissions, Cornell University, 200 Barnes Hall, Ithaca, New York 14853, U.S.A. Students holding foreign credentials who feel they may be eligible for advanced standing consideration should contact the International Student Office prior to enrollment for clarification of the advanced standing policy.

**Written inquiries.** Many department and school and college offices encourage students to contact them with any questions they may have. Addresses given in the following sections may be completed by adding Ithaca, New York 14853.

## Biological Sciences

Students earning a score of 5 on the CEEB Advanced Placement Examination in biology, or whose performance on the special departmental examination is superior, will receive eight credits and be permitted exemption from all introductory biology courses.

Nonmajors with a score of 4 or 5 on the AP Examination or departmental examination can receive, respectively, six or eight advanced placement credits. This satisfies part or all of the distribution requirement in biological sciences for the Colleges of Agriculture and Life Sciences, Arts and Sciences, and Human Ecology.

Biological sciences majors (and other students who expect to take advanced biology courses) who receive a score of 4 must fulfill the introductory biology requirement by taking Biological Sciences 103–104, or four credits of work in Biological Sciences 105–106 selected with the advice and approval of the instructors.

Students who feel prepared may arrange to take the departmentally administered examination by requesting permission in advance from the General Biology Office, Cornell University, 310 Roberts Hall. This examination is given only once, during orientation week. A sheet describing the examination content and format, eligibility, fee, and credit is available by writing to that office.

## Chemistry

The Department of Chemistry offers two sequences that satisfy prerequisites for further work in the department: Chemistry 207–208, an eight-credit sequence that includes qualitative analysis, and Chemistry 215–216, a nine-credit sequence that includes qualitative and quantitative analysis. The college-level chemistry course offered by some secondary schools corresponds roughly to Chemistry 207–208. Chemical Bond Approach (CBA) and Chem Study (CHEMS) are not considered sufficient preparation for advanced placement.

Freshmen may qualify for advanced placement and eight advanced standing credits for Chemistry 207–208 by earning a score of 5 on the CEEB Advanced Placement Examination in chemistry or by passing an advanced standing examination offered by the department. Before taking the special examination, students should consult Professor R. C. Fay. A score of 3 or 4 on the CEEB Advanced Placement Examination earns four credits for Chemistry 207 and placement in Chemistry 208.

Students receiving advanced placement credit for Chemistry 207 or 207–208 who are interested in a major in chemistry or a related science should consider taking Chemistry 215–216 and should consult Professor G. Hammes.

## Classics

For advanced placement and credit in Latin and Greek, students should consult the Department of Classics, Cornell University, 120A Goldwin Smith Hall. Advanced placement and credit are determined as outlined below.

**Latin.** Students may be tentatively placed in a 300-level Latin course if they achieve a score of 4 or 5 on the CEEB Advanced Placement Examination, but they must also take the department's own placement examination during orientation week. A student who is permitted to register in a 300-level course will be given six advanced placement credits.

**Greek.** For information concerning advanced placement consult the chairman of the Department of Classics.

## Economics

The Department of Economics will grant up to six advanced placement credits to a student who scores 600 or higher in the CEEB College-Level Examination Program test in introductory economics. Such a student will be admitted to courses for which Economics 101 and 102 are prerequisites.

For further information write to the Department of Economics, Cornell University, 416 Uris Hall.

## English

For exceptionally well-qualified freshmen the Department of English will recommend three or six advanced placement credits, and freshmen for whom such credit has been recommended will also be eligible to enroll in English 270, 271, or 272.

The department will consider awarding advanced placement credit to freshmen who receive scores of 750 or above on the CEEB College Placement Test (CPT; formerly CEEB Achievement Test) in English composition, 710 or above on the CEEB College Placement Test in literature, or 5 on the CEEB Advanced Placement Examination. Students who seek advanced placement credit are encouraged to take as many of these tests as possible.

Students who receive scores of 700 to 749 on the CEEB College Placement Test in English composition, 700 to 709 on the CEEB College Placement Test in literature, or 4 on the CEEB Advanced Placement Examination will be eligible to take an advanced standing examination offered by the department during orientation week. This examination will be an important factor in awarding advanced placement credit. The department will also consider secondary school grades in determining whether credit will be awarded.

Advanced placement credit awarded in English may not be used to satisfy the Freshman Seminar requirement or the humanities or expressive arts requirement of the College of Arts and Sciences.

If space permits, freshmen who have not received advanced placement credit but whose test scores and secondary school records indicate they are qualified may enroll in English 270, 271, or 272 during their first semester.

## German Literature

The Department of German Literature grants three credits to students with a score of 5 on the CEEB Advanced Placement Examination in German literature. Students who receive a score of 4 will be awarded three credits if they achieve a grade of B+ or higher in a course in German literature.

## History

The Department of History will grant four credits to students who score 4 or 5 on the CEEB Advanced Placement Examination in European history and four credits to those with such scores in the American history examination.

These credits may not be used to fulfill requirements of the history major or distribution requirements of the College of Arts and Sciences.

## History of Art

The Department of History of Art will review examination papers of students with scores of 4 or 5 on the CEEB Advanced Placement Examination. Students may be eligible to register for 300-level courses in the Department of History of Art and may also receive three credits. Questions concerning advanced placement may be directed to the department chairman, Cornell University, 35 Goldwin Smith Hall.

## Mathematics

The Cornell calculus sequences discussed below are described under "Basic Sequences" in the Department of Mathematics section of this Announcement.

The regular freshman calculus courses at Cornell do not differ substantially from calculus courses given in many high schools, and it is best to avoid repeating material that has already been covered at an appropriate level. Secondary school students who have had the equivalent of at least one semester of analytic geometry and calculus should, if possible, take one of the CEEB's two Advanced Placement Examinations (calculus AB or calculus BC) during their senior year.

Students with a grade of 4 or 5 on the BC examination may take the appropriate third-semester course (Mathematics 293, 295, or 221) or the sequence 214–215–216–217, but students entering Mathematics 293 may have to make up some material on partial differentiation. Students with a 3 on the BC examination or a 4 or 5 on the AB examination may take the appropriate second-semester course (Mathematics 192, 122, or 112). Students with a 2 on the BC examination or a 3 on the AB examination may take one of the second-semester courses (Mathematics 192 or 112). Advanced placement credit will be awarded appropriately; however, no credit will be granted for a grade of 1 on the BC or of 1 or 2 on the AB examination.

A grade of 3 or higher on the BC examination satisfies the distribution requirement in mathematics for students in the College of Arts and Sciences.

The placement examination in mathematics is offered at Cornell only during orientation week and should be taken by students who:

- 1) have had at least a semester of calculus but did not take a CEEB Advanced Placement Examination;
- 2) have received a 2 on the BC examination or a 3 on the AB examination and want to enter the upper sequence; or
- 3) believe that the placement assigned on the strength of the CEEB Advanced Placement Examination is not high enough in their case.

Students are strongly urged to take the departmental placement test even if they feel that their grasp of the material is uncertain. The grade on this test does not become part of a student's record. No advance registration for the departmental examination is necessary.

Students entering the upper sequence who have a firm grounding in the first semester of calculus but cannot omit the second may, with the consent of the Department of Mathematics, take Mathematics 122 and 221 simultaneously in their first semester. Thus students who take Mathematics 222 in the second semester may have completed the sophomore course by the end of their first year.

## Modern Languages

Students who have studied a language for two or more years and want to continue study in that language at Cornell must present the results of a College Placement Test (CPT; formerly CEEB Achievement Test) for placement. Language course placement is made using guidelines that match CPT reading scores with various levels of courses. In cases where no CPT exists for a particular language, the Department of Modern Languages and Linguistics designates a professor to handle placement for that language. Students who have had a year of formal study or substantial informal study since they last took a CPT are permitted to take the examination again during orientation week.

Advanced standing credit may be entered on a student's record as follows:

- 1) For high school work three to eight credits may be granted for the equivalent of 200-level courses. Credit is based on performance on the CEEB Advanced Placement Examination, Cornell's Advanced Standing Examination, or a special departmental examination. To be eligible for Cornell's Advanced Standing Examination, students must have earned a score of 650 or above on the reading section of the College Placement Test (CPT; formerly a CEEB Achievement Test). A student who has received three credits by scoring 4 or 5 on the CEEB Advanced Placement Examination is advised to take the Cornell Advanced Standing Examination. Outstanding performance on this examination could provide three additional credits.
- 2) For formal language work at an accredited college, credit is considered by the department upon submission of a transcript and may be entered on the student's Cornell record.
- 3) Native speakers of languages other than English may, upon examination by the appropriate professor, be granted a maximum of six credits if they can demonstrate proficiency equivalent to course work on the 200 level or above at Cornell. Additional credit will be considered only for those who pursue advanced work in their native language.

For further information contact the Department of Modern Languages and Linguistics, Cornell University, 203 Morrill Hall.

## Music

Advanced placement and credit are awarded only in music theory and only on the basis of a comprehensive examination administered by the Department of Music, normally during orientation week. If special arrangements are made, the examination will be administered at other times during the academic year. All students interested in taking this examination should consult Professor D. R. M. Paterson. Inquiries may be directed to the Department of Music, Cornell University, 124 Lincoln Hall (telephone 607/256-4097).

## Near Eastern Studies

For advanced placement and credit in Hebrew and Arabic, students should consult the Department of Near Eastern Studies, Cornell University, 161 Rockefeller Hall. Advanced placement and credit are determined as outlined below.

**Arabic.** Placement and credit are determined by departmental examination.

**Hebrew.** Students who achieve scores of 650 or above on the College Placement Test (CPT; formerly the CEEB Achievement Test) will receive five credits

and may be admitted to Near Eastern Studies 301, Advanced Hebrew. Students showing evidence of knowledge beyond NES 301 will receive six advanced placement credits in Hebrew.

## Physics

Advanced placement and credit are awarded on the basis of the CEEB Advanced Placement Examination in physics (physics B or physics C), certain international examinations, or the departmental examination (which may be taken during orientation week or at other times as arranged). For permission to take the departmental examination, consult Professor H. Newhall, 101 Clark Hall. Results of the CEEB Advanced Placement Examination are reviewed individually by the Department of Physics, using the guidelines discussed below.

**Physics B.** Students earning a score of 4 or 5 may receive eight credits for Physics 101 or 102. Those earning a score of 5 in physics B with a score of 4 or 5 in calculus BC or a score of 5 in calculus AB may choose to accept four credits in Physics 112 or 207 instead of eight credits in Physics 101 and 102. Those earning a score of 3 will receive four credits in Physics 101.

**Physics C.** To receive credit in calculus-based physics courses, a student should be eligible for advanced placement or transfer credit in one semester of the mathematics calculus sequence for each physics course credited.

- 1) *C—Mechanics* Students earning a score of 4 or 5 will receive four credits in Physics 112 or 207.
- 2) *C—Electricity and Magnetism* Students earning a score of 4 or 5 may be eligible for four credits in Physics 208, and students earning a score of 5 will be eligible for four credits in Physics 213, but all such students should first meet with Professor R. Cotts, 522 Clark Hall.

Advanced placement into a next-in-sequence course depends on the completion of the appropriate mathematics prerequisites before enrolling. To qualify for advanced placement credit, it is not necessary to continue the study of physics.

General information and advice may be obtained from Professor R. Cotts, 522 Clark Hall, or from the Department of Physics, Cornell University, 113 Clark Hall.

## Psychology

Students who have scored well on the CEEB College-Level Examination Program psychology test may receive advanced placement credit in psychology. Those interested in taking further courses in psychology should consult a faculty member in the Department of Psychology, Cornell University, 206 Uris Hall.

Advanced placement based on the CEEB test may not be used to satisfy the distribution requirement in the College of Arts and Sciences. Credit toward the requirements of a major in psychology will depend on the recommendation of the student's major adviser.

## Romance Studies (French and Spanish Literature)

The Department of Romance Studies grants three credits to students with a score of 5 on the CEEB Advanced Placement Examination in French or Spanish literature.

### Advanced Placement Program (CEEB) Examinations Summary of Credit and Placement

Department	Score	Advanced Placement Credit	Placement
Biology	5 (majors)	8 credits	Placement out of all introductory courses. Satisfies the biological sciences distribution requirements.
	5 (nonmajors)	8 credits	
	4 (majors*)	4 credits* or	Placement out of 109–110. Satisfies the biological sciences requirement.
	4 (nonmajors)	6 credits*	
Chemistry	5	8 credits	Placement out of 207–208. Permission to take 215–216.
	3,4	4 credits	Placement out of 207. Permission to take 208.
Economics			Department determines credit and placement
English	Department uses additional measures. Qualified students are notified.		
French language	4,5	3 credits	Department determines placement.
French literature	4,5	3 credits (and proficiency)	Department determines placement. Students may earn additional credit by taking departmental examination.
German literature	5	3 credits (and proficiency)	Department determines placement.
	4	3 credits if followed by B or better in a German literature course.	
Greek	4,5	Department determines credit and placement based on departmental examination.	
Hebrew	4,5	up to 6 credits	Department determines placement.
American history	4,5	4 credits	Department determines placement.
European history	4,5	4 credits	Department determines placement.
History of art	4,5	Department determines credit and placement.	
Italian	4,5	3 credits (or proficiency)	Department determines placement. Students may earn additional credit by taking departmental examination.
Latin	4,5	Department determines credit and placement based on departmental examination.	
Mathematics BC	4,5	8 credits	Placement out of 111, 112. Permission to take 221 or 293 or 295 or 214–215–216–217.
	3	4 credits	Placement out of 111. Permission to take 112, 122, or 192.
	2	4 credits	Placement out of 111. No advanced placement credit for students who take 111. Permission to take 112 or 192.
Mathematics AB	4,5	4 credits	Placement out of 111. Permission to take 112, 122, or 192.
	3	4 credits	Placement out of 111. Permission to take 112 or 192.
	2	none	Students are strongly urged to take the mathematics placement examination.
Music	Department determines credit and placement based on departmental examinations.		
Physics	Department determines credit and placement.		
Psychology	Department determines credit and placement.		
Sociology	Department determines credit and placement.		
Spanish language	4,5	3 credits	Department determines placement.
Spanish literature	4,5	3 credits (and proficiency)	Department determines placement. Students may earn additional credit by taking departmental examination.

\*Majors (and other students who expect to take advanced biology courses) will receive 4 advanced placement credits only after fulfilling the introductory biology requirement by taking 103–104 or 103–208 (both sequences are worth 4 credits) or, with the approval of the instructors, 4 credits of work in 101–103, or 102–104, or 105–106. They will thus receive a total of 8 introductory biology credits (4 advanced placement credits and 4 course credits).

## Sociology

The Department of Sociology will recommend three advanced placement credits for students who receive the equivalent of a B on the CEEB College-Level Examination Program sociology test and whose essays are considered acceptable by the department. Students receiving this credit will be eligible for placement into courses for which an introductory course in sociology is the prerequisite.

For further information contact the Department of Sociology, Cornell University, 323 Uris Hall.

### College of Arts and Sciences Regulations

**Courses taken at other colleges** before matriculation at Cornell may count toward the degree if the appropriate department approves. Such credit is counted as part of the 120 credits required for the degree, but not as part of the 100 credits required in

College of Arts and Sciences courses, unless the department concerned accepts such courses as fulfilling part of the major requirement.

Students who want to receive credit for college courses taken elsewhere during the summer before matriculation at Cornell should bring the relevant catalog descriptions when they come to campus even if the transcript is not yet available.

**Freshmen who have taken courses at Cornell** should ask the Office of the University Registrar, 222 Day Hall, to send transcripts to the college records office, 144 Goldwin Smith Hall.

### Further Information

For further information about advanced placement contact the person in the appropriate college or

school listed below. Entering freshmen should have their advanced placement test scores sent to their school or college office.

#### College of Agriculture and Life Sciences

Ruth K. Stanton  
192 Roberts Hall

#### College of Architecture, Art, and Planning

M. Sophie Newhart  
147 Sibley Hall

#### College of Arts and Sciences

Michele T. Crane  
144 Goldwin Smith Hall

#### College of Engineering

Jane H. Pirko  
170 Olin Hall

#### School of Hotel Administration

Mary Oltz  
137 Statler Hall

#### College of Human Ecology

Joyce H. McAllister  
146 Martha Van Rensselaer Hall

#### School of Industrial and Labor Relations

Virginia W. Freeman  
101 Ives Hall

## Language Placement Tests

Students who have had two or more years of language study in high school and do not have a recent CEEB College Placement Test reading score must take a CEEB College Placement Test (CPT; formerly CEEB Achievement Examination) in the language they wish to continue at Cornell. If there is no College Placement Test for that language students must arrange a departmental interview. Language placement tests are given at the beginning of each fall and spring semester.

Information about times and places to take placement tests is available in the orientation newspaper, the Office of Guidance and Testing, and the Department of Modern Languages and Linguistics. Students must register for these tests at the Office of Guidance and Testing, 203 Barnes Hall, and pay a \$4 fee. For more information, see the College of Arts and Sciences section on language course placement.

## Counseling and Academic Advising Services

Students who receive degrees without ever needing or wanting advice are rare. The University encourages students to ask for assistance and advice whenever they need it, and numerous advising services exist on campus.

Many students are specifically assigned a faculty adviser for all or part of their undergraduate career. Faculty members can provide a wide range of advice, from suggestions about courses to take, books to read, or facilities to use to specific information about college or departmental regulations.

Most schools and colleges have advising programs, which are described in those sections. Offices that offer specific kinds of counseling, available to any student at Cornell, are briefly described below.

### Guidance and Testing Center

This center, located at 203 Barnes Hall, offers counseling to Cornell students who desire help in defining their academic or vocational objectives as well as those who are experiencing academic difficulties. After a free initial interview to provide the counselor with relevant background information to help define the nature of the student's problem, the student may be encouraged to take a series of tests (aptitude, interest, personality, and achievement). The fee for this battery of tests is \$30. The student will return in order to have the test results interpreted in follow-up counseling sessions. All counseling and test results are kept strictly confidential. Appointments should be made in advance, Monday through Friday between 8:00 a.m. and 4:30 p.m., by calling extension 256-5044.

### Career Center

The Career Center, located at 14 East Avenue across from Statler Hall, is part of the University counseling and advising network. The center, working in cooperation with the college offices, assists all Cornellians, from first-year students to alumni. Its purpose is threefold: to help people organize personal resources in career planning and job hunting, to advise on graduate and professional study, and to offer access to current job markets. It provides information and advice on summer jobs, volunteer activities, internships, overseas study, travel, graduate and professional schools, fellowships for graduate study, minority opportunities, résumé writing, and job-hunting techniques.

The center's facilities, programs, and activities include the following:

**A library** of over 15,000 items, one of the most extensive career libraries in the country, including information about job-hunting techniques, graduate study, summer and other short-term employment, and career opportunities. Two information specialists assist students in the use of this material.

**"The Career Center News,"** a section that appears weekly in the *Cornell Daily Sun*, informs the campus of job interviews, application deadlines, and career programs.

**Programs** include speakers, panel discussions, and other events on such subjects as job hunting,

graduate school admissions, fellowships and scholarships, and study and job opportunities abroad.

**Employment interviews and job placement.** During October and November and again in February and March the Career Center, along with the schools and colleges, provides up to thirty interviewing rooms a day for the hundreds of employers who come to the campus each year to talk with Cornell graduates. The diversity of the University and the quality of the students bring most of the major employers of college graduates to the campus.

**Placement bulletins.** In addition to bulletins listing jobs, the center publishes and distributes to 3,000 employers a bimonthly bulletin listing the qualifications of students and alumni seeking employment.

**Graduate-school recruiting.** Cornell students are heavily recruited by graduate schools. The Career Center arranges interviews with admissions directors from various graduate institutions, including the major law and graduate business schools.

**Advising and instruction.** Instruction is provided on job-hunting techniques and career planning through programs that include résumé critiques and a self-assessment workshop. The staff also advises students on individual problems related to graduate school admissions and fellowships.

**Tests.** Current bulletins and applications for the Law School Admission Test, the Graduate Record Examination, civil service examinations, dental and medical school admissions tests, and other examinations are available at the center.

**Opportunities in education.** Teachers and educational administrators may arrange to have dossiers of personal information and recommendations filed with the Educational Placement Office in the Center. For two dollars a set, copies can be sent to prospective employers upon request of either the candidate or the employer.

**Minority programs.** In cooperation with the Minorities Undergraduate Law Society, the Minority Business Students' Association, the Black Agriculturists, and other minority organizations, the center offers programs on many topics. Representatives from business, industry, government, school systems, and graduate and professional schools who are recruiting minority students make frequent visits to campus. The minorities' adviser at the center keeps students informed about specific careers in business and science in which minorities are currently underrepresented.

**Volunteer opportunities.** Volunteers can work on campus, in Ithaca, and around the world, with VISTA, in summer camps for disabled children or adults, in work-project camps the world over, with church groups, or in summer schools for the disadvantaged. Such experience is often good background for teaching, social work, and the health professions. Some of these opportunities offer small remuneration, some provide room and board; others may actually require payment.

**Internships.** A growing number of students obtain valuable career orientation and practical experience through internships. Many have found summer internships through the Cornell Internship Program (CIP), a student organization that works in cooperation with the Career Center, locating internships in business, government, and nonprofit organizations.

**Health careers.** Advice and guidance are provided to students seeking careers in medicine, dentistry, and other health professions. The Career Center also coordinates the efforts of the Health Careers

Program, a faculty committee that participates in formulating a composite letter of recommendation for each student who applies to medical or dental school.

## Handicapped Services

As a University committed to the principle of equal opportunity, Cornell's academic and social resources must be fully available to all who are qualified, including persons with impairment of sight, hearing, mobility, or muscular coordination.

Significant steps toward making its facilities and services accessible to the handicapped have been taken by Cornell. Classes, library services, dining facilities, student residences, guest lectures, and employment opportunities are some of the settings and activities for which accessibility must be assured. Since Cornell desires to provide access in as integrated and natural a setting as possible, the emphasis is on bringing the student to the class rather than on bringing the class to the student. A campus-wide program to provide ramps, curb cuts, and remodeled rest-room facilities has been completed. Special parking permits for the handicapped can be obtained from the Traffic Bureau and arrangements for accessible accommodations in residence hall facilities are available for individual students.

Kathleen Donovan, Office of Equal Opportunity, 217 Day Hall (telephone 256-5298), is the campus coordinator for matters concerning the handicapped. If you have any questions, you are urged to get in touch with her for discussion and, where appropriate, referral to the proper resource person. If you will need special accommodations either in your living situation or with classes, please contact her as soon as possible.

Each school within Cornell University has designated a representative to assist handicapped students with such matters of academic concern as course scheduling, classroom changes, and special provisions for taking examinations. Their names are listed in a brochure for handicapped students which may be obtained from the Coordinator for the Disabled, 217 Day Hall.

## Minority Education (COSEP)

The Committee on Special Educational Programs (COSEP) at Cornell University provides various academic, financial, social, and personal support services for minority students.

COSEP, founded by President James A. Perkins in 1963 in accordance with Cornell's mission as a land-grant institution and its founding philosophy, "I would found an institution where any person can find instruction in any study," provides admission opportunities for minority students who want to enroll in one of Cornell's seven undergraduate schools and colleges.

Through various methods, such as recruitment, an orientation and summer pre-freshman year program, tutorial instructional courses, and counseling programs, COSEP provides educational assistance to minority students that historically have been excluded or underrepresented in higher education. The University-sponsored financial aid program supports eligible students with financial assistance, which includes a COSEP scholarship.

The main goals of COSEP are:

- 1) To increase the enrollment of minority students at Cornell;
- 2) To provide supportive services after admission for academic, personal, and social adjustment;
- 3) To raise the retention and graduation rates of minority students; and
- 4) To recommend institutional policy for this group.

## State Programs (HEOP and EOP)

In 1969 COSEP was expanded by the addition of the New York State Educational Opportunity Program (Colleges of Agriculture and Life Sciences, and Human Ecology, and the School of Industrial and Labor Relations) and the Higher Educational Opportunity Program (Colleges of Architecture, Art, and Planning; Arts and Sciences; and Engineering; and the School of Hotel Administration). These programs are called EOP and HEOP respectively.

HEOP gives students who would not be admitted through regular admission selection an opportunity to attend Cornell. The programs provide students with academic supportive services, counseling, and financial aid. New York State residents who are both academically and economically disadvantaged are eligible.

## Student Services

Services include student activities, work-study jobs, leadership training, and assistance in development of organizational skills and implementation of programs. A general counseling referral service is also provided by the office. COSEP has associate staff members in the Financial Aid Office, the Career Center, and Gannett Psychological Service to assist students in these areas.

## International Student Office

The International Student Office, 200 Barnes Hall (telephone 607/256-5243), serves as an information center and provides arrival assistance, housing information, personal and academic advising and counseling, and generally serves in any way it can international students and campus groups.

## Financial Aid

### Eligibility and Availability

Financial aid resources for undergraduate nonimmigrant foreign students are severely limited at Cornell. Consequently, the competition for these awards is keen and only a small percentage of each entering class receives assistance. Students who receive financial aid are likely to be those with exceptional academic records, high test scores, strong potential for positive contributions to the Cornell community, and demonstrated financial need. Awards are a combination of scholarship, loan, and on-campus work.

If a student does not receive financial aid upon entering Cornell, there is little chance of obtaining aid in the future, except in the event of an unforeseen financial emergency. Should a student experience an unexpected financial problem after enrolling, he or she should immediately contact the International Student Office for assistance.

Nonimmigrant students who receive financial aid from the University must reapply for aid each year. Application forms are available from the International Student Office and must be filed by March 1.

### Loans and Employment

Short-term emergency loans are available through the International Student Office for students who face unexpected financial crises. Under certain circumstances, long-term loans are also available. Nonimmigrant foreign students are not eligible for SEMP employment, which is administered by the Office of Financial Aid. However, students holding F-1 visas may accept non-work-study employment on campus for up to twenty hours a week. Due to visa restrictions, foreign students may not accept any off-campus employment without permission of the United States Immigration and Naturalization Service. Questions regarding permission to work should be referred to the International Student Office.

Note: Foreign students in the School of Hotel Administration who want to fulfill their practice credit requirement by working in the United States during vacations or the summer should contact Dean Clark's office.

## Health Requirement

Foreign students and their dependents must present a chest X-ray taken within twelve months of registration at Cornell, or undergo an X-ray upon arrival. Free chest X-ray service is available at the Gannett Clinic. Residents of the following areas are exempt from this chest X-ray requirement: Europe, Japan, Australia, New Zealand, and Canada.

## Registration

All entering nonimmigrant foreign students (including Canadians) must secure clearance from the International Student Office before registration will be permitted.

## Leaves of Absence, Withdrawals, Transfers, Credit Hour Reductions

Any nonimmigrant foreign student planning to take a leave of absence should check first with the International Student Office. Students taking a leave or withdrawing from the University normally cannot legally remain in the United States. Students graduating or leaving the University should file a Notice of Departure with the International Student Office. Students intending to transfer to other universities in the United States should check the immigration regulations regarding transfer in the International Student Office.

Visa regulations also stipulate that students must carry at least 12 credits each term. Foreign students who are petitioning to drop their course load below 12 credits should contact the International Student Office to determine how such a decision will affect their visa status and financial aid.

## Personal Counseling Services

**University Health Services.** Counseling services are provided in the health center and the Psychological Service. For an appointment at the Psychological Service, the student should call 256-5208 or go to the center.

**Cornell United Religious Work.** A diverse staff of pastoral counselors and advisers, available day and night for consultation, may be reached through the office, 118 Anabel Taylor Hall (telephone 256-4214).

**Empathy, Assistance, and Referral Service (EARS).** EARS is a peer counseling service offered through the Office of the Dean of Students (telephone 256-7243).

**Suicide Prevention and Crisis Service** is a hotline and referral service for the entire community. In addition to crisis counseling, it provides hotline and referral services for raped or battered women (telephone 272-1616).

## Public Safety Services

### Emergencies

Accidents, crimes, fires, and all other emergencies on campus should be reported immediately to the Department of Public Safety, extension 256-1111. The Department of Public Safety is located in G2 Barton Hall and is open twenty-four hours a day. Public telephones to report emergencies are located throughout the campus and can be readily recognized by blue lights above them.

## Lost and Found

The central Lost and Found Office operated by the Department of Public Safety is located in G18 Barton Hall and is open from 10:00 a.m. to 4:00 p.m., Monday through Friday, telephone 256-7194. Lost articles are often turned in to the information desks in Day Hall and Willard Straight Hall and other central offices, but all such items are eventually turned over to the central lost and found.

## University Services Bureau

The University Services Bureau is responsible for scheduling and staffing extra University functions that require public safety personnel for traffic direction or crowd control. Contact the manager of the University Services Bureau at 256-7406.

## Support Services Section

The Public Safety Support Services Section provides lectures and orientation to various University groups on topics ranging from general public safety's services to drug abuse, crime prevention, and rape and assault prevention. Contact the manager of the Support Services Section at 256-7302 if interested in these free programs.

# Student Life and Activities

## Office of the Dean of Students

The primary aim of the Office of the Dean of Students is the personal, social, and intellectual development of students and the enhancement of the quality of the educational environment for the benefit of the entire community.

Specific responsibilities of the office include training and development of peer counseling groups such as EARS (Empathy, Assistance, and Referral Service); new-student programs; fraternity and sorority advising; and coordination of program activities, including housing for students living off-campus. The office also provides counseling and training, and assists individuals who need to know which University department is best equipped to answer any particular question that may arise during the course of the year. Staff serve as advocates for and as consultants to campus groups serving to resolve problems or improve programs.

In addition, ODS assumes responsibility for organizing and supporting ad hoc groups to examine issues that cut across divisional boundaries, e.g., racism, human relations, and ALERT (Alcohol Education, Research, and Training Committee). Various publications are prepared by the ODS, including the *Cornell Calendar*; *Policy Notebook for Students, Faculty and Staff*; and *Off-Campus Housing in the Ithaca Area*.

Students and staff are always welcome to drop in at the office in Barnes Hall or call (telephone 256-4221) if they have any questions or concerns.

## Housing

There is sufficient variety among University residences to meet the needs and desires of most individuals. Each year, however, more students than the Department of Residence Life can accommodate want to live on campus. Acceptance to the University does not automatically guarantee a room in a residence hall, but all freshmen who apply for accommodations in residence halls are assured of an assignment their first year although late applications may be placed in a temporary assignment at the start of the year.

Personal property is not insured by the University nor is the University liable for loss or damage to any article of personal property. Students are encouraged to take out personal property insurance on their belongings. Information on personal property insurance is available at the Office of the Dean of Students in 103 Barnes Hall.

The Off-Campus Housing Office in 103 Barnes Hall maintains lists of accommodations that have been voluntarily submitted by local landlords. These lists are constantly changing and must be seen in the office. For more information, the booklet *Off-Campus Housing in the Ithaca Area* may be obtained from the above office.

Information concerning University housing is available from the Department of Residence Life, Cornell University, Balch Hall.

## Dining Services

Cornell Dining provides diverse food service programs for the entire Cornell community.

## Co-op Dining

Co-op Dining is a completely voluntary dining plan serving more than half Cornell's undergraduates as well as many graduate students and other qualified members of the Cornell community. Any student may join.

Co-op Dining offers eleven flexible meal-plan options. These options have a variety of time and meal periods on a five- or seven-day basis. Members are not penalized for switching meal plans to better meet their individual academic routines. Maximum flexibility is included with a two-meal-a-day plan that offers a choice of breakfast or lunch, and dinner daily. Co-op members may also purchase prepaid points to supplement their chosen meal plan options.

Members eat in convenient dining rooms, located in the residential areas or on the central campus, and are free to select the dining rooms of their choice for each meal. All dining rooms serve a variety of entrees (including one vegetarian entree at both lunch and dinner) each day. In addition, weekly "prime nights" and specials highlight the Co-op Dining Program. Specials may include outdoor barbecues, midnight breakfasts, ice cream sprints, or the Cross-Country Gourmet dinner series that has won national acclaim. Menus are posted weekly and additional information is available through a special menu information telephone line, 256-DINE.

The cost of each meal-plan option is set at the beginning of each academic year and is automatically billed on a semester basis. Co-op rates do not increase during the academic year and members do not pay New York State sales tax, which is 7 percent.

The Co-op program does not provide meals during University recess periods, including fall semester break, Thanksgiving, Christmas intersession, spring recess, and summer.

The Co-op Dining program is administered by Cornell Dining, 233 Day Hall (telephone 256-5392). Each year, all new and transfer students receive a program description and contract. All terms and conditions of the Co-op Dining program are given in the contract, which should be read carefully by all prospective members before completing and mailing the application.

## Other Dining Services

Dining at Cornell is not limited to the Co-op Dining program. Students who do not choose to join a dining plan, University faculty and staff members, and visitors may choose from a variety of dining rooms on campus. Each dining room has its own atmosphere and menu. Most dining units serve cafeteria style.

**Cash a la carte service** is available at three Cornell Dining locations seven days a week, throughout each day. All cash dining units accept cash, Cornellcard, MasterCard, and VISA cards. Dining service at each unit follows the posted hours of operation, but may be limited during the summer session and University recesses such as Thanksgiving, Christmas, intersession, and spring break.

**The Pick-Up** offers a variety of grocery items, beverages, magazines, and personal items. A convenient check-cashing service and a small game room are also provided. The Pick-Up is located on the lower level of Noyes Lodge (telephone 256-5314).

**Vending operations** provide food, beverage, and snack items in many campus buildings (telephone 256-5385).

## Catering

Cornell Catering serves the entire Cornell community either in its private dining rooms, located on the third floor of North Campus Union, or at functions held in

many campus locations. Cornell Catering offers food service for a variety of occasions or needs (telephone 256-5555).

### Kosher Dining

Kosher meals are offered under the auspices of Young Israel of Cornell. Meals are served seven days a week under a wide variety of meal-plan options. Further information is available by writing to the Steward, Young Israel of Cornell, 106 West Avenue, Ithaca, New York 14850.

## University Health Services

The University Health Services provides comprehensive medical care for all full-time undergraduate and graduate students enrolled at Cornell University in Ithaca. Gannett Health Center, located at 10 Central Avenue adjacent to Willard Straight Hall, is open twenty-four hours a day during the school year and is available for overnight care and emergency outpatient service after normal working hours. Normal hours are Monday through Friday from 8:30 a.m. to 5:00 p.m. and Saturday from 8:30 a.m. to 12:30 p.m.

The center's medical staff, under the supervision of the medical director, consists of attending physicians and health associates from the University staff and consulting physicians and surgeons from the Ithaca area. All medical records are strictly confidential.

For a medical appointment a student should call 256-4082 or go to the center. For an appointment at the Psychological Service, a student should call 256-5208 or go to the offices at the center. A doctor is available for emergencies twenty-four hours a day (telephone 256-5155).

The tuition charge covers the cost of the following services for the academic year:

- 1) unlimited visits to Gannett Health Center,
- 2) overnight care,
- 3) routine diagnostic and X-ray examinations as ordered by Health Services clinicians and performed by Health Services staff,
- 4) physiotherapy services,
- 5) counseling services at the center and in the Psychological Service.

Expenses not covered by the University Health Services program are: visits to private physicians or private health care facilities; house calls; hospitalization expenses; hospital charges and fees for surgical procedures; fees for eye examinations for glasses; allergy injections; immunization vaccines and inoculations for travel abroad; physical exams for studies elsewhere or for fellowship applications; some expenses for contraceptive, prenatal, or obstetrical care; and expenses connected with illness or injury occurring (a) outside of Ithaca while in transit to and from college, on weekend trips, and on vacations away from Ithaca during the academic year; and (b) during the summer unless enrolled as a summer student.

To cover many of the services not provided free of charge by University Health Services, all full-time registered students and students studying in absentia are automatically enrolled in an Accident and Sickness Insurance Plan, underwritten by a private insurance company, which includes a \$20,000 major medical provision. The plan covers hospital care, charges for surgical procedures, consultations with a private physician or specialist if referred by a Health Services physician, expenses connected with illness or injury outside of Ithaca, and limited reimbursement for allergy injections, prescription drugs, and most outpatient services. Students are covered by this plan for the entire twelve months. Only by returning a yearly waiver form, which is mailed with the first bursar's bill or available at Gannett Health Center, the Bursar's Office at 260 Day Hall, and at University registration, will students *not* be covered and *not*

charged for this plan. The cost of this plan for 1981-82 will be approximately \$125 for the entire twelve months and the charge will appear on each student's fall tuition bill. Unless students have other health insurance to supplement medical services provided by the University Health Services, they are *strongly urged* to take advantage of this plan. After the waiver process has been completed, a student may be reinstated if the parent's insurance plan drops the student at a certain age or if the student's marital status changes. Application must be made within thirty days of discontinuation of other coverage.

Students who are enrolled in the Accident and Sickness Insurance Plan may also enroll their spouses and children for an annual premium. Information concerning this insurance may be obtained at Gannett Health Center or by telephoning 256-6363.

Students' spouses are eligible for benefits identical to the student health care program on a prepaid or fee-for-service basis. These services are not to be confused with the supplementary Accident and Sickness Insurance Plan. Information and forms for the spouse program may be obtained by writing or visiting the University Health Services, Gannett Health Center, Cornell University, 10 Central Avenue, Ithaca, New York 14853.

## Cornell United Religious Work

Cornell United Religious Work (CURW) coordinates religious affairs at Cornell. Participants in CURW may be involved in denominational, interreligious, or nondenominational activities. The denominational programs include daily or weekly opportunities for worship, study, and interaction. CURW member groups share in support and leadership of interreligious programs, such as the Sage Chapel convocations, CIVITAS (Cornell-Ithaca-Volunteers-in-Training-and-Service), the Interreligious International Ministry (IRIM), noncredit courses, lectures, conferences, and involvement in varied services to the University community. A diverse staff of pastoral counselors and advisers, available day or night for consultation, may be reached through the office, 118 Anabel Taylor Hall (telephone 256-4214). This office also has information concerning weekly religious convocations in Sage Chapel and worship opportunities in the local churches and synagogue. Anabel Taylor Hall houses the Commons, a coffeehouse providing a place for informal communication between faculty, staff, and students. Closely associated with CURW but independent of it is the Center for Religion, Ethics, and Social Policy (CRESP), the nondenominational research and action component of religious affairs at Cornell.

## Campus Government

The system of campus government at Cornell consists of four deliberative bodies representing not only the University population as a whole, but its major subdivisions. The system recognizes both the diversity and the unity so basic to the life of an academic community.

The *University Assembly* focuses on matters concerning the entire campus in common, including such day-to-day essentials as transportation, campus store, and health services. Its delegates are drawn from the Student Assembly, the Employee Assembly, and the Faculty Council of Representatives. Each of these groups also has its own separate deliberative body.

The four assemblies together provide a variety of settings in which issues can be effectively discussed and policy considered by those people most directly affected. The Student Assembly consists of 23 students elected by the student population, all of

whom are voting members, and has legislative authority over the policies of the departments of Dining, Residence Life, Unions and Activities and the Office of the Dean of Students. It also has authority to review the budgets and actions of these departments. The Employee Assembly is composed of members elected by and representing the exempt and nonexempt employees. The Faculty Council of Representatives is the legislative assembly of the University Faculty, which exercises the faculty's responsibility to regulate academic matters (including the calendar) that affect more than one college, school, or other academic divisions of the University. Further information may be obtained in the Office of the Assemblies, 165 Day Hall.

## Ombudsman

The University Ombudsman's Office in 201 Barnes Hall, telephone 256-4321, assists all members of the Cornell community seeking solutions to a wide range of problems. The main purpose of the office is the just and equitable resolution of conflicts in the University. The office is independent of the University administration and all other groups on the campus. All communications are confidential.

The office can provide information on University policies and practices, help examine alternatives, find proper authorities to resolve the situation, or otherwise seek a resolution to the problem. The function of the office does not take the place of existing grievance procedures, but nonetheless stands ready to hear and investigate complaints at any time. The office does not have the authority to reverse decisions or punish anyone. The office does make requests for reconsideration or change in decisions and will advocate an equitable solution when a complaint has merit. In addition to hearing and investigating complaints, the office may investigate problems on its own initiative and report its findings and recommendations to appropriate people in the University.

## Judicial System

The judicial administrator's office receives and investigates complaints brought by students, other members of the University, and offices on campus involving alleged violations of the Campus Code of Conduct or the Statement of Student Rights. The judicial administrator may also initiate investigations. If there is reasonable cause to believe that a violation has occurred, the judicial administrator files charges and reminds the defendant of the services of the judicial adviser. Personal details of complaints and judicial actions are considered qualified privileged information.

Many judicial cases are resolved by summary decision. In such decisions the judicial administrator proposes a fine or a remedy, or both, which the parties to the case choose to accept. Either the defendant or the judicial administrator may, however, decide instead to take the case to a formal hearing. A complainant who is dissatisfied with the judicial administrator's action in a complaint may appeal that action to the University Hearing Board, which then decides whether or not to refer the case to an adjudicatory hearing.

Questions about the judicial system should be directed to the Office of the Judicial Administrator, 431 Day Hall (256-4680); hours are 9:00 a.m.—4:30 p.m., Monday through Friday. The *Policy Notebook for Students, Faculty and Staff*, available from the Office of the Dean of Students, details the principles and policies governing campus conduct. For further information consult the staff in the Office of the Dean of Students, 103 Barnes Hall.

A judicial adviser is available, without charge, to provide legal counseling and legal assistance to those accused of violating University rules and regulations, including academic integrity violations. The Office of the Judicial Adviser is not associated with the Cornell Legal Aid Clinic and is not equipped to handle legal problems arising outside the University context. The Office of the Judicial Adviser is located in B19 Day Hall, 256-6492. The hours of this office change each semester and are posted on the office door, along with telephone numbers where an adviser can be reached when the office is not open. Further information about the Office of the Judicial Adviser can be obtained from the Office of the Judicial Administrator.

## Unions and Activities

The Department of Unions and Activities oversees the three University union buildings, which serve as campus community centers and offer a wide variety of services and facilities: Willard Straight Hall, Noyes Center, and North Campus Union. A partial list of facilities includes dining areas, a browsing library, a theater, billiard and game rooms, study lounges, meeting rooms, a pottery shop, a tailor shop, darkrooms, and a unisex hair-styling salon. Among the many special services available to students are a central ticket office, a central reservations office for campus facilities, a rental service for audiovisual equipment and phonograph records, a dry-cleaning service, service desks where newspapers, magazines, and sundries are sold, a travel office, an art-lending library, and a check-cashing service.

University Unions programming organizations include programming and policy boards that govern each of the three union facilities, as well as the following: the Alfalfa Room, a lounge area in Warren Hall where sundries and snacks are sold. Cornell Cinema, the campus film program; the Cornell Concert Commission, which produces popular concerts; the University Unions Program Board, which presents major lectures, touring theatrical productions, and major social events including Mardi Gras and Springfest; Wilderness Reflections, which presents summer orientation programs for new students in an outdoor setting; and the Third World Student Programming Board, which presents events to highlight minority and ethnic cultures. The services and activities support the educational objectives of Cornell, provide opportunities for personal relationships among members of the community, and fulfill Willard Straight's objective: "the enrichment of the human contacts of student life."

### Union Hours

#### Willard Straight Hall

7:00 a.m.—11:00 p.m., 7 days a week

#### Noyes Center

10:00 a.m.—12:30 a.m., Sun.—Thurs.  
10:00 a.m.—1:30 a.m., Fri. and Sat.  
(Building opens for dining earlier)

#### North Campus Union

7:00 a.m.—midnight, Sun.—Tues.  
6:30 a.m.—1:00 a.m., Wed.—Sat.

## Fraternities and Sororities

For many students fraternity or sorority life is an integral part of the Cornell experience. There are forty-eight fraternities at Cornell with about 2,500 students, 36 percent of the male undergraduate students, as members. There are twelve sororities, with approximately 1,050 students, 20 percent of the female undergraduates, as members. Each chapter has its own flavor and environment.

As one of the largest systems in the country, diversity is the key to its continuing growth. In addition to

housing and friendships, fraternities and sororities provide opportunities for leadership and personal growth. Most of the fraternity chapters are members of the Interfraternity Council, a student-run board that oversees the many programs associated with fraternities. The Cornell Panhellenic Council is the governing body for the sorority system.

The assistant dean of students and adviser to fraternities and sororities in the Office of the Dean of Students assists fraternities and sororities in developing constructive activities for their members. For information, contact the Dean of Students Office, 103 Barnes Hall (telephone 256-4131) or the Interfraternity Council and Panhellenic Council Office, 210 Willard Straight Hall (telephone 245-5183).

## Athletics

At Cornell athletics are designed to encourage the participation of every able and interested student in varsity sports or the extensive intramural program. Cornell supports one of the largest intercollegiate athletics programs for men and women in the country and belongs to the Ivy League. There is intercollegiate competition for men in baseball, basketball, crew, 150-pound crew, cross-country, fencing, football, lightweight football, golf, gymnastics, hockey, lacrosse, polo, rifle, sailing, skiing, soccer, squash, swimming, tennis, track, and wrestling.

Cornell fields seventeen intercollegiate women's teams, more than any other college or university in New York State. The women's athletics program, one of the largest in the nation, includes basketball, bowling, crew, cross-country, fencing, field hockey, gymnastics, ice hockey, lacrosse, polo, sailing, skiing, swimming, synchronized swimming, tennis, track, and volleyball.

## Transportation Services

### Traffic and Parking

All on-campus parking (except for certain metered and time-zone areas) is by permit only and is subject to posted restrictions; vehicular access to the interior campus is restricted Monday through Friday from 7:30 a.m. to 5 p.m. A campus bus service operates between peripheral lots and the central campus; several community bus routes connect the University with surrounding residential and commercial areas.

All members of the campus community (students, faculty, staff, and employees of non-University agencies located on University grounds) are required to register annually with the Traffic Bureau any motor vehicles (including motorcycles) in their possession which may at any time be parked on Cornell property. This registration information ensures that the owner or operator may be rapidly identified and contacted if necessary; for example, if a parked vehicle is involved in an accident, must be moved immediately, or has been left with its lights on. There is no charge for vehicle registration; however, a registration sticker is not, in itself, a parking permit.

Information on traffic and parking regulations is available at the traffic control booths on campus and at the Traffic Bureau on Maple Avenue. The bureau will be glad to assist any individual with general inquiries or special problems and requests (telephone 256-4600).

**Bus service.** Information about the campus bus system may be obtained from the Campus Bus Service (telephone 256-3782). Schedules for on-campus and off-campus service are posted in all bus stop shelters and are also available from the Traffic Bureau, the Information and Referral Center in the Day Hall lobby, North Campus Union, and the Willard Straight Hall Information Desk.

## University Requirements for Graduation

For degree requirements such as residency, number of credits, distribution of credits, and grade averages, see the individual requirements listed by each college or school or contact the college offices.

## Physical Education

All undergraduate students must complete the University requirement in physical education unless specifically exempted for medical reasons, for military service, for participation in athletics or marching band, or for unusual conditions of age, residence, or outside responsibilities. For students in the class of 1981 or earlier, the requirement is four terms, while for students in the class of 1982 or later, it is two terms of physical education. These requirements should be fulfilled in the first terms of residence at Cornell. Transfer students have the requirement reduced by the number of terms completed in a college of recognized standing before entering Cornell.

Postponements are allowed only by consent of the University Faculty Committee on Physical Education. Students are exempt from fulfilling this requirement only when it is recommended by the Cornell medical staff, or because of unusual conditions of age, residence, military service, or outside responsibilities. Students should check with their respective college offices and the Department of Physical Education and Athletics if they have any questions about this requirement.

## Student Responsibilities

In extracurricular affairs and conduct, Cornell students have today, as they had in the University's infancy, maximum freedom to govern themselves and responsibility for the use they make of this freedom. The student, both as an individual and as a member of any student organization, however, is responsible for adhering to all applicable regulations set forth in the *Policy Notebook for Students, Faculty and Staff*. This booklet is given to every new student and extra copies are available in the Office of the Dean of Students. In addition to the Campus Code of Conduct, the *Policy Notebook* contains a Statement of Student Rights, a Code of Academic Integrity, the University policy on access to and release of student records, information on the University judicial system, library and motor vehicle regulations, and other policies and regulations.

Students are responsible for meeting all requirements for the courses in which they are enrolled as laid down by the faculty members teaching the courses. It is also the student's responsibility to be aware of the specific major, degree, distribution, college, and graduation requirements necessary to complete his or her chosen program of studies. Students should know how far they have progressed in meeting those requirements at every stage of their academic career.

## Student Records

The University policy on access to and release of student records conforms to the Family Educational Rights and Privacy Act of 1974. See the *Policy Notebook for Students, Faculty and Staff* for details of University policy.

## University Registration

University registration is the process by which the University registrar and colleges certify the eligibility of students to enroll in courses and purchase or use a variety of services available at the University, such as Cornellcard, Co-op Dining, libraries, special bus passes, and housing. University registration includes the issue of or validation of the student identification card and the collection of information needed for the student directory and state and federal reports. University registration is held on the dates stated in the University calendar at a time and place announced well in advance of the beginning of each semester.

### Late Registration

The final date for late registration coincides with the last day for adding courses. Late registrants are assessed a late processing charge. Requests to waive the charge will be acted on favorably only for reasons of academic involvement.

The University does not permit after-the-fact registration in which persons attend classes and pass courses before seeking to register and receive official course credit.

The University reserves the right to require unauthorized nonregistered persons who attend classes or in other ways seek to exercise student privileges to leave the University premises. The University Registrar will notify the appropriate college or school about such cases and ask that office to contact the person concerned.

### Late Registration Fee

Late Period	Amount
3 weeks	\$30
4 weeks	40
5 weeks	50
6 weeks	60
After 6 weeks, each additional week	25

### Course Enrollment

Course enrollment for the next semester at Cornell takes place partway through the current semester. Dates are announced in advance and are usually posted in the school and college offices. Course enrollment generally runs for two weeks. Each college or school notifies students about special procedures. Students are often expected to meet with their advisers during this two-week period to check that the courses they plan to take will ensure satisfactory progress toward a degree. Students complete an optical mark course enrollment form, then return the form to their college office. The forms are processed and each student is sent a Course Confirmation Statement, listing the courses processed from the enrollment form. Class schedules are distributed later by the college offices, often during the same days as University Registration.

New students and transfer students are sent course enrollment instructions by their college offices before they arrive on campus. Procedures vary from college to college.

Students who fail to submit a course enrollment form during the designated period may be charged a late fee. The fees are listed in the chart in the following section.

### Course Add/Drop/Change Period

Students may adjust their schedules during add/drop/change periods. The length of the periods varies according to colleges. An optical mark form is completed by the student and signed by both the student's adviser and an appropriate representative of the department offering the course (an instructor, department staff member, or college registrar, depending on the college). The completed and signed form must be returned to the student's college office to be processed. See chart below for course add/drop/change fee.

### Late Course Enrollment and Late Add/Drop/Change Fees

Academic Unit	Late Course Enrollment Fee	Late Course Add/Drop/Change Fee
College of Agriculture and Life Sciences	No fee	No fee
College of Architecture, Art, and Planning	\$10	\$10*
College of Arts and Sciences	\$10	\$10*
College of Engineering	\$10	\$10
Graduate School	\$10	\$10
School of Hotel Administration	No fee	No fee
College of Human Ecology	\$10	\$10*
School of Industrial and Labor Relations	No fee	No fee
Summer Session and Extramural Courses	†	†
Veterinary Medicine	No fee	No fee

\*Consult the college office for special considerations and requirements.

†Consult the Summer Session Announcement and the Division of Extramural Courses brochure for fees.

## Class Schedules and Attendance

### Class Attendance and Absences

Students are expected to be present throughout each term at all meetings of courses for which they are registered.

The right to excuse a student from class rests with the faculty member in charge of that class at all times.

All lectures, recitations, and similar exercises start at 8:00 a.m., 9:05 a.m., 10:10 a.m., 11:15 a.m., 12:20 p.m., 1:25 p.m., 2:30 p.m., or 3:35 p.m. and last fifty minutes, except that on Tuesday and Thursday the first and second, the third and fourth, the fifth and sixth, and the seventh and eighth periods may be combined to allow for longer meeting times.

All laboratories and similar exercises that continue for 1 hour and 55 minutes, 2 hours and 25 minutes, or 3 hours are scheduled as shown below.

#### Schedule for Classes Longer than Fifty Minutes

##### 1 Hour and 55 Minutes

8:00 a.m.— 9:55 a.m.  
10:10 a.m.—12:05 p.m.  
12:20 p.m.— 2:15 p.m.  
2:30 p.m.— 4:25 p.m.  
7:30 p.m.— 9:25 p.m.

##### 2 Hours and 25 Minutes

7:30 a.m.— 9:55 a.m.  
10:10 a.m.—12:35 p.m.  
2:00 p.m.— 4:25 p.m.  
7:30 p.m.— 9:55 p.m.

##### 3 Hours

8:00 a.m.—11:00 a.m.  
10:10 a.m.— 1:10 p.m.  
1:25 p.m.— 4:25 p.m.  
7:30 p.m.—10:30 p.m.

On Monday, Tuesday, Wednesday, and Thursday the hours of 4:25 to 7:30 p.m.; on Friday the hours after 4:25 p.m.; on Saturday the hours after 12:05 p.m.; and all day Sunday are free from all formal undergraduate class or laboratory exercises.

Evening classes are held only on Monday and Wednesday and only when regularly scheduled and included in written college announcements or when recommended by the Committee on Academic Records and Instruction. Evening lectures, recitations, and similar exercises start at 7:30 and 8:35 p.m.; evening laboratories and similar exercises start at 7:30 p.m.

Evening preliminary examinations that will be given outside of normal class hours may be scheduled on Tuesday and Thursday evenings only, either for the time period 6:30–8:20 p.m. or the period 8:40–10:30 p.m. All such examinations shall be scheduled with the Examination and Room Coordinator in the Office of the University Registrar. Beginning in 1981–82, the dates and times of these examinations must be listed in *Courses of Study* as well as in the *Course and Room Roster*.

Any exception to the above regulations will require permission of the dean or director of the college or school offering the course. All such exceptions shall include provision of special arrangements for the students for whom conflicts are generated by such an exception.

## Final Examinations

Final examinations for undergraduate courses are scheduled by the Office of the University Registrar. Examinations may be one, two, or two and one-half hours in length at the discretion of the department concerned. Examinations not listed in the registrar's examination schedule will be arranged by the professor in charge and must fall within the announced examination period, except by the express permission of the dean of the faculty in accordance with existing faculty legislation.

## Auditing Courses

Summer school and extramural students may officially register as Visitors (auditors) in courses and have this entered on their permanent records if their attendance is reported as satisfactory. Graduate students may register for courses as auditors but will not have the courses listed on their transcripts. Undergraduates may not register to audit courses.

## Leaves and Withdrawals

A leave of absence must be requested from the college in which the student is enrolled. A leave of absence is granted for a specified time after which the student is expected to return to resume course work. The student should inform the college of enrollment of his or her intent to return.

A student may withdraw from the University at the student's discretion. However, a college may withdraw a student who fails to return at the end of a period of authorized leave.

## Internal Transfers

A student in good standing may apply to transfer from one college to another within the University. It is necessary for an internal transfer to inform the admitting college of the acceptance of admission within seven days of the offer of admission.

## Privacy of Records

According to federal law, grades are restricted information and may be released only to the student, or at the student's written request. Thus grades earned on examinations or in courses may not be posted by name. Posting by student ID number is permissible. Graded papers and examinations, if returned, must be returned to individual students and should not be accessible to anyone but the author. For example, setting batches of papers and examinations in a box or on a table is inappropriate and illegal.

## Course Numbering System

The course levels have been assigned as follows:

100-Level Course—introductory course, no prerequisites required, open to all qualified students.

200-Level Course—lower-division course, open to freshmen and sophomores, may require prerequisites.

300-Level Course—upper-division course, open to juniors and seniors, prerequisites required.

400-Level Course—upper-division course, open to seniors and graduate students, requires 200- and 300-level course prerequisites or equivalent.

500-Level Course—professional level (e.g., B&PA, Law, Vet.).

600-Level Course—graduate-level course, open to upper-division students.

700-Level Course—graduate-level course.

800-Level Course—master's level, thesis, research.

900-Level Course—doctoral level, thesis, research.

## Guide to Course Listings

The list of courses that follows is arranged into two broad groups.

**Group 1:** Divisions that offer both undergraduate- and graduate-level courses

Agriculture and Life Sciences  
Architecture, Art, and Planning  
Arts and Sciences  
Biological Sciences  
Engineering  
Hotel Administration  
Human Ecology  
Industrial and Labor Relations  
Nutritional Sciences  
Officer Education

**Group 2:** Graduate professional divisions

Business and Public Administration  
Law  
Veterinary Medicine

There are no courses offered by the Graduate School as a unit; graduate-level courses are contained in the various departments that offer the instruction.

Within each division courses are generally arranged in alphabetical order by department and in numerical order within the departments. All courses, 0-999, are briefly described for those divisions (group 1) offering instruction to both undergraduate and graduate students. Courses in the graduate professional divisions (group 2) are designated by number and title only.

It is not possible to keep this single-volume course list completely up-to-date. The most current information regarding course schedules, sections, rooms, credits, and registration procedures may be found in the *Course and Time Roster* and the *Course and Room Roster*, each issued twice a year by the Office of the University Registrar. Students are also advised to consult the individual college and department offices for up-to-date course information.

## Grading Guidelines

The official University grading system uses letter grades with pluses and minuses. Passing grades range from A+ to D-; F is failing. INC denotes incomplete, and R is the grade given at the end of the first semester of a year-long course. The grades of INC and R do not have quality point equivalents attached. These are the quality point equivalents:

A+ = 4.3	B+ = 3.3	C+ = 2.3	D+ = 1.3
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7
			F = 0.0

This is how a term average is computed:

Course	Grade	Quality Points	Credits	Product
Chemistry 103	B+	3.3	3	9.9
English 151	C-	1.7	3	5.1
DEA 145	B	3.0	4	12.0
CEH 100	B	3.0	3	9.0
DEA 111	C	2.0	3	6.0
<i>Total</i>			16	42.0

To arrive at the term average add the products (credits × quality points) and divide by the number of credit hours taken. Here 42 divided by 16 equals 2.63.

The cumulative average (an average of grades from two or more terms) equals the sum of the products of all the grades at Cornell divided by the total number of credits taken.

## Incomplete

The symbol of Incomplete is only appropriate when two basic conditions are met:

- 1) The student has a substantial equity at a passing level in the course with respect to work completed; and
- 2) The student has been prevented by circumstances beyond the student's control, such as illness or family emergency, from completing all of the course requirements on time.

An Incomplete may not be given merely because a student fails to complete all course requirements on time. It is not an option which may be elected at the student's own discretion.

While it is the student's responsibility to initiate a request for an Incomplete, reasons for requesting an Incomplete must be acceptable to the instructor, who establishes specific make-up requirements. The instructor has the option of setting a shorter time limit than that allowed by the student's college for completing the course work. Several colleges require that a statement signed by the instructor be on file indicating the reason for the Incomplete and the restriction, if any.

It is the responsibility of the student to see that all Incompletes are made up within the deadline and that the grade has been properly recorded with the student's college registrar.

## Changes in Grades

Changes in a grade may be made only if the instructor made an error in assigning the original grade.

## Official Transcripts

An official transcript is one that bears the official seal of the University and the signature of the University registrar, sent in a sealed envelope directly from the Office of the University Registrar to another institution or agency as directed by the student.

## Financial Information

### Tuition, Fees, and Expenses

#### Tuition for Academic Year 1981-82

Endowed Divisions	
<i>Undergraduate</i>	
Architecture, Art, and Planning	\$7,000
Arts and Sciences	7,000
Engineering	7,000
Hotel Administration	7,000
Unclassified	7,000

<i>Graduate</i>	
Business and Public Administration	
First-year student	7,200
Second-year student	6,200
Law School	7,250
Graduate School with special committee chairman from an endowed division	7,000

#### Statutory Divisions

<i>Undergraduate</i>	
Agriculture and Life Sciences	
Resident*	2,880
Nonresident	4,700
Human Ecology	
Resident*	2,880
Nonresident	4,700
Industrial and Labor relations	
Resident*	2,880
Nonresident	4,700

<i>Graduate</i>	
Graduate School:	
with special committee chairman from agriculture and life sciences, human ecology, or industrial and labor relations	3,300
with major field of study in veterinary medicine	4,960
Veterinary Medicine	
Resident*	4,960
Nonresident	6,350

#### Summer Session

Per credit	125
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#### Extramural Division

Per credit	175
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#### Other Tuition and Fees

In absentia fees	
Graduate	\$200
	per term
Undergraduate	15
	per term
B&PA and Law	\$75
	per term

\*A resident is a person whose domicile is in New York State at the time of registration for the term.

Excess hours tuition rate for students in statutory units taking extra endowed credits  
Per term 168.125

*The amount, time, and manner of payment of tuition, fees, or other charges may be changed at any time without notice.*

#### Fees and Expenses

Applicants to Cornell pay a nonrefundable \$30 application fee when submitting an application for admission.

Accepted candidates who plan to enroll at Cornell are required to pay a one-time \$50 registration fee by a date specified on the registration coupons that accompany the letter of acceptance. The fee is not applied to tuition charges and is not refundable after the stated due date.

#### Refund Policies

Part of the amount personally paid for tuition will be refunded if the student obtains an official certificate of Leave of Absence or Withdrawal at the office of the dean or director of the academic division involved. Students who terminate their registration in the University during a regular term in this manner will be charged tuition from the registration day to the effective date of the certificate as follows: first week, 10 percent; second week, 20 percent; third week, 30 percent; fourth week, 40 percent; fifth week, 60 percent; sixth week, 80 percent; seventh week, 100 percent; except that no charge will be made if the effective date is within the first six days, including registration day.

The University makes available tuition insurance that provides refunds in the event of leave of absence or withdrawal for medical or emotional reasons. Complete details regarding this coverage and applications accompany the August tuition bill.

**Repayment policy.** In addition to refunds for which students may be eligible, those receiving financial aid from the University who withdraw during a term will have their aid reevaluated, possibly necessitating repayment of a portion of aid received. Repayment to aid accounts depends on the type of aid received, government regulations, and the period of time in attendance. A partial semester will generally count as one of the eight semesters of financial aid eligibility normally allowed a student.

#### Billing and Payment Information

##### Billing

Bills cover charges for the term and list financial aid credit as of the date of preparation. The bill is prepared based on information processed before the beginning of the term. After registration, every effort will be made to correct mistakes.

It is possible that some charges will not be listed on the first bill and will appear on a subsequent monthly bill. *A student must be prepared to pay any charges appearing on a subsequent bill even though the student received a financial aid stipend before the billing charges.*

Please inform the Office of the Bursar of any change in billing address. *Address changes made at other offices will not change the billing address.*

## Payments

An individual who has outstanding indebtedness to the University will not be allowed to register or reregister in the University, receive a transcript of record, have academic credits certified, be granted a leave of absence, or have a degree conferred. If students' bills show a previous unpaid balance, they must arrange for payment by August 15 if they plan to register for the fall semester. University policy precludes the use of any 1981-82 financial aid for payment of past-due charges.

The bursar's office acts as a clearinghouse for student charges and credits which are placed directly on a student's bill by several departments and offices of the University. *Since the bursar's office does not have detailed records concerning many items that appear on a bill, students should contact the office involved if they have questions.*

For further information, contact the Office of the Bursar, 260 Day Hall, 256-2336.

## Programs of Financial Assistance

Cornell University offers a variety of scholarships, grants, employment opportunities, and loans to students who could not otherwise attend the University. To ensure that no qualified applicant is prevented from enrolling owing to lack of funds, Cornell has developed a comprehensive financial aid program. Since the requirements and application procedures for the various programs are complex, it is important for you to read the brochure *Student Financial Aid*, put out by the Office of Financial Aid every spring, and usually available in April or May. Questions about any aspect of applying for awards, the award announcement, and program provisions are welcome at the Office of Financial Aid, Cornell University, 203 Day Hall, Ithaca, New York 14853.

To be eligible for need-based assistance, you must be enrolled as a full-time student in a degree program at Cornell, be eligible to register in a college or division, and not owe a refund from any grant or loan or be in default on any loan received to attend Cornell. Students on leave of absence and undergraduates registered in absentia are not eligible to receive Cornell assistance.

New students and continuing aid recipients who have met application deadlines have top priority for receiving undergraduate aid. Continuing students applying for aid for the first time are considered on the basis of remaining funds. Undergraduate financial aid at Cornell is not awarded on the basis of scholastic merit; it is awarded on the basis of financial need as assessed by the Office of Financial Aid at Cornell.

**Applications** for the 1982-83 academic year will be available from the Office of Financial Aid in December, 1981. Whether or not they are already receiving aid, undergraduates must submit applications by March 16, 1982. Consult the brochure, *Student Financial Aid 1981-82* for further information.

**For information** concerning financial aid programs, please consult the following offices:

*Undergraduate and graduate students:* Office of Financial Aid, Cornell University, 203 Day Hall, Ithaca, New York 14853 (607/256-5145)

*International students:* International Student Office, Cornell University, 200 Barnes Hall, Ithaca, New York 14853 (607/256-5243)

## Orientation Sessions

Although attendance at orientation sessions is not required, the Office of Financial Aid strongly recommends that all new undergraduate recipients of aid and their parents attend the financial aid orientation session included in the Cornell orientation program. Consult the orientation schedule for dates and times of the session.

## Money Management

Some students have difficulty managing their resources to meet expenses. Plan for your expenses carefully, using the cost-of-attendance figures in this brochure as a guide. Brochures are available describing housing on and off campus and dining plans.

The consequences of not paying University bills are severe. A student may not register for a new term until all charges are paid for preceding terms.

Degrees will not be conferred and transcripts will not be sent until all University charges, including Cornellcard, are paid.

## Financial Counseling Services

Financial Aid Information Resources is a group of work-study students. These peer counselors can answer financial aid questions and give advice on financial aid problems. To contact a student counselor, come to the Office of Financial Aid.

If you have any questions about financial aid or need assistance in budgeting, contact the Office of Financial Aid, Cornell University, 203 Day Hall, Ithaca, New York 14853.

## Statement of Student Rights and Responsibilities

- 1) Students have the right to be informed of and to apply for all financial aid programs for which they are eligible and the responsibility to apply by program deadlines and to acquaint themselves with the application procedure.
- 2) Students have the right to know how financial need and award packages will be determined and to request a review of the financial aid package should circumstances change to negatively affect the family's ability to meet costs of attendance and the responsibility to notify the University should new resources become available to the student which were not originally considered.
- 3) Students who borrow from the University have a right to full disclosure of the terms and provisions of loan programs, including typical repayment schedules and the responsibility to attend preloan and exit interviews before borrowing and leaving the University. They must repay loans on a timely basis and keep the University informed of their current address.
- 4) Students have the right to be informed of financial aid policies and have the responsibility to be aware of all published financial aid policies and to comply with these policies.
- 5) Students have the responsibility to submit accurate information on all University documents relating to the financial aid application process.

